

# THE STATE OF FLORIDA



## State of Florida 2020 Comprehensive Emergency Management Plan

Florida Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

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98**RECORD OF SIGNIFICANT CHANGES**

<b>Date</b>	<b>Description of Change</b>	<b>Page or Section</b>
02/10	Added language addressing Florida's adoption of the United States National Grid for response and recovery.	Basic Plan, page 9
02/10	Added language addressing catastrophic planning.	Basic Plan, Emergency Support Function 15 Appendix
02/10	Added section on Resource Typing	Basic Plan, page 32
02/10	Added section on Special Needs Sheltering.	Basic Plan, page 36
02/10	Added section on Pet Sheltering.	Basic Plan, page 36
02/10	Added Critical Infrastructure/Key Resources preparedness actions.	Basic Plan, page 38
02/10	Updated State Emergency Response Team organizational chart.	Basic Plan, page 40
02/10	Updated Joint Field Office (formerly Disaster Field Office) organizational chart.	Basic Plan, page 43
02/10	Moved Mitigation priorities to the <i>State Enhanced Hazard Mitigation Plan</i> (plan incorporated herein by reference).	Basic Plan
02/10	Added section on Homeland Security Exercise and Evaluation Program (HSEEP) compliance.	Basic Plan, page 51
02/10	Added incident-specific annexes for severe weather, tropical cyclone events, mass migration, and pandemic occurrences.	Incident-Specific Annexes
02/12	Added Executive Summary.	Basic Plan, page 4
02/12	Updated Figure 1 – Primary Agency Listing	Basic Plan, page 17
02/12	Updated Figure 2 – State and Federal Communications Systems	Basic Plan, page 24
02/12	Updated Joint Field Office (JFO) organizational chart.	Basic Plan, page 40
02/12	Inclusion of Functional Needs Support Services (FNSS) language.	Basic Plan, page 48
02/12	Updated Emergency Support Function Annex	Emergency Support Function Annex
02/12	Replaced the <i>State of Florida Annex for a Pandemic or Widespread Disease Occurrence</i> with the <i>State of Florida Biological Incident Annex</i>	Incident-Specific Annexes
02/12	Updated annexes for Wildfire, Terrorism, Radiological Emergency Preparedness and Repatriation	Incident-Specific Annexes
02/12	Replaced severe weather and tropical weather annexes with the <i>Tropical and Non-Tropical Severe Weather Annex</i>	Incident-Specific Annexes
02/12	Added the <i>Florida Food Emergency Response Plan</i> as an incident-specific annex	Incident-Specific Annexes
08/14	Revised language to better address the CEMP as being a document that is continuously in effect and can be executed in part or in whole—on an as-needed basis	Basic Plan, page 6

8/14	Revised language in the Mitigation Measures section	Basic Plan, page 47
8/14	Language added regarding the declaration process, 44CFR	Basic Plan, page 30
8/14	Updated Emergency Support Function Annex (ESF 1, 2, 3, 4, 5, 6, 8, 10, 18)	Emergency Support Function Annex
8/14	Updates to the Wildfire and Biological Annex	Incident-Specific Annexes
8/14	Updated ESF Chart	Basic Plan, page 19
03/16	Replaced the terms State Assistance Team (SAT) and State Management Team (SMT) with Incident Management Team (IMT)	Entire CEMP
03/16	Amended language to clarify the SERT as always being activated, with issues being handled through the State Watch Office during Level 3 activation	Basic Plan
03/16	Updated statistical information in "Situation" section	Basic Plan, page 11
03/16	Updated population data	Basic Plan, page 14
03/16	Updated ESF chart delineating lead agency responsibilities for ESF 12	Basic Plan, page 19
03/16	Removed "State Resource Management Network" (SRMN)	Basic Plan, page 32
03/16	Added new chart depicting the EMAC and FEMA resource request process (Figure 5)	Basic Plan, page 35
03/16	Revised SERT organizational chart (Figure 6)	Basic Plan, page 42
03/16	Replaced the term "Community Response Team (CRT)" with "Disaster Survival Assistance Team (DSAT)."	Basic Plan, page 44
03/16	Revised Joint Field Office organizational chart (Figure 8)	Basic Plan, page 45
03/16	Added language referencing the Fire Management Assistance Grant Program	Basic Plan, page 48
03/16	Revised "Plan Development and Maintenance" section	Basic Plan, page 52
03/16	Amended "References and Authorities" section to include the Post-Katrina Emergency Reform Act and the Sandy Recovery Improvement Act	Basic Plan, page 56
03/16	Updated Emergency Support Function Annex (ESFs 1, 3, 5, 6, 8, 10, 11, 12, 15, 16, 18)	Emergency Support Function Annex
03/16	Revised Repatriation Annex	Incident-Specific Annexes
03/16	Revised Terrorist Incident Annex	Incident-Specific Annexes
08/16	Updated Radiological Emergency Management Annex	Incident-Specific Annexes
05/18	Basic Plan revised to include updated demographics and other statistics, clarification of ECO and ESFs, and minor language updates throughout to account for operational realities, such as the adoption of WebEOC.	Basic Plan, throughout
06/18	All ESF Annexes reviewed. All except ESF-2 Annex received updates.	Emergency Support Function Annexes
06/18	ESF-7 created a new ESF-7 Annex in conjunction with the Logistics Section and other partners	Emergency Support Function Annex

07/18	Updates provided for all Incident-Specific Annexes except for Radiological Emergency Management and Biological.	Incident-Specific Annexes
08/18	Update provided for the Biological Incident Annex	Incident-Specific Annexes
09/18	Additional programmatic information provided for Response, Recovery, Mitigation, and Preparedness activities	Base Plan
08/19	Removed Incident-Specific Annexes from formal CEMP to better align with requirements of F.S. 252	Hazard-Specific Annexes

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## 132 I. INTRODUCTION

133 The State Comprehensive Emergency Management Plan (CEMP) ensures that all levels of  
134 government are able to function under a unified emergency organization to safeguard the well-  
135 being of Florida's residents and visitors. The CEMP complies with and adopts the National  
136 Incident Management System (NIMS), and incorporates the principles set forth in the Incident  
137 Command System (ICS). The CEMP employs the strategic vision of Presidential Policy  
138 Directive 8 (PPD-8). Additionally, the CEMP parallels federal activities set forth in the National  
139 Response Framework (NRF) and implements the functions outlined in the National Disaster  
140 Recovery Framework (NDRF).

141 The state CEMP describes the basic strategies, assumptions, operational objectives, and  
142 mechanisms through which the SERT will mobilize resources and conduct activities to guide  
143 and support local emergency management efforts through preparedness, response, recovery,  
144 and mitigation. To facilitate effective operations, the CEMP adopts a functional approach that  
145 groups the types of assistance to be provided by the 18 Emergency Support Functions (ESFs).  
146 Each ESF is headed by a primary state agency selected based on its authorities, resources,  
147 and capabilities in that ESF's functional area that are utilize during all phases of emergency  
148 management. The primary agency appoints an ESF Lead to manage the ESF's function in the  
149 State Emergency Operations Center (SEOC).

150 The SERT serves as the primary operational mechanism through which state assistance to local  
151 governments is managed. State assistance will be provided to impacted counties under the  
152 authority of the State Coordinating Officer (SCO), on behalf of the Governor, as head of the  
153 SERT. If the President of the United States issues an emergency or major disaster declaration  
154 for the state, the SCO will coordinate in-state federal assistance through the Federal  
155 Coordinating Officer (FCO) and corresponding federal ESF(s). The federal ESF organization  
156 will work with the state ESF organization to ensure that resources and services are provided in  
157 a timely manner.

158 The CEMP is designed to be flexible, adaptable and scalable. It articulates the roles and  
159 responsibilities among local, state and federal emergency officials. This document supersedes  
160 the 2014 CEMP. The 2020 revision of the state CEMP represents the collective efforts of the  
161 Division of Emergency Management and the State Emergency Response Team.

### 162 A. PURPOSE

163 The purpose of Florida's Comprehensive Emergency Management Plan (CEMP) is to:

- 164 • Develop an all-hazards planning approach that will be used for all threats to, and/or  
165 emergencies or disasters that may impact Florida.
- 166 • Create the general framework of planning for preparedness, response, recovery and  
167 mitigation activities of the state.
- 168 • Describe the state's role in supporting and coordinating with local governments and  
169 federal partners during an emergency or disaster response and recovery.
- 170 • Create a system that integrates, adopts, and applies (where applicable) the tenets of  
171 the National Incident Management System (NIMS) to ensure its interface with the  
172 National Response Framework (NRF) to maximize the integration of incident-related  
173 preparedness, response, recovery, and mitigation activities.

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## 175 B. RELATIONSHIP TO OTHER PLANS

176 **Relationship to Other State Plans:** Specialized state plans further interpret the  
177 framework established in the CEMP to meet specific functional and hazard-specific  
178 demands. These plans are developed jointly between SERT Partners and the  
179 Division as supporting plans to the State CEMP. The SERT may use these plans to  
180 guide operational structures and priorities, within the framework established in the  
181 CEMP. These plans include;

- 182 • SERT Terrorist Incident Response Plan
- 183 • SERT Wildfire Response Plan
- 184 • Biological Incident Response Plan
- 185 • Emergency Repatriation Plan
- 186 • SERT Mass Migration Plan
- 187 • Radiological Emergency Management Plan
- 188 • Food Emergency Response Plan
- 189 • SERT Emergency Operations Plan

190  
191 **Relationship to Local Comprehensive Emergency Management Plans:** The  
192 State CEMP provides for coordination with local officials concerning natural,  
193 technological, and man-made disasters and the effective integration of state support  
194 for local emergency operations when local officials request state assistance. Local  
195 CEMPs provide guidance for the use of local resources, mutual aid resources, and  
196 specialized regional response resources under a local incident commander, who  
197 may be supported by a local emergency operations center (EOC). Local CEMPs  
198 include specific provisions for requesting and employing state resources to aid in  
199 managing and resolving emergency situations for which local resources are  
200 inadequate.

- 201 • **Relationship to Federal Plans:** The State CEMP provides for integration of state  
202 response operations with the federal agencies responding to emergency situations in  
203 Florida at the request of the Governor. This plan also recognizes the federal regional  
204 planning efforts which utilize the Integrated Planning System (IPS).

- 205 • **Relationship to Interstate Agreements:** The State CEMP addresses provisions for  
206 requesting emergency assistance from other states or providing emergency  
207 assistance to other states in accordance with the Emergency Management  
208 Assistance Compact (EMAC) and a number of specialized agreements to which the  
209 State of Florida is a party.

## 210 II. SITUATION AND ASSUMPTIONS

### 211 A. GEOGRAPHY

212 Due to Florida's unique coastal geography, the state is vulnerable to many natural hazards,  
213 including flooding, tropical cyclones (tropical depressions, tropical storms and hurricanes),  
214 tornados, and wildfires. Florida is vulnerable to freezing temperatures, drought, and  
215 biological hazards; which will have a direct impact on the state's heavy economic reliance  
216 on agriculture and tourism industries. Technological hazards are those that are a direct  
217 result of the failure of a man-made system or the exposure of a population to a hazardous  
218 material. Florida is vulnerable to nuclear power plant accidents, hazardous materials  
219 incidents, mass communication failures, major power disruptions, oil spills, and critical  
220 infrastructure disruption/failure, amongst others. Finally, man-made hazards include terrorist  
221



222 attacks and mass migration events. Florida faces these hazards due to the high number of  
223 facilities within the state associated with tourism, military, and government activities and the  
224 state's close proximity to oppressed and politically unstable regimes in the Caribbean.

225 • With its warm temperatures, numerous beaches, and many attractions, the state  
226 draws millions of visitors each year. Florida's economy is very dependent on tourists  
227 and tourism-related industries. In 2016 tourism was responsible for welcoming over  
228 112 million visitors to the state, spending more than \$111 billion and generating \$4.9  
229 billion of the state's tax revenue.

230 • Tampa, on the Gulf coast, is Florida's chief port by tonnage and area. Port Canaveral  
231 is home to the largest fleet of year-round vessels in the state. Miami has a dual  
232 distinction of being the "Cruise Capital of the World" and the "Cargo Gateway of the  
233 Americas." Other major ports are Jacksonville and Port Everglades, the deepwater  
234 port for Fort Lauderdale.<sup>1</sup>

235 • Overseas trade is of major importance. Florida trades mainly with Latin American  
236 and Caribbean countries. The total value of Florida's merchandise is nearly \$143  
237 billion in value. Florida ranked 7<sup>th</sup> in the U.S. in 2017 in exporting goods produced or  
238 with significant value added in the state. Merchandise trade valued at \$147.7 billion  
239 flowed through Florida's airports and seaports in 2017, making the state one of the  
240 world's leaders in international trade.<sup>2</sup>

241 • Florida ranks 21<sup>st</sup> in all commodities grown in the United States with a cash value of  
242 over \$8 billion.

243 • Florida's leading crop is oranges, accounting for two-thirds of the total U.S. citrus  
244 crop. Other kinds of crops grown in Florida include tomatoes, strawberries, sugar  
245 cane, watermelons, cucumbers, peanuts, cotton and potatoes, among others.

246 • Florida is also noted for its ornamental horticulture industry, aquaculture industry,  
247 horse farms, and cattle ranches. Florida is one of the major cattle-raising states east  
248 of the Mississippi River.

## 249 **B. DEMOGRAPHICS**

250 The following demographic assumptions apply to this plan:

251 • Florida's population resides in diverse communities across coastal, urban and rural  
252 areas. With the exception of Orlando, most of the state's population is located near  
253 the coast. Rural Florida consists largely of cattle ranches, farms, pine forests, fishing  
254 villages and small towns. Therefore, response, recovery and mitigation activities  
255 must be tailored to the type of community impacted by the emergency or disaster.

256 • Florida residents speak numerous languages, including, but not limited to: English,  
257 Spanish, French, French Creole, and American Sign Language. The ability to  
258 communicate with non-English speaking persons may pose a challenge during  
259 disasters.

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<sup>1</sup> Florida Seaport Transportation and Economic Development Council, 2017.

<sup>2</sup> Enterprise Florida, <http://www.eflorida.com/>

- 260           • According to the 2017 U.S. Census estimate, Florida's population is 20,984,400,  
261           making it the third most populated state in the nation. In addition to a tremendous  
262           residential population, Florida attracts millions of tourists each year.

### 263           **C. HAZARDS**

264           The State of Florida Enhanced Hazard Mitigation Plan, Section 3 (Hazard Assessment),  
265           contains a detailed risk assessment of Florida's hazards and the risks they pose to the state.  
266           This assessment is the chief hazard assessment for disaster planning and is utilized by the  
267           CEMP. However, this document is applicable to all hazards; be they natural, manmade,  
268           technological, known, or unknown.

### 269           **D. PLANNING ASSUMPTIONS**

270           The following planning assumptions apply to this plan:

- 271           • All emergencies and disasters are local, but local governments may require state  
272           assistance.
- 273           • Emergencies and disasters occur with or without warning.
- 274           • Emergencies and disasters will result in one or more of the following: injury and/or loss  
275           of life; damage or destruction to public and private property; disruption of utilities  
276           (electric, telephone and water) and daily life activities; displacement of persons and  
277           families; disruption of local services (sanitation, EMS, fire and police); shortages of  
278           temporary or permanent housing; damage or destruction to public and private records;  
279           impacts on the environment; and social and economic disruption.
- 280           • Local governments will initiate actions to save lives and protect property.
- 281           • Counties will request mutual aid assistance from other counties through the Statewide  
282           Mutual Aid Agreement (SMAA) and will use available resources and mutual aid before  
283           requesting state assistance.
- 284           • The State Emergency Operations Center will be staffed by the State Emergency  
285           Response Team (SERT) to support local operations as appropriate.
- 286           • Evacuation and sheltering may require regional coordination.
- 287           • The SERT will provide assistance to the tribal nations within Florida as requested while  
288           respecting the governmental sovereign nation status they hold in the United States.
- 289           • If state contractor and Vendor Managed Inventory resources and capabilities are  
290           exhausted, additional resources may be requested from other states through the  
291           Emergency Management Assistance Compact (EMAC) and through the Federal  
292           Emergency Management Agency (FEMA) who coordinates all federal assistance.
- 293           • Disability civil rights laws require physical accessibility of shelter facilities, effective  
294           communication using multiple methods, full access to emergency services, and  
295           modification of programs where needed. In accordance with Title II of the Americans  
296           with Disabilities Act (ADA), evacuation shelters will offer individuals with access and  
297           functional needs the same benefits provided to those without access and functional  
298           needs. This includes safety, comfort, food, medical care, and the support of family and  
299           care givers.

- 300 • Planning at the county and state levels will be based on pre-identification of populations  
301 and determination of resource shortfalls and contingencies to include pre-identified  
302 locations for shelters, County Points of Distribution, County Staging Area(s), Base  
303 camps, Disaster Recovery Centers and temporary housing sites.
- 304 • Each state and local agency, along with eligible private, non-governmental and volunteer  
305 organizations will document and seek federal and state reimbursement, as appropriate,  
306 for expenses incurred during disaster operations.
- 307 • Achieving and maintaining effective community preparedness reduces the immediate  
308 demands on response organizations. This level of preparedness requires constant  
309 public awareness and education programs to ensure people take appropriate advance  
310 actions to reduce their vulnerability during at least the initial 72 hours following an  
311 emergency or disaster.

### 312 **E. DEMOGRAPHIC ASSUMPTIONS**

313 The following demographic assumptions apply to this plan:

- 314 • Florida's population resides in diverse communities across coastal, urban and rural  
315 areas. With the exception of Orlando, most of the state's population is located near  
316 the coast. Rural Florida consists largely of cattle ranches, farms, pine forests, fishing  
317 villages and small towns. Therefore, response, recovery and mitigation activities  
318 must be tailored to the type of community impacted by the emergency or disaster.
- 319 • Florida residents speak numerous languages, including, but not limited to: English,  
320 Spanish, French, French Creole, and American Sign Language. The ability to  
321 communicate with non-English speaking persons may pose a challenge during  
322 disasters.

323 According to the 2017 U.S. Census estimate, Florida's population is 20,984,400, making it  
324 the third most populated state in the nation. In addition to a tremendous residential  
325 population, Florida attracts millions of tourists each year.  
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## 327 **III. CONCEPT OF OPERATIONS**

328 In order to ensure that preparations by the state of Florida will be adequate to respond to  
329 and recover from emergencies and disasters, the Division of Emergency Management  
330 (Division) is charged with the responsibility of maintaining a comprehensive statewide  
331 program of emergency management. The Division is responsible for coordinating its efforts  
332 with the federal government, with other departments and agencies of state government, with  
333 county, tribal, and municipal governments and school boards, as well as with private sector  
334 organizations that have a role in emergency management (See section 252.35, Florida  
335 Statutes). To fulfill these requirements, the Division establishes the State Emergency  
336 Response Team (SERT). When an imminent or actual event threatens the state, the  
337 Director of the Division will increase the activation level of the SERT and recommend that  
338 the Governor declare a state of emergency.  
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### 340 **A. STATE EMERGENCY RESPONSE TEAM (SERT)**

341 The SERT is composed of agency-appointed Emergency Coordination Officers (ECOs)  
342 and staff from state agencies, volunteer and non-governmental organizations that  
343 operate under the direction and control of the Governor and State Coordinating Officer  
344 (SCO). Each state agency designates an ECO and an alternate ECO to be their primary  
345 representatives in the SERT. Operationally, the SERT is grouped into 18 Emergency  
346 Support Functions (ESFs) that carry out coordination and completion of response and  
347 recovery activities in the State Emergency Operation Center (SEOC) during an

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emergency or disaster. These ESFs are grouped by function rather than agency, with each ESF headed by a primary state agency and supported by additional state agencies. Figure 1 identifies each ESF and the primary state agency.

Figure 1 - PRIMARY AGENCY LISTING		
ESF #	Emergency Support Function	PRIMARY STATE AGENCY
1	Transportation	Department of Transportation
2	Communications	Department of Management Services, Division of Telecommunications
3	Public Works & Engineering	Department of Transportation
4	Firefighting	Department of Financial Services, Division of State Fire Marshal
5	Information & Planning	Division of Emergency Management
6	Mass Care	Department of Business and Professional Regulations and Department of Children and Families
7	Resource Management	Department of Management Services, Division of Purchasing
8	Health and Medical	Department of Health
9	Search & Rescue	Department of Financial Services, Division of State Fire Marshal
10	Environmental Protection	Department of Environmental Protection
11	Food & Water	Department of Agriculture & Consumer Services
12	Energy	Public Service Commission (Electrical Power) and Division of Emergency Management (Fuels)
13	Military Support	Department of Military Affairs, Florida National Guard
14	External Affairs – Public Information	Executive Office of the Governor, Office of Communications
15	Volunteers & Donations	Governor’s Commission on Volunteerism and Community Service (Volunteer Florida)
16	Law Enforcement & Security	Department of Law Enforcement
17	Animal and Agricultural Issues	Department of Agriculture & Consumer Services
18	Business, Industry, and Economic Stabilization	Department of Economic Opportunity

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The ESF structure is a mechanism that consolidates jurisdictional and subject matter expertise of agencies that perform similar or like functions into a single, cohesive unit to allow for the better management of emergency response functions.

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**B. STATE EMERGENCY OPERATIONS CENTER (SEOC)**

- The SEOC is a permanent facility that is located at 2575 Shumard Oak Boulevard, Tallahassee, Florida 32399.

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- The SEOC is composed of the following functional areas: the Main Floor, Executive Rooms, ESF Breakout Rooms, Conference Rooms, the State Watch Office, GIS Room, and Media Briefing Room.
  - In the event of an emergency or incident that may threaten the SEOC or render the SEOC unusable, the SERT will relocate to a pre-determined alternate location as identified in the State Continuity of Operations Plan.

### 369 C. DIRECTION AND CONTROL

370 Initial response is by local jurisdictions working with county emergency management  
371 agencies. It is only after local emergency response resources are exhausted, or local  
372 resources do not exist to address a given emergency or disaster that state emergency  
373 response resources and assistance may be requested by local authorities.

374 During emergency response and recovery operations, state and local emergency  
375 responders will remain, to the extent possible, under the established management and  
376 supervisory control of their parent organizations. Key positions are vested by state law,  
377 executive order, or this plan, with the responsibility of executing direction and control of  
378 multi-agency state response and recovery operations within Florida. These key officials  
379 are responsible for determining response and/or recovery priorities. They have the  
380 authority to approve expenditures of state funds and commit state resources necessary  
381 and reasonable to satisfy those prioritized needs, and likewise, are provided with the  
382 authority to request assistance from the federal government.

### 383 D. ROLES AND RESPONSIBILITIES

384 In Florida, the following key positions in state and federal government direct and control  
385 response activities during an emergency:

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1. **The Governor** is responsible (statutorily and constitutionally) for meeting the needs of the state and its people in the event of emergencies and disasters. If the emergency or disaster is beyond local control, the Governor may assume direct operational control over all or any part of the emergency management functions within the state. The Governor is authorized to delegate such powers as he or she may deem prudent. A state of emergency must be declared by executive order or proclamation by the Governor when an emergency or disaster has occurred or the threat of occurrence is imminent.
  2. **The Director of the Division of Emergency Management** ensures that the state is prepared to deal with any emergency or disaster (large or small) and is responsible for coordinating the state response in any emergency or disaster.
  3. **The State Coordinating Officer (SCO)** is the authorized representative of the Governor to manage and coordinate state and local emergency response and recovery efforts. The SCO is provided the authority to commit any and all state resources necessary to cope with the emergency or disaster and the authority to exercise those powers in accordance with section(s) 252.36(3)(a) and 252.36(5)-(10), Florida Statutes. The SCO also has the authority to direct all state, regional and local agencies, including law enforcement agencies, to identify personnel needed from those agencies to assist in meeting the needs created by the emergency. The SCO may also utilize advisors or liaisons in order to obtain information specific to
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- 406 certain sectors (e.g., tourism, citrus, etc.). The Governor directs all agencies and  
407 departments to place all such personnel under the direct command of the SCO. In  
408 general, the Governor will designate the Director of the Division of Emergency  
409 Management as the SCO.
- 410 **4. The Governor's Authorized Representative (GAR)** is empowered by the Governor  
411 to execute all necessary documents for disaster assistance on behalf of the state,  
412 including certification of application for public assistance. The GAR will also  
413 coordinate and supervise the state disaster assistance program to include serving as  
414 its grant administrator. The GAR is designated in the FEMA-State Agreement. In  
415 general, the SCO is designated the GAR.
- 416 **5. The Deputy State Coordinating Officer (DSCO)** is appointed by the SCO by  
417 supplemental order once the Governor declares a state of emergency. The Deputy  
418 SCO has the authority to commit any and all state resources necessary to meet the  
419 needs created by the emergency. The Deputy SCO will confer with the SCO at all  
420 times and may be deployed to coordinate response and recovery activities at the  
421 impact area.
- 422 **6. The SERT Chief**, designated by the SCO, coordinates the rendering of all state  
423 assistance, and is responsible for overall management and operation of the SERT.  
424 Upon request and approval, the SERT Chief will issue mission assignments to the  
425 appropriate ESF to fulfill. All requests for assistance are reviewed and prioritized by  
426 the SERT Chief. The SERT Chief will coordinate with the 18 ESFs to fulfill these  
427 requests. All requests for assistance, and ESFs designated to respond to the  
428 request, are tracked in the SEOC.
- 429 **7. The State Incident Commander**, designated by the SCO, is an executive level  
430 official with primary subject matter expertise of a specific hazard or event that  
431 coordinates policy and priority planning with the SERT. This optional position will  
432 generally be filled by a designated agency head when a particular disaster  
433 overwhelming involves a specific state agency other than the Division. This position  
434 works in conjunction with, but does not supplant, the State Coordinating Officer and  
435 SERT Chief.
- 436 **8. The Planning Section Chief**, designated by the SERT Chief, is responsible for  
437 developing the Incident Action Plan for each incident period. Planning Section staff  
438 gather, synthesizes and reports on available intelligence information. ESF 5, the  
439 Technical Services Branch, and Meteorology Branch fall within the Planning Section.
- 440 **9. The Logistics Section Chief**, designated by the SERT Chief, is responsible for  
441 coordinating all joint logistics (local, state, federal, nonprofit and contractor) for the  
442 deployment of state resources (personnel, crews, equipment, heavy equipment,  
443 commodities, vehicles and aircraft). The Logistics Section provides logistics support  
444 for all deployed field positions and establishes field locations to include State  
445 Logistical Staging Areas (LSAs), Forward Operating Bases (FOB), State Mobilization  
446 Areas; Joint Reception, Staging, Onward Movement and Integration (JRSOI);  
447 Emergency Worker Base Camps, and provides support to County Points of  
448 Distribution (POD), Recovery Disaster Field Offices (DFO), Joint Field Office (JFO),  
449 temporary housing and other sites.

- 450 **10. The Operations Section Chief**, designated by the SERT Chief, oversees the  
451 Infrastructure, Emergency Services, Human Services, Air Operations and Operations  
452 Support Branches, which are essential functions for a successful response  
453 operation. The Operations Section also manages the All-Hazards Incident  
454 Management Teams and State Watch Office.
- 455 **11. The Finance and Administration Section Chief**, designated by the SERT Chief,  
456 procures resources when needed and documents costs for financial reimbursement.  
457 This position is also responsible for entering into emergency contracts.
- 458 **12. Recovery Section Chief**, designated by the SERT Chief, is responsible for the  
459 management and monitoring of Recovery efforts during and after an event. During  
460 activation, the Recovery Section Chief reports directly to the SERT Chief in the  
461 SEOC. Once the JFO is established, the Recovery Section Chief transitions into the  
462 role of Operations Section Chief (or Deputy Operations Chief if the SERT Operations  
463 Chief is in command). At the JFO, the Operations Section Chief is responsible for  
464 making preparations for the move to the JFO, establishing Disaster Recovery  
465 Centers, and implementing continuing to monitor the Recovery Desk.
- 466 **13. The Adjutant General (TAG)** is the agency head of the Florida Department of  
467 Military Affairs. During a declared state of emergency, the Governor may activate  
468 the Florida National Guard (FLNG). The TAG, acting through ESF 13, coordinates  
469 the deployment of any and all military personnel, equipment and resources to the  
470 extent necessary to meet the needs created by the emergency.
- 471 **14. The Federal Coordinating Officer (FCO)** coordinates federal assistance to a state  
472 affected by a disaster or emergency. The FCO generally is assigned to the State  
473 Emergency Operations Center (SEOC) for the duration of the emergency and work  
474 with the SCO to coordinate the federal response. The FCO is in unified command  
475 with the SCO throughout the event to coordinate requested federal assistance.
- 476 **15. Emergency Coordination Officers (ECO)** are representatives from each executive  
477 department, water management district, Public Service Commission, the Fish and  
478 Wildlife Conservation Commission, and Department of Military Affairs appointed by  
479 their respective agency head to coordinate emergency preparedness, response,  
480 recovery, and mitigation issues pursuant to Chapter 252.365.

## 481 **E. EMERGENCY POWERS**

482 Under state and federal law, only certain constitutional officers may declare a state of  
483 emergency. In Florida, a mayor, city manager or board of county commissioners may  
484 declare a local state of emergency. If the situation exceeds the capabilities of the local  
485 government to cope with the emergency or disaster, only the Governor may declare a  
486 state of emergency for the state. Under the emergency declaration, the Governor  
487 designates a SCO to direct the state's response to impacted local governments. The  
488 SCO is empowered through the Governor's executive order declaring a state of  
489 emergency to do all the things necessary to cope with the emergency, including the  
490 authority to use and deploy any forces and resources of state and local government.

491  
492 Under Chapter 252 and the Florida Constitution, the following are authorized emergency  
493 powers:

### 494 **1. Governor**

495 The Governor derives his or her emergency powers through Chapters 14 and 252,  
496 Florida Statutes, and the Florida Constitution. Emergency powers will be exercised  
497 only when, and if, a state of emergency or disaster or impending emergency or  
498 disaster has been declared by proper authority (the Governor), or a direct attack on  
499 the State of Florida occurs.

500 Pursuant to section 14.022, Florida Statutes, the Governor is authorized and  
501 empowered "...to take such measures and to do all and every act and thing which  
502 she or he may deem necessary in order to prevent overt threats of violence or  
503 violence to the person or property of citizens of the State and to maintain peace,  
504 tranquility, and good order in the State." The powers and authorities extend to any  
505 political subdivision and in any area of the state designated by the Governor.

506 According to section 252.36, Florida Statutes, when a state of emergency is declared  
507 by the Governor he or she "...may assume direct operational control over all or any  
508 part of the emergency management functions within this state, and she or he shall  
509 have the power through proper process of law to carry out the provisions of this  
510 section. The Governor is authorized to delegate such powers as she or he may  
511 deem prudent." The Governor imputes these powers to the SCO. The SCO is  
512 empowered to obligate and direct the resources of all state and local agencies to  
513 cope with the emergency or disaster. Section 252.36 also enumerates the express  
514 and implied powers of the Governor during a state of emergency.

## 515 2. The Florida Division of Emergency Management

516 The Division derives its statutory duties, responsibilities and emergency powers  
517 through Chapter 252, Florida Statutes, or as tasked by the Governor through an  
518 emergency declaration. The Governor's executive order or emergency proclamation  
519 may designate the Director of the Division as the SCO for the event. The SCO acts  
520 on behalf of the Governor to the extent necessary to meet the emergency.

521 The Division Director/SCO will increase the activation level of the State Emergency  
522 Response Team (SERT) and assist local governments when the emergency or  
523 disaster exceeds the response capabilities of the county. The SERT Chief issues  
524 mission assignments to obtain resources and capabilities from across the ESF  
525 organization in support of local emergency response activities.

## 526 3. Political Subdivisions

527 A local state of emergency must be declared by a mayor, city manager, or board of  
528 county commissioners. Pursuant to section 252.38, Florida Statutes, if an  
529 emergency is declared by the Governor, each political subdivision shall have the  
530 power and authority:

- 531 • To appropriate and expend funds; make contracts; obtain and distribute  
532 equipment, materials and supplies for emergency management purposes; provide  
533 for the health and safety of persons and property, including emergency assistance  
534 to survivors of any emergency; and direct and coordinate the development of  
535 emergency management plans and programs in accordance with the policies and  
536 plans set by the state and federal emergency management agencies.
- 537 • To establish, as necessary, a primary and one or more secondary emergency  
538 operating centers to provide continuity of government, and direction and control  
539 of emergency operations.



- 540 • To assign or make available employees, property and equipment relating to their  
541 county agencies and departments for emergency operation purposes.
- 542 • To request state assistance or invoke emergency-related mutual aid assistance  
543 by declaring a local state of emergency. The duration of each local state of  
544 emergency is limited to 7 days and may be extended as necessary in 7-day  
545 increments.
- 546 • To waive rules and regulations in the performance of: public work, entering into  
547 contracts; incurring obligations, employment of permanent and temporary  
548 workers, utilization of volunteer workers, rental of equipment, acquisition and  
549 distribution (with or without compensation) of supplies, material, and facilities.
- 550 • Taking whatever prudent action is necessary to ensure the health, safety, and  
551 welfare of the community.
- 552 • To appoint, employ, remove, or provide, with or without compensation,  
553 coordinators, rescue teams, fire and police personnel, and other emergency  
554 management workers.
- 555 • To assign and make available for duty the offices and agencies of the political  
556 subdivision, including the employees, property, or equipment thereof relating to  
557 firefighting, engineering, rescue, health, medical and related services, police,  
558 transportation, construction, and similar items or services for emergency  
559 operation purposes, as the primary emergency management forces of the  
560 political subdivision for employment within or outside the political limits of the  
561 subdivision.
- 562 • To request state assistance or invoke emergency-related mutual-aid assistance  
563 by declaring a state of local emergency in the event of an emergency affecting  
564 only one political subdivision. The duration of each state of emergency declared  
565 locally is limited to 7 days; it may be extended, as necessary, in 7-day  
566 increments. Further, the political subdivision has the power and authority to  
567 waive the procedures and formalities otherwise required of the political  
568 subdivision by law pertaining to:
- 569 ○ Performance of public work and taking whatever prudent action is necessary  
570 to ensure the health, safety, and welfare of the community.
- 571 ○ Entering into contracts.
- 572 ○ Incurring obligations.
- 573 ○ Employment of permanent and temporary workers.
- 574 ○ Utilization of volunteer workers.
- 575 ○ Rental of equipment.
- 576 ○ Acquisition and distribution, with or without compensation, of supplies,  
577 materials, and facilities.

- 578                   ○ Appropriation and expenditure of public funds.
- 579                   ○ Upon the request of two or more adjoining counties, or if the Governor finds  
580 that two or more adjoining counties would be better served by an  
581 interjurisdictional arrangement than by maintaining separate emergency  
582 management agencies and services, the Governor may delineate by  
583 executive order or rule an interjurisdictional area adequate to plan for,  
584 prevent, mitigate, or respond to emergencies in such area and may direct  
585 steps to be taken as necessary, including the creation of an interjurisdictional  
586 relationship, a joint emergency plan, a provision for mutual aid, or an area  
587 organization for emergency planning and services. A finding of the Governor  
588 pursuant to this paragraph shall be based on one or more factors related to  
589 the difficulty of maintaining an efficient and effective emergency prevention,  
590 mitigation, preparedness, response, and recovery system on a jurisdictional  
591 basis, such as:
- 592                   ▪ Small or sparse population.
- 593                   ▪ Limitations on public financial resources severe enough to make  
594 maintenance of a separate emergency management agency and  
595 services unreasonably burdensome.
- 596                   ▪ Unusual vulnerability to emergencies as evidenced by a past history  
597 of emergencies, topographical features, drainage characteristics,  
598 emergency potential, and presence of emergency-prone facilities or  
599 operations.
- 600                   ▪ The interrelated character of the counties in a multicounty area.
- 601                   ▪ Other relevant conditions or circumstances.

#### 602 **4. The State Legislature**

603 Section 6, Article II, Florida Constitution, empowers the State Legislature to provide  
604 prompt and temporary succession to the powers and duties of all public offices, the  
605 incumbents of which may become unavailable to execute the functions of their  
606 offices, and to adopt such other measures as may be necessary and appropriate to  
607 ensure the continuity of governmental operations during the emergency. In  
608 exercising these powers, the Legislature may depart from other requirements of the  
609 constitution, but only to the extent necessary to meet the emergency or disaster.

610 Chapter 22 of the Laws of Florida also provides the State Legislature the ability to  
611 appoint an “emergency interim successor” to exercise the powers and discharge the  
612 duties of an office until a successor is appointed or elected and qualified as may be  
613 provided by the constitution, statutes, charters, and ordinances or until the lawful  
614 incumbent is able to resume the duties and powers of the office. The Legislature  
615 may at any time terminate the authority of the emergency interim successors by  
616 concurrent resolution.

617 According to Section 22.15, Florida Statutes, the Governor may declare an  
618 emergency temporary location for the seat of government. The emergency  
619 temporary location shall remain as the seat of government until the Legislature

620 establishes a new location (by law), or until the emergency is declared to be ended  
621 by the Governor and the seat of government is returned to its normal location.

622 In the event of an emergency, the Legislature cannot fill vacancies except by election  
623 as provided by law. The Legislature by concurrent resolution may terminate a state  
624 of emergency at any time according to Section 252.36, Florida Statutes.

## 625 **5. The Florida National Guard (FLNG)**

626 Under Section 252.36(4), Florida Statutes, the Governor is Commander in Chief of  
627 the FLNG during a state of emergency. Military personnel of the Florida Department  
628 of Military Affairs serve in the FLNG. The head of the Department of Military Affairs  
629 is the Adjutant General according to Section 250.05(3), Florida Statutes. The  
630 Governor may order into state active duty, all or any part of the FLNG to respond to  
631 an emergency or disaster or imminent danger thereof (defined in section 252.34(3)),  
632 to preserve the public peace, execute the laws of the state, enhance domestic  
633 security, respond to terrorist threats or attacks, or respond to any need for  
634 emergency aid to civil authorities. The Adjutant General (through Emergency  
635 Support Function 13) and the State Coordinating Officer (SCO) will coordinate the  
636 deployment of any and all military personnel, equipment and resources to the extent  
637 necessary to meet the emergency or disaster.

638 In the event of an invasion or insurrection (or threat thereof), or whenever there  
639 exists a threat to security, a terrorist threat or attack, a riot, a mob, an unlawful  
640 assembly, a breach of the peace, or resistance to the execution of the laws of the  
641 state (or imminent danger thereof), which civil authorities are unable to suppress, if  
642 the Governor is unavailable, and his or her successor is unavailable, and the  
643 emergency or disaster will not permit awaiting his or her orders, the Adjutant General  
644 is authorized to respond to the invasion, insurrection, threat to security, terrorist  
645 threat or attack, riot, mob, unlawful assembly, breach of the peace, or resistance to  
646 execution of the laws of the state. This is defined in Section 250.28, Florida Statutes.

## 647 **F. MONITORING, DETECTION, ALERT, AND WARNING**

### 648 **1. State Watch Office (SWO)**

649 Chapter 252 requires the Division to establish a system of communications and  
650 warning to ensure that the state's population and emergency management agencies  
651 are warned of developing emergency situations and can communicate emergency  
652 response decisions. To meet this requirement, the Division operates the State  
653 Watch Office (SWO), a 24-hour emergency communications center and situational  
654 awareness hub within the SEOC. The SWO provides the state with a single point to  
655 disseminate information and warnings to governmental officials (federal, state and/or  
656 local) that a hazardous situation could threaten or has threatened the general  
657 welfare, health, safety, and/or property of the state's population. The SWO is the  
658 element of the SERT that is always activated, and it is the place where state-level  
659 incident response begins.

660 The SWO maintains continuous situational awareness of natural and technological  
661 hazards during non-emergency periods as well as in times of emergencies and  
662 disasters. Daily actions include monitoring open source media outlets, syndicated  
663 news data feeds, and social media sources. Continuous information flow also comes  
664 from a variety of sources such as emergency management officials, regional

665 coordinators, county warning points, fusion centers, private citizens, the National  
 666 Weather Service, nuclear power plants, and private industry, amongst others. The  
 667 collected information is analyzed by Operations staff in the SWO for state, regional,  
 668 national, and international threats, and then entered into an incident tracking system.  
 669 A report is generated, matched to a matrix of warnings and notifications for the  
 670 associated hazards, and then communicated to governmental officials, local  
 671 responders, and SERT team members.

672 The SWO prepares a daily situational awareness report for state and county  
 673 emergency management officials. The report includes a meteorology summary,  
 674 status of various infrastructure sectors, and staff on-duty for the operational period.

675 **2. Communication Systems**

676 The Communications Unit and Information Technology Bureau manage all SERT  
 677 communications systems. The SWO is equipped with multiple communication  
 678 networks composed of local, state, and federal emergency communication systems.  
 679 Figure 2 identifies the types of communications maintained by state and federal  
 680 government.

**Figure 2 – STATE AND FEDERAL COMMUNICATION SYSTEMS**

STATE COMMUNICATIONS SYSTEMS	FEDERAL COMMUNICATIONS SYSTEMS
1. Commercial Telephone	1. National Oceanic and Atmospheric Administration (NOAA) Weather Wire Service (NWWS)
2. Hot Ring Down for Nuclear Power Plants	2. National Warning System - Federal (NAWAS)
3. Amateur Radio Emergency System	3. Radio Amateur Civil Emergency Services (RACES)/Amateur Radio Emergency Services (ARES)
4. Commercial Wireless Devices	4. Shared Resources (Shares) High Frequency (HF) Radio Program
5. Emergency Management Network (EMnet)	5. FEMA National Radio System (FNARS)
6. Mobile Satellite Phone System (MSAT)	
7. Emergency Alert System (EAS)	
8. Everbridge Mass Notification System	
9. State Law Enforcement Emergency Radio System (SLERS) (800 MHz)	

10. Florida Interoperability Network (FIN)
11. Survivor Assistance Information Line (SAIL)
12. 800 MHz Conventional National Mutual Aid Network
13. Very Small Aperture Terminal (VSAT) Satellite System
14. National Warning System - State (NAWAS)

681 **3. Alert and Warning**  
 682 The SWO will initiate warnings and emergency notifications in accordance with *The*  
 683 *State of Florida Emergency Operations Plan*. The SWO operates a back-up  
 684 dedicated voice and data system which is linked to each county warning point, the  
 685 seven National Weather Service forecast offices which serve Florida, the Emergency  
 686 Alert System, local primary television and radio stations, Florida’s three commercial  
 687 nuclear power stations, the South Florida Water Management District, the Florida  
 688 Department of Law Enforcement, and the Florida Department of Military Affairs. All  
 689 SWO systems are tested weekly to ensure operational readiness.

690 Once alerted or warned of an emergency or disaster, the SERT Chief will  
 691 immediately notify the Director. The Director will then notify the Governor’s Office  
 692 and apprise them of the situation and recommend protective and/or response  
 693 actions, including increasing the activation level of the SEOC. Once the SERT has  
 694 mobilized to the SEOC, the SERT Chief will conduct a situational briefing and  
 695 request all ESFs to plan accordingly. The SERT Chief may request certain ESFs to  
 696 plan and deploy resources immediately.

697 **4. Communication Interoperability**

698 The Florida Interoperability Network (FIN) is a statewide network developed and  
 699 managed by the Department of Management Services, Division of  
 700 Telecommunications. The Division maintains one station and one tactical system on  
 701 FIN. This network of communication systems supports all radio frequency bands and  
 702 proprietary systems to ensure interoperable communications. It features a secure  
 703 network with encryption throughout the network. The components are scalable as  
 704 necessary. Additional tactical systems deployed across the state include: EDICS  
 705 (Emergency Deployable Interoperable Communication System), MIL-WAVE (Secure  
 706 Milwave™ Wireless GSM Communications Network), EDWARDS (Emergency  
 707 Deployable, Wide Area Remote Data System), MARC (Mutual Aid Radio  
 708 Communications) and TAC-SAT (Tactical Satellite Communications).

709 **G. EMERGENCY DECLARATION PROCESS: LOCAL, STATE, AND FEDERAL GOVERNMENT**

710 At the state level, the governor relies on the executive order to meet a number of  
 711 response and recovery challenges, such as: deploying the National Guard or other  
 712 response assets, coordinating evacuations, suspending state regulations to facilitate

713 response and recovery operations, expanding social services, providing assistance to  
714 disaster survivors, and managing elections disrupted by the emergency. An emergency  
715 declaration, therefore, allows the governor or local official to meet the challenges that lie  
716 ahead. The process of declaring an emergency is described in further detail below.

### 717 **1. Authority to Declare a State of Emergency**

718 The authority to declare a state or local state of emergency is identified in Chapter  
719 252, Florida Statutes. At the local level: a mayor, city manager, or board of county  
720 commissioners can declare a local state of emergency. At the state level, the  
721 Governor is empowered with this responsibility. At the national level, the President  
722 of the United States can declare a state of emergency.

### 723 **2. County Emergency Declaration Process**

724 In the event of an emergency or disaster, the impacted counties will coordinate the  
725 emergency response effort within their political jurisdictions (county and  
726 municipalities). If necessary, a county will activate the Statewide Mutual Aid  
727 Agreement (SMAA) for the exchange of emergency mutual aid assistance with  
728 neighboring counties and among municipalities within the county. When the event is  
729 beyond the capacity of the local government, the county emergency management  
730 agency will request state assistance through the SERT, to be coordinated by the  
731 SERT Chief.

### 732 **3. State Emergency Declaration Process**

733 If the emergency or disaster has the potential to exceed the capabilities of counties  
734 or state agencies, the Governor, by executive order or proclamation, will declare a  
735 state of emergency for those impacted areas or areas in which the emergency or  
736 disaster is anticipated as defined in Section 252.36, Florida Statutes. Depending  
737 upon the type of emergency or disaster, a state of emergency will direct the  
738 execution of certain components of the CEMP and is a condition for requesting  
739 interstate mutual aid through the Emergency Management Assistance Compact  
740 (EMAC). These executive orders, proclamations, and rules have the force and effect  
741 of law in congruence with Section 252.36, Florida Statutes. The process for declaring  
742 a state of emergency is as follows:

- 743 • The public is alerted to and/or warned of an imminent or actual event.
- 744 • The Division initiates response plans of the CEMP to manage the emergency  
745 or disaster.
- 746 • The Director of the Division of Emergency Management determines that the  
747 state of emergency is required, and determines the specifics and justification  
748 for the declaration.
- 749 • The Director of the Division recommends to the Governor that he or she  
750 declare a state of emergency. The Division prepares an executive order and  
751 forwards it to the Executive Office of the Governor for approval.
- 752 • Through executive order, the Governor designates the State Coordinating  
753 Officer. The executive order is then forwarded to the Secretary of State for  
754 attestation, affixation of the state seal, and filing with the Florida Department of  
755 State. The executive order will also be dated and time stamped. Copies of the

756 order will be forwarded to government agencies, and ESF 14 (External Affairs -  
757 Public Information) will disseminate a copy to the public.

758 After the state of emergency is declared:

- 759 • The SERT initiates protective measures to assist local governments.
- 760 • Depending on the nature of the hazard, state agencies and departments  
761 determine the need to execute their Continuity of Government and/or  
762 Continuity of Operations plans.
- 763 • The SERT initiates response and recovery activities to assist impacted  
764 counties.
- 765 • The SCO notifies FEMA of the imminent or actual event and requests  
766 assistance, if necessary.
- 767 • If federal assistance is requested, a copy of the Executive Order is provided to  
768 FEMA's Region IV Regional Director.

769 The state Legislature, by concurrent resolution, may terminate a state of  
770 emergency at any time. Thereupon, the Governor shall issue an executive order or  
771 proclamation ending the state of emergency as defined by Section 252.36(2),  
772 Florida Statutes. All executive orders or proclamations shall indicate the nature of  
773 emergency, the area or areas threatened, and the conditions which have brought  
774 the emergency about or which make possible its termination.

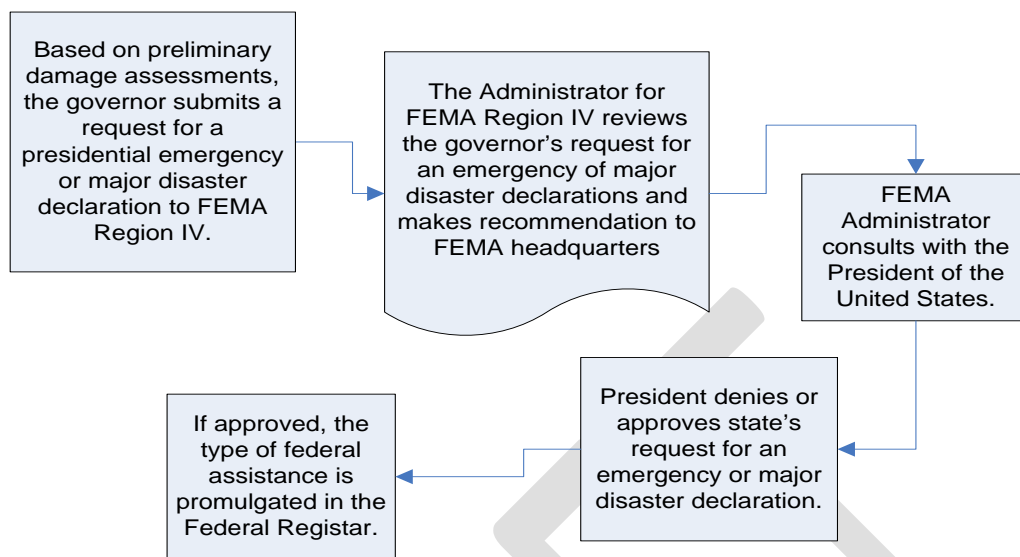
#### 775 **4. Presidential Emergency or Major Disaster Declaration**

776 Pursuant to Title 44, Code of Federal Regulations, the Governor may request that  
777 the President of the United States issue an emergency or a major disaster  
778 declaration.

779

780

### **Figure 3 – DECLARATION PROCESS**



781

782 There are two primary forms of presidential disaster declarations: an emergency  
783 declaration and a major disaster declaration.

784 The basis for the Governor's request for an **emergency declaration** must be based  
785 upon a finding that the situation:

- 786 • Is of such severity and magnitude that effective response is beyond the  
787 capability of the state and the affected local government(s); and
- 788 • Requires supplementary federal emergency assistance to save lives and to  
789 protect property, public health and safety, or to lessen or avert the threat of a  
790 disaster.

791 The basis for the Governor's request for a **major disaster declaration** must be  
792 based upon a finding that:

- 793 • The situation is of such severity and magnitude that effective response is  
794 beyond the capability of the state and affected local government(s); and
- 795 • Federal assistance under the Stafford Act is necessary to supplement the  
796 efforts and available resources of the state, local governments, disaster relief  
797 organizations, and compensation by insurance for disaster-related losses.

798 The request also includes:

- 799 • Confirmation that the Governor has taken appropriate action under State law  
800 and directed the execution of the State emergency plan
- 801 • An estimate of the amount and severity of damages and losses stating the  
802 impact of the disaster on the public and private sector



- 803                   • Information describing the nature and amount of State and local resources  
804                   which have been or will be committed to alleviate the results of the disaster
- 805                   • Preliminary estimates of the types and amount of supplementary Federal  
806                   disaster assistance needed under the Stafford Act
- 807                   • Certification by the Governor that State and local government obligations and  
808                   expenditures for the current disaster will comply with all applicable cost sharing  
809                   requirements of the Stafford Act.

810                   The completed request, addressed to the President, is sent to the FEMA Regional  
811                   Administrator, who will evaluate the damage reports and other information and make  
812                   a recommendation to the FEMA Administrator. The FEMA Administrator, acting  
813                   through the Secretary of Homeland Security, may then recommend a course of  
814                   action to the President.

815                   The Governor's request for a disaster declaration may result in either a Presidential  
816                   declaration of a major disaster or emergency, or denial of the Governor's request. If  
817                   the President grants an emergency or major disaster declaration, the Governor and  
818                   the FEMA Regional Administrator shall execute a FEMA-State Agreement which  
819                   states the understandings, commitments, and conditions for federal assistance. This  
820                   Agreement describes the incident and the incident period for which assistance will be  
821                   made available, the area(s) eligible for federal assistance, the type and extent of  
822                   federal assistance to be made available, and contains the commitment of the state  
823                   and local government(s) with respect to the amount of funds to be expended in  
824                   alleviating damage and suffering caused by the major disaster or emergency. With  
825                   the declaration, the President appoints a Federal Coordinating Officer (FCO). The  
826                   FCO is responsible for coordinating all federal disaster assistance programs  
827                   administered by FEMA. The FCO and the SCO works together to ensure all  
828                   assistance is provided in accordance with Sections 404, 406, 407, 408 and other  
829                   provisions of the Stafford Act.

#### 830                   **H. ACTIVATION OF EMERGENCY FACILITIES**

831                   The SEOC, or its alternate, will be activated at a level necessary to effectively monitor or  
832                   respond to threats or emergency situations. The SEOC operates 24 hours a day, 7 days  
833                   a week, but the level of staffing varies with the activation level.  
834                   There are three (3) levels of activation for the SEOC:

- 835                   • Level 3: Monitoring, Steady-State. Issues are handled through the State Watch  
836                   Office—with section, branch, and/or ESF assistance as needed.
- 837                   • Level 2: Certain sections, branches, and ESFs are activated
- 838                   • Level 1: All sections, branches, and ESFs are activated to conduct response and  
839                   recovery operations.

840                   The SEOC's activation level can be raised or lowered by the following:

- 841                   • The Governor
- 842                   • The Director, Division of Emergency Management

- 843
- The SERT Chief, in the absence of the above

844 Once the SEOC activates to Level 1 and the Governor has declared a State of  
845 Emergency, the Division's Career Service Regular Compensatory Leave Payment Plan  
846 and SES Extraordinary Payment Plan will be activated, as well as permission for  
847 overtime for hourly employees. This;

- 848
- Covers Division employees who worked on the emergency response and  
849 recovery activities associated with that particular activation;
  - Allows Division employees who normally earn regular compensatory leave  
850 credits to receive payment for hours in excess of the regular work period; and  
851
  - Provides authorization for hourly Division employees to work in excess of the  
852 regular work period and receive overtime pay for those excessive hours.  
853

854 The SEOC is equipped to conduct telephone conferences and video teleconferences.  
855 Whether the emergency is imminent or has occurred, the SEOC will conduct general  
856 coordination conferences with the county emergency operations centers. These  
857 conferences are normally conducted several times a day.

858 The State Logistics Response Center will activate to an equal level as the State EOC  
859 during emergency periods.

## 860 I. RESOURCE MANAGEMENT

### 861 1. Resource Typing

862 The Incident Resource Management System (IRMS) is a fully NIMS compliant  
863 software system. This system lists all state joint force resources under one of several  
864 nationally accepted resource types: personnel, crews, equipment, heavy equipment,  
865 commodities, vehicles, aircraft and facilities to include State Logistics Staging Areas  
866 (I – III), Base Camps (I – V), County Points of Distribution (PODs), and County  
867 Staging Areas (CSAs).

868 All state and agency term contracts are in place for every possible resource type and  
869 are all included in the IRMS typed either under NIMS, the National Emergency  
870 Resource Registry (NERR), or Florida typed asset, system or package.

### 871 2. Pre-positioning of Resources

872 When the impact point of an impending threat is known with reasonable certainty,  
873 and precautionary deployment of personnel and equipment and pre-positioning of  
874 supplies can facilitate a rapid response, the state may pre-position resources. The  
875 SERT Chief will activate the State Logistics Response Center (SLRC) through the  
876 State Unified Logistics Section who will coordinate with other state, federal non-profit  
877 and contractual agencies, organizations and companies regarding the pre-  
878 positioning of state resources, including the activation and deployment of Florida  
879 National Guard personnel and equipment. Field operations normally pre-staged or  
880 deployed post-incident will be pre-deployed as appropriate in the context of  
881 safety/security at State Logistics Staging Areas.

882 The SLRC Logistics Operations Center (LOC) is the centralized point of coordination  
883 for the resource ordering, deployment, resupply, maintenance, and demobilization of  
884 all joint force resources.

885 The State Unified Logistics Section will coordinate with the Federal Emergency  
886 Management Agency, Region IV, and HQ Logistics Sections on the pre-positioning  
887 of emergency resources in advance of an event and deployment of resources post  
888 event. In Florida, under agreement with FEMA, all federal logistics support resources  
889 (equipment and commodities) are signed over to the State for management versus  
890 managed by FEMA.

891 In major events and operations, the State Unified Logistics Section, in conjunction  
892 with the Florida National Guard, will establish one or more Joint Reception, Staging,  
893 Onward Movement and Integration (JRSOI) sites in the state to process all out-of-  
894 state personnel, teams and resources entering the state for deployment.

### 895 **3. Resource Needs**

896 Resources will be identified by the Logistics Section, and if approved by the SERT  
897 Chief/SCO, procured with the assistance of the Finance and Administration Section,  
898 or requested from federal assets/resources. Resource needs will be estimated by  
899 the Logistics Section using established algorithms with the assistance of the  
900 Planning Section, who will anticipate the expected impacts of the event on the  
901 population and on infrastructure using HAZUS or other predictive computer models.  
902 In most cases, basic resources will be deployed to the impacted areas based on  
903 anticipated impact and needs. When county staging areas and points of distribution  
904 are established, the State will use commodity resource models developed by the  
905 Logistics Section to establish burn rates and resupply quantities.

### 906 **4. County Resource Requests**

907 County resource requests are made through the WebEOC system or, if unavailable,  
908 any other form of communication. Once a request has been received by the SEOC  
909 from a county, it is initially processed by the Operations Support Branch, who verifies  
910 the information. From there, it is assigned to the proper branch for tasking to the  
911 appropriate ESF. If the ESF can meet the provisions of the request, resource  
912 information is forwarded to the county EOC.

913 If the ESF cannot provide the requested resources, it is then forwarded to the  
914 Logistics Section, who will work with either private vendors or through the  
915 Emergency Management Assistance Compact (EMAC) to secure the resources. If  
916 the resources are identified from private sources, the vendor information is given to  
917 the county emergency operations center.

### 918 **5. Private Sector Resources**

919 The Florida Retail Federation acts as one of the principal liaisons between the State  
920 and the retail, commercial, industrial, and manufacturing sector. The Florida  
921 Association of Realtors acts as the principal liaison for the commercial and  
922 residential real estate sector. The Florida Bankers Association serves as a liaison  
923 between the State and the commercial banking sector. The Florida Restaurant &  
924 Lodging Association acts as the principal liaison between the State and the  
925 restaurant, hotel and motel industry. Representatives of these associations  
926 participate as part of ESF 18 (Business, Industry, and Economic Stabilization). ESF  
927 18 interfaces with all sections and ESFs in response and recovery efforts.

**J. CONTINUITY OF GOVERNMENT AND CONTINUITY OF OPERATIONS**

928  
929 Continuity of Government (COG) and Continuity of Operations (COOP) are functions  
930 essential to ensuring that the state and its political subdivisions continue to provide vital  
931 services throughout the emergency or disaster period. COG is defined as the  
932 preservation, maintenance, or reconstitution of the civil government's ability to carry out  
933 its constitutional responsibilities. On April 14, 1980, Governor Bob Graham issued  
934 Executive Order 80-29, requiring each department and agency of the state and its  
935 political subdivisions to take measures for the protection of personnel, equipment,  
936 supplies, and essential records and adopt COG plans by providing for emergency  
937 interim successors, relocation of seats of government, and resumption of essential  
938 services.

939 Section 252.365(3)(a), Florida Statutes, requires all agency ECOs to ensure that their  
940 respective agency and facilities have a disaster preparedness plan to provide continuity  
941 of essential state functions (COG) under all circumstances. The plan must include, at a  
942 minimum:

- 943 • Identification of essential functions, programs, and personnel.
- 944 • Procedures to implement the plan, and personnel notification and accountability;  
945 delegations of authority and lines of succession.
- 946 • Identification of alternative facilities and related infrastructure, including those for  
947 communications.
- 948 • Identification and protection of vital records and databases.
- 949 • Provide schedules and procedures for periodic tests, training, and exercises as  
950 defined in (3)(b).

951 Subdivision (3)(c) of section 252.365 requires the Division of Emergency Management to  
952 develop and distribute guidelines for developing and implementing the plan. The COOP  
953 Guidance was adopted by the Division in response to the statutory mandate imposed by  
954 Chapter 2002-43.<sup>3</sup> The guidance is applicable to all state agencies and departments,  
955 commissions, water management districts, universities, correctional institutions and  
956 independent organizations. Each COOP is required to:

- 957 • Ensure the safety of personnel and visitors.
- 958 • Provide for the ability to continue essential operations.
- 959 • Contain provisions for the protection of critical equipment, records, and other state  
960 assets.
- 961 • Maintain efforts to minimize damage and loss.
- 962 • Contain provisions for an orderly response and recovery from any incident.
- 963 • Serve as a foundation for the continued survival of leadership.

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<sup>3</sup> Chapter 2002-43 was approved by the Governor on April 16, 2002. This guidance also follows requirements of Executive Order 01-262 which requires government agencies and departments to prepare disaster preparedness plans through their designated emergency coordination officers (ECOs).

- 964
- Assure compliance with legal and statutory requirements.

965 **K. PROTECTIVE MEASURES**

966 **1. Evacuations**

967 Counties may initiate their own protective measures, such as ordering evacuations  
968 and activating public shelters, including special needs shelters and pet-friendly  
969 shelters, to include evacuees crossing county lines. The SERT will promote regional  
970 and interregional planning and coordination of evacuation activities, in concert with  
971 local emergency management, law enforcement, sheltering organizations, public  
972 information offices, and adjacent states.

- 973
- The SEOC will coordinate all large-scale evacuations that surpass the  
974 coordination capabilities of the local emergency management offices.

- 975
- County Shelters will accept evacuees crossing county lines. Counties may  
976 coordinate directly and establish mutual aid agreements for sheltering at their  
977 discretion.

- 978
- All counties that open shelters for evacuees will be covered under the  
979 Governor's Executive Order declaring a state of emergency and will be  
980 included in all requests for federal emergency or major disaster declaration  
981 assistance.

- 982
- To assist with timely evacuation, State ESF 1 will be responsible, in  
983 coordination with the SERT Chief, for authorizing and accomplishing the lifting  
984 of state road and bridge tolls in a timely manner after notification by the SEOC  
985 of the evacuation timetable(s).

- 986
- The SERT will support local emergency management actions and messaging  
987 to provide direction to evacuees to safe shelter.

- 988
- State ESF-12 will be responsible for coordinating with support agencies and  
989 organizations to provide sufficient and reasonably priced fuel supplies along  
990 evacuation routes.

- 991
- State ESF-8 will be responsible for coordinating with support agencies and  
992 organizations regarding emergency medical evacuations in compliance with  
993 applicable approved rules in the Florida Administrative Code.

- 994
- The regional evacuation process will be used by state and county governments  
995 to manage and coordinate any multi-county and/or regional evacuation. This  
996 includes: the implementation of state guidelines for lifting tolls on state toll  
997 facilities, locking down drawbridges, deploying and pre-deploying personnel,  
998 designating host counties for sheltering, ensuring the sufficiency of reasonably  
999 priced fuel, and addressing any emergency medical issues.

1000 **2. Sheltering**

1001 Section 252.385(4)(a), Florida Statutes, requires that any public facility, including  
1002 schools, postsecondary education facilities, and other facilities owned or leased by  
1003 the state or local governments, but excluding hospitals, hospice care facilities,  
1004 assisted living facilities, and nursing homes, which are suitable for use as public

1005 hurricane evacuation shelters shall be made available at the request of the local  
1006 emergency management agencies. All shelters must meet physical and  
1007 programmatic accessibility requirements as defined by the Americans with  
1008 Disabilities Act and Florida Accessibility Codes. The county emergency  
1009 management agency shall coordinate with these entities to ensure that designated  
1010 facilities are ready to activate prior to an emergency or disaster.

1011 The Division will support the local emergency management agency and support  
1012 organization efforts in sheltering operations and preparedness. Specifically, the  
1013 Division will;

1014 • Assist local emergency management agencies and their shelter program  
1015 partners by administering a statewide hurricane evacuation shelter survey and  
1016 retrofit program. The survey and retrofit program includes public schools,  
1017 community colleges, universities and other facilities owned or leased by state  
1018 or local government agencies, and certain privately-owned facilities through  
1019 written agreement. The Division recognizes the American Red Cross's  
1020 Standards for Hurricane Shelters Selection as minimum hurricane safety  
1021 criteria for the survey and retrofit program.

1022 • Through the SERT, support local emergency management actions and  
1023 messaging to provide direction to evacuees to safe shelter, to include refuges-  
1024 of-last-resort.

1025 • State ESF-8 is responsible, in coordination with supporting agencies and  
1026 organizations, for providing guidance on the sheltering of people with special  
1027 needs, in compliance with applicable rules in the Florida Administrative Code.

1028 • Maintaining in coordination with State ESF-6 and supporting organizations a  
1029 Statewide Shelter Plan, in compliance with §1013.372(2) and §252.385(2)(b).  
1030 This plan will include specific guidance regarding;

1031 • Strategies to ensure adequate public shelter space in each region of  
1032 the state.

1033 • Strategies to assist local emergency management efforts to ensure  
1034 that adequate staffing plans exist for all shelters, including medical  
1035 and security personnel

1036 The County Emergency Management program is responsible for providing shelter  
1037 population updates to the SERT, in accordance with guidance set by the Division

### 1038 3. Special Needs Sheltering

1039 In addition to general population sheltering, the Division monitors the status of the  
1040 statewide inventory of Special Needs Shelters (SpNS). All shelters must meet  
1041 physical and programmatic accessibility requirements as defined by the Americans  
1042 with Disabilities Act and Florida Accessibility Codes. Special Needs Shelters provide  
1043 a higher level of attendant care than general population shelters. Any facility  
1044 designated as a shelter must meet minimum hurricane safety criteria. To ensure  
1045 consistency with state and national standards, guidelines and best practices, the  
1046 Division recognizes the American Red Cross Standards for Hurricane Shelter  
1047 Selection.

1048 **4. Sheltering Pets or Service Animals**  
1049 In collaboration with the Florida Department of Agriculture, the Division is responsible  
1050 for addressing strategies for the sheltering of persons with pets. (See section  
1051 252.3568, Florida Statutes; see also The Pets Evacuation and Transportation  
1052 Standards Act of 2006 (PL 109-308, October 6, 2006), an amendment to the Robert  
1053 T. Stafford Disaster Relief and Emergency Act of 2006 (42 U.S.C.A. § 5196), which  
1054 requires governmental jurisdictions to accommodate pets and service animals in the  
1055 event of an emergency). A person who uses a service animal must be allowed to  
1056 bring his or her service animal into a general population or special needs shelter and  
1057 has the right to be accompanied by a service animal in all areas of a public  
1058 accommodation (See sections 252.355(3) and 413.08, Florida Statutes). In  
1059 developing these strategies, the state considers the following:

- 1060
- 1061 • Locating pet-friendly shelters within buildings with restrooms, running water, and  
proper lighting.
  - 1062 • Allowing pet owners to interact with their animals and care for them.
  - 1063 • Ensuring animals are properly cared for during the emergency.

1064 **L. PREPAREDNESS MEASURES**

1065 Preparedness is a whole-community process that involves stakeholders from across the  
1066 SERT; including local, state, and federal governments, private sector stakeholders, non-  
1067 profit volunteer partners, and individual residents. Every state agency and partner has a  
1068 role in ensuring the preparedness of the State of Florida. For its part, the Division  
1069 maintains a host of all-hazards preparedness programs and activities designed to keep  
1070 the State prepared for any emergency or disaster. They include the following:

1071 **1. All-Hazards Planning**

1072 The Division coordinates the state's all-hazards planning programs. With the goal of  
1073 ensuring that the SERT is prepared to respond to and recover from all potential  
1074 disasters, the Division coordinates directly with all Florida state agencies, counties,  
1075 and other SERT partners to include non-profit organizations and the private sector.

1076 In coordination with the SERT partners, the Division conducts a regular Threat and  
1077 Hazard Identification and Risk Assessment (THIRA). The THIRA is a multi-step risk  
1078 assessment tool to analyze the threats and capabilities of the State of Florida. The  
1079 Risk Assessment is conducted in conjunction with the Florida Department of Law  
1080 Enforcement and other partners.

1081 **2. Technological Hazards Planning**

1082 The Division serves as staff support to the State Emergency Response Commission,  
1083 which administers the federal Emergency Planning and Community Right-To-Know  
1084 Act, Florida Hazardous Materials Emergency Response and Community Right-To-  
1085 Know Act, and the Florida Accidental Release Prevention and Risk Management  
1086 Planning Act.

1087 The Division's Radiological Emergency Program has the responsibility to coordinate  
1088 the preparedness and planning activities of state and local agencies as it relates to a  
1089 nuclear power plant emergency. The Radiological Emergency Program will  
1090 coordinate between the utility companies and the Division to ensure that planning  
1091 initiatives and preparedness actions are consistent. In addition, The Radiological

1092 Emergency Program will coordinate with all stakeholders, including the federal  
1093 government, on exercises involving nuclear power plants.

1094 **3. Information Management – Geographic Information Systems (GIS)**

1095 Geographic Information Systems (GIS) provides both the SERT and statewide  
1096 partners with crucial information to aid in effective and timely response and recovery  
1097 operations. The GIS capabilities of the SERT include spatial analysis, cartography,  
1098 development of GIS applications and tools, information and data management,  
1099 database administration, data maintenance, and web development, as well as non-  
1100 GIS application design and development. During SEOC activations, this effort  
1101 supports the SERT Planning Section by providing tools for decision makers and  
1102 responders that will facilitate decision-making.

1103 **4. Training and Exercise**

1104 The training and exercise unit works with SERT Members and other division staff to  
1105 provide targeted training in areas of need as part of ongoing preparedness  
1106 operations. Florida communities receive the resources and support needed to  
1107 achieve the National Preparedness Goal through the training and exercise unit. The  
1108 Training Unit coordinates the delivery of courses in the field primarily for county and  
1109 municipal responders. The Exercise Unit serves the training needs of Division staff,  
1110 and members of the SERT, which includes representatives of the state agencies and  
1111 other organizations that staff the SEOC. The Division also coordinates applicants for  
1112 the federal Emergency Management Institute (EMI).

1113 **5. Domestic Security Preparedness**

1114 To assist in providing guidance and coordination of Domestic Security preparedness  
1115 across the state, the Division and SERT Partners participate in the Domestic  
1116 Security Coordinating Group (DSCG). The DSCG is an advisory council established  
1117 by Florida Statute 943 that serves as a threats and gaps coordination element,  
1118 examining and planning for issues from a statewide perspective, and building and  
1119 sustaining capabilities (e.g., equipment purchase, training/exercise,  
1120 usage/storage/maintenance, and replacement as necessary). The group serves to  
1121 provide technical advice to the Domestic Security Oversight Council, the Chief of  
1122 Domestic Security, and the Regional Domestic Security Task Forces. The Division  
1123 and the Florida Department of Law Enforcement serve as co-chairs on the DSCG.  
1124 Areas of priority include critical infrastructure, education, fusion centers, law  
1125 enforcement data sharing, specialty response teams, communications,  
1126 cybersecurity, and prevention.

1127 To coordinate vulnerability assessments for the thousands of critical infrastructure  
1128 and key resources structures in Florida, the Regional Domestic Security Task Forces  
1129 (RDSTFs) have established multi-agency, multi-disciplinary critical infrastructure  
1130 protection committees, and provided them with the Automated Critical Assessment  
1131 Management System (ACAMS) training to coordinate the identification and  
1132 vulnerability assessments of the infrastructure and assets in their jurisdictions.  
1133 RDSTFs named critical infrastructure assessment coordinators responsible for  
1134 reviewing the assessments and prioritizing the infrastructures based on federal  
1135 criteria in terms of continuity of operations (COOP), the impact of hazardous  
1136 materials, and the potential for loss of human life.

1137 **M. RESPONSE OPERATIONS**



- 1138 **1. State Emergency Response Team (SERT) Activation**
- 1139 When the SERT increases in activation level, the SWO issues a notice to the
- 1140 appropriate ECOs, Section Chiefs, and Branch Directors to report to the SEOC.
- 1141 Once the SERT is assembled in the SEOC, the SERT Chief provides a quick
- 1142 synopsis of the situation. The SERT conducts incident action planning, with meetings
- 1143 to determine tactical operations and the availability of resources. The SERT also
- 1144 establishes objectives, assigns missions to be completed by ESFs, and establishes
- 1145 unified operations, planning, logistics, and finance and administration sections.
- 1146 ESFs implement their specific emergency operations plans to activate resources and
- 1147 organize their response actions. The ESF Annex contains additional detail on each
- 1148 ESF's response actions. If applicable, all state agencies will execute COOP to
- 1149 ensure the continuity of agency operations during the emergency.
- 1150 The SERT Chief may initiate other measures as necessary, such as:
- 1151 • Contacting the FEMA Regional Administrator and requesting that the Regional
  - 1152 Administrator deploy a liaison or Incident Management Assistance Team (IMAT)
  - 1153 to support operations at the SEOC. IMATs are federal interagency teams
  - 1154 composed of subject-matter experts and incident management professionals.
  - 1155 The IMAT's primary role is to coordinate information and mission requests
  - 1156 between the state and federal response agencies. IMAT and SEOC staff may
  - 1157 merge to a singular organizational structure to support a Unified Command. An
  - 1158 IMAT also has the responsibility for coordinating and making the preliminary
  - 1159 arrangements to set up federal field facilities and initiate establishment of a Joint
  - 1160 Field Office (JFO) / Area Field Office (AFO).
  - 1161 • Deploying an All-Hazards Incident Management Team (AHIMT) to assess needs
  - 1162 and coordinate response activities with the county emergency management
  - 1163 agency. The AHIMT serves as the forward coordinating element for the SERT
  - 1164 and the SCO. In this role, they will provide situational awareness and operational
  - 1165 planning to the SERT and the SCO by incorporating information collected from
  - 1166 the SEOC, County EOC's, and local agencies. The AHIMT will assist in the
  - 1167 coordination of logistical support to the SERT and SCO for forward deployment.
  - 1168 Further, the AHIMT, in coordination with SERT Liaisons, may be tasked to assist
  - 1169 the SERT Chief with other missions as assigned by the SEOC. These missions
  - 1170 could include, but are not limited to, EOC Augmentation, Base Camp
  - 1171 Management, Recovery Operations, or POD Operations. AHIMT personnel may
  - 1172 be drawn from state and local department or agency staff, according to pre-
  - 1173 established protocols. Additional AHIMT personnel can be requested from other
  - 1174 states through EMAC.
  - 1175 • Conducting varying response activities depending upon the scope and nature of
  - 1176 the emergency.
- 1177 **2. Maintaining a Common Operating Picture (COP)**
- 1178 A COP allows on-scene and off-scene personnel to have the same information about
- 1179 an incident. This is accomplished in the SEOC through a variety of measures
- 1180 including coordinated development of action plans, Situation Reports, Flash Reports,
- 1181 WebEOC, GIS products, Branch/Section specialty plans, Lifeline analysis and
- 1182 tracking and ESF/Branch briefings.
- 1183 **3. Unified Command**

1184 It is important to have a unified command in all large-scale incidents involving  
1185 multiple jurisdictions. Every effort must be made to prevent parallel, ad hoc, and  
1186 disconnected operations from developing. Such operations will fragment response  
1187 efforts, cause unnecessary competition for limited resources, and negatively impact  
1188 the ability to support responders. The following chart shows the incident command  
1189 structure of the SERT.

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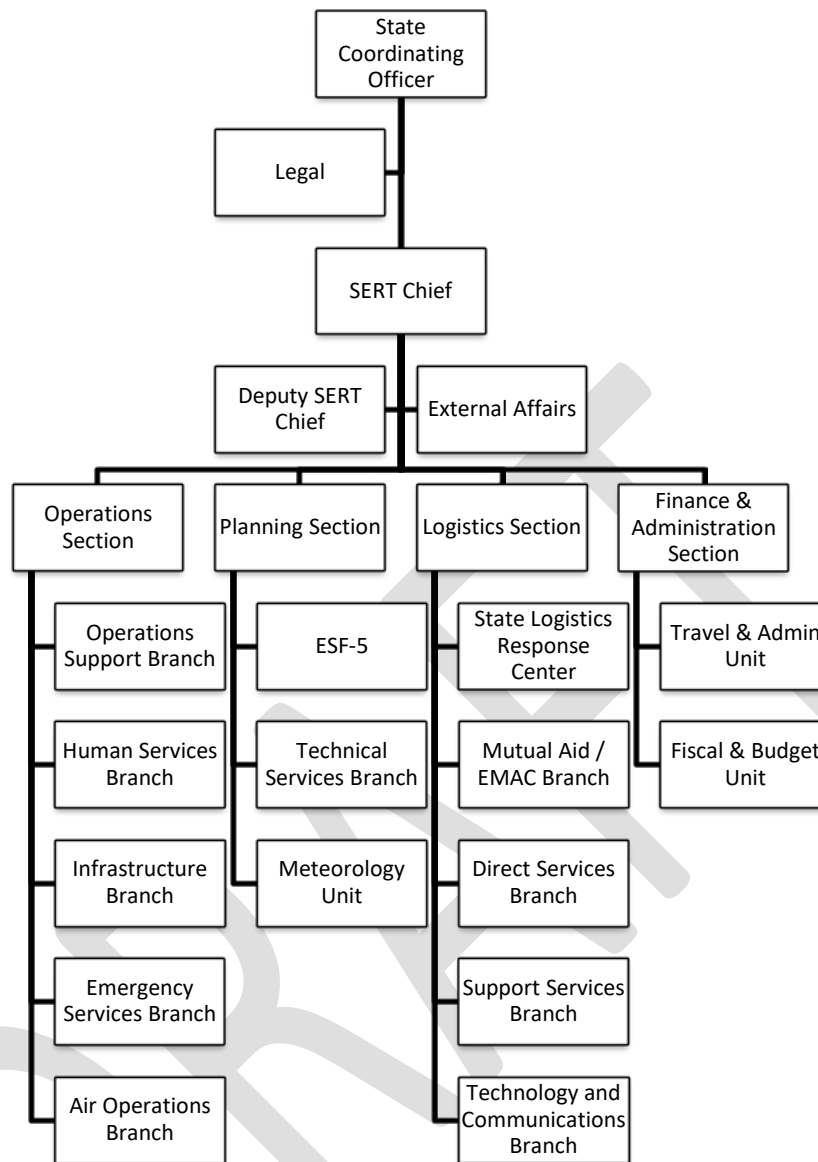
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**Figure 4 - STATE EMERGENCY RESPONSE TEAM ORGANIZATIONAL  
AND INCIDENT COMMAND STRUCTURE**



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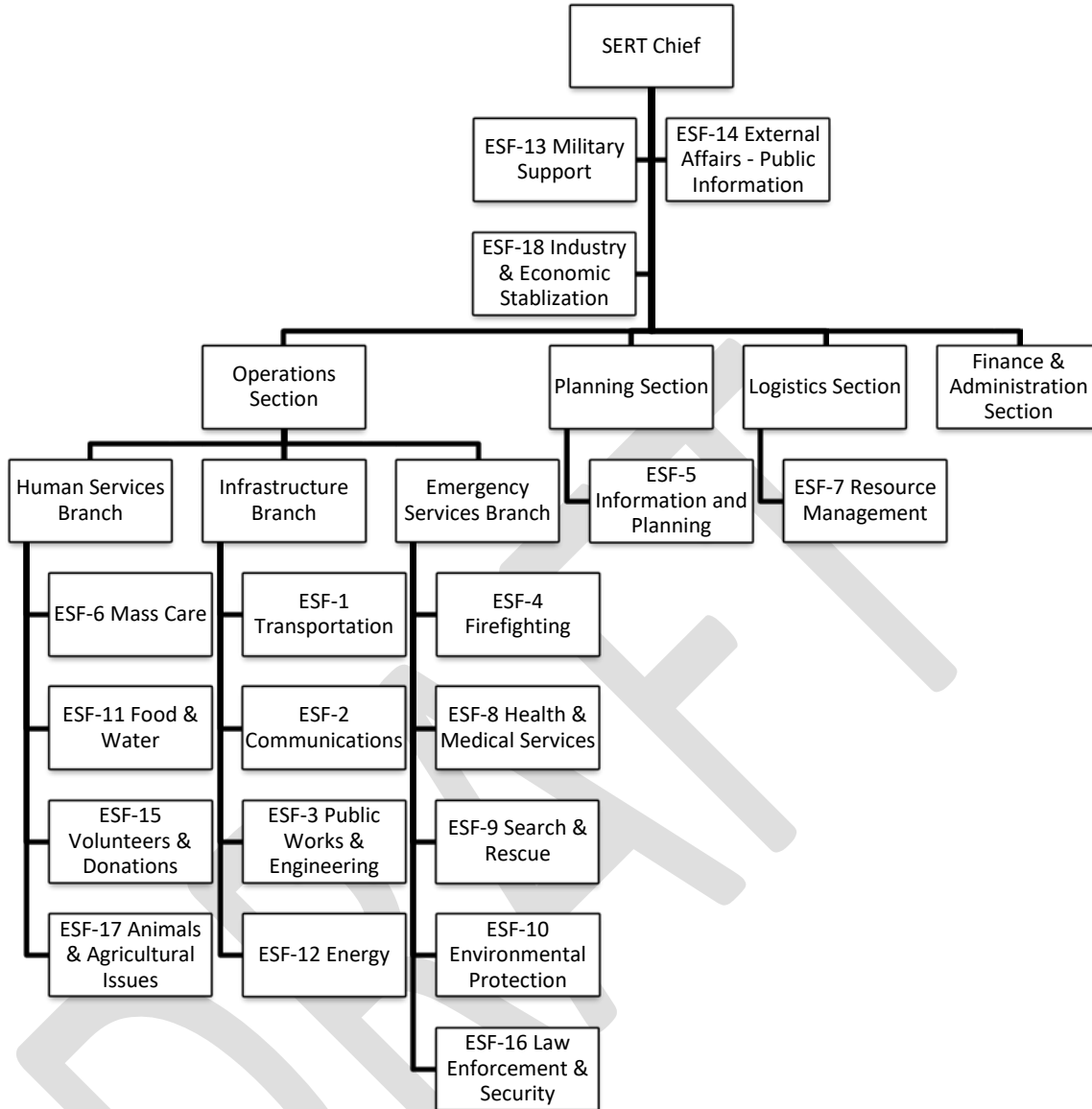
**4. Integration of ICS and Emergency Support Functions (ESFs)**

The SEOC integrates both an ICS and ESF command structure, without losing any of the integrity of either system. The SEOC is configured using ICS Sections (Planning, Operations, Logistics, and Finance and Administration). The main floor of the SEOC includes the Planning, Logistics, Finance and Administration, and Operations Sections along with the Infrastructure, Emergency Services, Human Services, and Operations Support branches. Each of the 18 ESFs are located in breakout rooms adjoining the main floor. Each ESF supports one of the ICS sections, as depicted in the following chart.

1210

1211  
1212

**Figure 5 - SEOC INCIDENT COMMAND SYSTEM AND EMERGENCY SUPPORT FUNCTION INTEGRATION**



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1214

1215

1216

**N. RECOVERY OPERATIONS**

1217

**1. Transition from Response to Recovery**

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1223

When a state of emergency is declared by the Governor, the SERT will initiate response operations to assist communities impacted by the event. As response operations are underway, the SERT will simultaneously begin the planning of recovery operations. During the forward transition of recovery to the Joint Field Office (JFO), the Recovery Chief will be designated as the Deputy State Coordinating Officer (DSCO).

1224

**2. Short-Term Recovery and Long-Term Reconstruction**

1225

1226

Short-Term Recovery begins immediately after the incident and is typically what transitions the incident timeline from Response to Recovery. Short-Term priorities are

1227 primarily considered to be a continuation of Response functions and are typically  
1228 coordinated out of the State Emergency Operations Center (SEOC) and managed by  
1229 the Division. These priorities include:

- 1230 • Continuing to assist in the provision of basic needs to survivors;
- 1231 • Assessing the impacts of the incident on survivors and local governments,  
1232 and initiating damage assessments;
- 1233 • Restoring critical infrastructure, services and facilities including power,  
1234 communications, water, sewage, and transportation;
- 1235 • Supporting local governments and non-governmental organizations in their  
1236 immediate relief efforts by acting as a conduit to State and Federal resources;  
1237 and
- 1238 • Meeting societal needs through rule of law, crisis counseling, etc.

1239 Long-Term Reconstruction is a coordination effort between all available Federal,  
1240 State, and local stakeholders as well as non-governmental organizations, voluntary  
1241 agencies, Long-Term Recovery committees and emergent organizations that promote  
1242 Recovery priorities. Long-Term Reconstruction begins after an affected community  
1243 has met Short-Term Recovery goals such as restoring critical infrastructure/facilities,  
1244 as well as vital programs/services. Long-Term Reconstruction occurs over a  
1245 sustained period of time that may last for months or years after a disaster depending  
1246 on the nature of the incident. Long-Term Reconstruction priorities include, but are not  
1247 limited to:

- 1248 • Promoting Economic Recovery;
- 1249 • Restoring individual housing through repair, rebuilding and replacement of  
1250 affected housing stock;
- 1251 • Ensuring the restoration of infrastructure, critical facilities, and vital services;
- 1252 • Increasing resiliency by implementing cost-effective mitigation strategies; and
- 1253 • Ensuring unmet needs of survivors are addressed.

1254 The Division coordinates all efforts for Long-Term Reconstruction.

1255 The goal of Long-Term Reconstruction is to not only restore a community to its pre-  
1256 disaster condition, but to build communities back to a more resilient state thereby  
1257 reducing future risk to Floridians. The Recovery Bureau in concert with the Mitigation  
1258 Bureau will encourage community leaders to review their planning and zoning  
1259 processes, participate in mitigation opportunities, and conduct risk reducing activities  
1260 within their communities.

1261 A JFO is established following incidents of great severity, magnitude or complexity  
1262 for which a presidential disaster is declared and state and local response agencies  
1263 require federal support. A JFO is a temporary multiagency coordination center  
1264 established near the incident site to provide a central location for coordination of

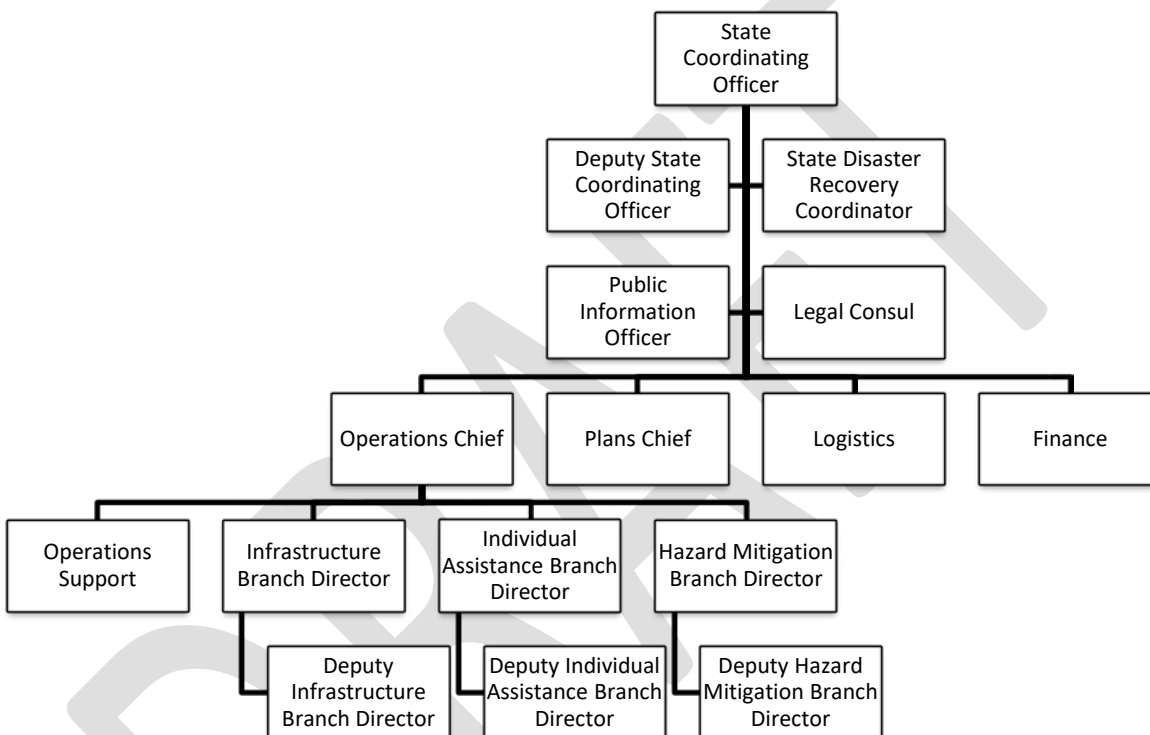
1265 local, state, federal, tribal, non-governmental, and private-sector organizations with  
 1266 primary responsibility for incident oversight, direction, and/or assistance to effectively  
 1267 coordinate recovery actions. If the situation warrants, such operations can also be  
 1268 conducted virtually (Virtual JFO).

**3. Roles and Responsibilities**

1269 During the transition to Recovery and the establishment of the JFO, the SERT will  
 1270 begin scaling the organizational structure of the JFO.  
 1271

**JOINT FIELD OFFICE ORGANIZATIONAL CHART (STATE)**

1272  
 1273



1274

**4. Long-Term Reconstruction Strategy**

1275 The Long-Term Reconstruction Strategy encompasses comprehensive planning and  
 1276 assessment to identify and resolve issues, to be responsive to the needs of survivors,  
 1277 and to provide a guide to cost-effective methods for achieving stabilization in the  
 1278 impacted areas.  
 1279

1280 The primary goals associated with Long-Term Reconstruction include the key  
 1281 components of the National Disaster Recovery Framework (NDRF). The NDRF is the  
 1282 doctrine that governs FEMA’s strategic approach to ensure total Federal integration  
 1283 into Long-Term Reconstruction. To accomplish this, the NDRF identifies six functional  
 1284 areas that support the mission of Long-Term Reconstruction:

- 1285 1. Community Planning and Capacity
- 1286 2. Economic Development

- 1287 3. Health and Social Services
- 1288 4. Housing
- 1289 5. Infrastructure/Critical Facilities
- 1290 6. Natural and Cultural Resources

1291 Each agency brings significant planning capabilities to Long-Term Reconstruction,  
1292 with the Division coordinating all efforts.

1293 It is the priority of the State of Florida to stabilize and stimulate the economy of Florida  
1294 post-disaster. To achieve this, local infrastructure must be capable of withstanding  
1295 routine post-disaster demands. Such demands include the repair and restoration of  
1296 utilities, clearing debris from major transportation routes, and the restoration of  
1297 essential services such as public transportation, schools, and waste collection.  
1298 Additionally, vital services such as law enforcement, fire and rescue, and emergency  
1299 medical services must be operational in order to maintain the rule of law and civil  
1300 stability.

#### 1301 **5. Non-Declared Incidents**

1302 All disasters begin and end at the local level. Therefore, the first Response and  
1303 Recovery resources come from the local government, voluntary agencies, and faith  
1304 and community-based organizations.

1305 While the State presently has no financial grant program similar to those established  
1306 by the Stafford Act, the State does have the capability to administer such programs .  
1307 The role of State Recovery is to coordinate applicable resources where available,  
1308 between Federal, other resource holders, and the affected local government. The  
1309 Division coordinates all of the State's Recovery efforts.

#### 1310 **6. State Assistance**

1311 Specialized Recovery personnel from State resources may offer technical assistance  
1312 to affected communities in non-declared disasters. This assistance may include  
1313 offering technical assistance on debris clearance and removal operations, vector  
1314 control, federal concurrency reviews, guidance on State regulations for conducting  
1315 emergency protective measures, and assistance with identifying alternate sources of  
1316 funding for restoration work. The Individual Assistance Program may coordinate State  
1317 resources and establish an Essential Services Center to enable disaster survivors to  
1318 gain access to information about non-Federal aid and services. A field office may  
1319 become activated, operated jointly between State and local officials.

#### 1320 **7. Federally Declared Incidents**

1321 Once granted a Federal Declaration, Federal resources may become available for  
1322 Recovery as justified on an incident-by-incident basis. Federal resources augment  
1323 State resources and are coordinated jointly between State and Federal partners.  
1324 These newly activated assets require a central coordination point which can be  
1325 accomplished through a Joint Field Office (JFO).

1326 Transition from SEOC to the JFO occurs as Response activities begin to de-mobilize.  
1327 The focus changes to Recovery operations and, in a Presidentially declared disaster,  
1328 the command and control of operations transfers to the JFO.

1329 Unlike the SEOC, the JFO facility is under the authority of FEMA. However, the State  
1330 Emergency Response Team personnel work alongside FEMA counterparts at the JFO  
1331 to achieve mutual objectives. Once the JFO is established, a transition of staff,  
1332 responsibilities, and authority takes place. To support this transition, several steps are  
1333 taken:

- 1334 1. The Deputy SCO, as directed by the State Coordinating Officer (SCO),  
1335 establishes the Command and General staff for the JFO. Operations,  
1336 Finance/Administration, Logistics and Planning staff travel to the JFO in  
1337 support of Recovery-efforts.
- 1338 2. State Recovery personnel deployed to the JFO are responsible for liaising with  
1339 FEMA and local counterparts to ensure open communication within the  
1340 operation and to ultimately ensure that survivors can begin Recovery as soon  
1341 as possible. Of particular importance in the transition from the SEOC to the  
1342 JFO is the continued flow of information throughout the chain of command and  
1343 the Planning Section in the SEOC.
- 1344 3. As the SEOC de-mobilizes, Incident Command authority may be delegated to  
1345 the Deputy SCO at the JFO.

## 1346 **8. Recovery Programs**

### 1347 **8.1 Individual Assistance**

1348 Once the President declares a disaster, funds are available through a series of  
1349 disaster relief programs to assist in rebuilding communities within the affected  
1350 area. These programs are classified under Individual Assistance and may provide  
1351 assistance to state, territorial, tribal, and local government, certain types of private  
1352 non-profit organizations, or to individuals and households. FEMA provides direct  
1353 assistance to individuals and households, as well as state, territorial, tribal, and  
1354 local government through the IA program. IA includes the following programmatic  
1355 areas, which assist disaster survivors with unmet needs caused by the declared  
1356 incident:

- 1357 1. Mass Care and Emergency Assistance;
- 1358 2. Individuals and Households Program;
- 1359 3. Disaster Case Management;
- 1360 4. Crisis Counseling Assistance and Training Program;
- 1361 5. Disaster Legal Services;
- 1362 6. Disaster Unemployment Assistance; and
- 1363 7. Voluntary Agency Coordination.

1364

### 1365 **8.2 Public Assistance**

1366 FEMA's Public Assistance Grant Program is FEMA's largest grant program  
1367 providing funds to assist communities responding to and recovering from major



1368 disasters or emergencies declared by the President. The program provides  
1369 emergency assistance to save lives and protect property and assists with  
1370 permanently restoring community infrastructure affected by a federally declared  
1371 incident. Eligible applicants include municipalities, counties, State agencies, and  
1372 private non-profits that are legally responsible for facilities within the affected area  
1373 that were damaged by the incident. Eligible applicants that receive Federal funding  
1374 are subrecipients, while the Division is the Recipient to the Awarding Entity, FEMA.  
1375 The Federal share for reimbursement under most Federal declarations is no less  
1376 than 75%. The 25% non-Federal share is provided from a combination of State  
1377 and local sources as specified in Section 252.37, Florida Statutes and in  
1378 accordance with policies established by the Executive Office of the Governor and  
1379 the Florida Legislature. In addition, the Federal government provides an  
1380 administrative cost allowance for each eligible project. The State Public Assistance  
1381 Officer is the individual designated by the Governor to implement the Public  
1382 Assistance Grant Program.

### 1383 **8.3 Fire Management Assistance Grant Program**

1384 Under the Fire Mitigation Assistance Grant Program (FMAG), FEMA provides  
1385 assistance in the form of grants for equipment, supplies, and personnel costs and  
1386 is available to State, local, and Indian tribal governments to aid States and their  
1387 communities with the mitigation, management and control of fires burning on  
1388 publicly or privately owned forests or grasslands. FMAG provides a 75% federal  
1389 cost-share reimbursement to Recipients for actual costs.

1390 In Florida, local agencies that assist with the fighting of declared wildfires are  
1391 considered to be acting in a mutual aid capacity for the Florida Forest Service.

## 1392 **O. MITIGATION MEASURES**

1393 Hazard mitigation aims to make human development and the natural environment safer  
1394 and more resilient. Hazard mitigation generally involves enhancing the built environment  
1395 to significantly reduce risks and vulnerability to hazards. Mitigation can also include  
1396 removing the built environment from disaster prone areas and maintaining natural  
1397 mitigating features, such as wetlands or floodplains. Hazard mitigation makes it easier  
1398 and less expensive to respond to and recover from disasters by breaking the damage  
1399 and repair cycle.

### 1400 **1. Enhanced State Hazard Mitigation Plan**

1401 Under Section 322 of the Robert T. Stafford Disaster Relief and Emergency  
1402 Assistance Act (Stafford Act) enacted under the Disaster Mitigation Act of 2000  
1403 (DMA2K), the State of Florida is required to have a Federal Emergency Management  
1404 Agency (FEMA)-approved hazard mitigation plan in order to be eligible for federal  
1405 hazard mitigation funding. The purpose of the State Hazard Mitigation Plan (SHMP)  
1406 is to reduce death, injuries, and property losses caused by natural hazards in Florida.  
1407 Hazard mitigation is most effective when based on an inclusive, comprehensive,  
1408 long-term plan that is developed before a disaster occurs.

1409 Plans are coordinated through appropriate state, local, and regional agencies, as  
1410 well as non-governmental interest groups. The SHMP provides guidance in merging  
1411 the planning efforts of all state agencies, local governments, the private sector, and

1412 non-profit organizations into one viable, comprehensive, and statewide mitigation  
1413 program.

1414 The State of Florida Enhanced SHMP Mitigation Strategy is to reduce the impacts of  
1415 all hazards within the State of Florida through effective administration of all mitigation  
1416 grant programs and a coordinated approach to mitigation planning and floodplain  
1417 management through federal, state, regional, and local initiatives.

## 1418 **2. Mitigation Bureau Responsibilities**

1419 The Hazard Mitigation Grant Program Unit administers the Hazard Mitigation Grant  
1420 Program (HMGP). This program makes federal funds available post-disaster for  
1421 mitigation projects in communities participating in the National Flood Insurance  
1422 Program (NFIP) and that have an approved Local Mitigation Strategy (LMS).

1423 As a part of the Division's post disaster mitigation coordination efforts, the HMGP  
1424 unit offers application development workshops to the affected areas. At these  
1425 workshops, general information about the program and technical assistance is  
1426 provided along with an opportunity to receive specific answers relating to potential  
1427 applications.

### 1428 **a. Program Administration by States**

1429 The Program Administration by States (PAS) allows for FEMA to delegate its  
1430 grant management responsibilities to States that have demonstrated a  
1431 commitment to hazard mitigation and that have experience in the requested  
1432 responsibilities. Within the HMGP Unit, these PAS responsibilities include  
1433 reviewing project applications, completing benefit-cost analyses, approving  
1434 scope-of-work modifications, and moving funds between applicable projects.

### 1435 **b. Allocations 27P-22**

1436 The Florida Administrative Code 27P-22 delineates how HMGP funding will be  
1437 allocated after a major disaster declaration. The Rule explains that funding is to  
1438 be allocated to counties, according to the amount of Public Assistance, Individual  
1439 Assistance, and Small Business Administration loans allocated during a disaster  
1440 response and recovery. FEMA allocates 20% of Public Assistance, Individual  
1441 Assistance, and Small Business Administration response and recovery funds for  
1442 the HMGP. The available HMGP funds are allocated to the counties according to  
1443 the Florida Administrative Code 27P-22.006. The Rule states that each county  
1444 receives HMGP funds in the same proportion of the response and recovery  
1445 costs. There are three tiers of HMGP funding in Florida. The first tier includes  
1446 those counties which were impacted by a major disaster that was federally  
1447 declared and the funding is allocated using the same proportion of response and  
1448 recovery funds. If there is funding remaining after all eligible projects are funded,  
1449 then the remaining funding is reallocated to those same counties that received  
1450 the major disaster declaration whose allocation was not sufficient to fund all  
1451 submitted eligible projects. Funding reaches the third tier if any remains and all  
1452 counties, not only declared counties, are eligible to receive the funding. Nothing  
1453 in this document

1454 **c. Pre-Disaster Mitigation Program (PDM)**

1455 The PDM program is authorized by Section 203 of the Robert T. Stafford  
1456 Disaster Relief and Emergency Act, as amended (Public Law 93-288) (42 U.S.C.  
1457 5133) and appropriated annually by the Consolidated Appropriations Act. It is a  
1458 competitive federal grant program developed to assist state, local, and tribal  
1459 governments to plan and implement cost-effective hazard mitigation activities.  
1460 The intent of the program is to reduce overall risk to people and property while  
1461 also minimizing the cost of disaster recovery. Eligible activities include  
1462 acquisition, elevation, relocation, mitigation reconstruction, and mitigation  
1463 retrofits. FDEM reviews submitted planning and project applications to verify  
1464 appropriateness, consistency with the SHMP and LMS plans, cost effectiveness,  
1465 eligibility, technical feasibility and completeness before submitting them to FEMA.

1466 **d. Flood Mitigation Assistance (FMA)**

1467 The FMA program is authorized by Section 1366 of the National Flood Insurance  
1468 Act of 1968, as amended (Public Law 90-448) (42 U.S.C. 4104c) and  
1469 appropriated annually by the Consolidated Appropriations Act. The goal of the  
1470 program is to reduce or eliminate claims under the NFIP by providing funding for  
1471 projects and planning that reduces or eliminates long-term risk of flood damage  
1472 to structures insured under the NFIP. Eligible activities include acquisition,  
1473 elevation, relocation, mitigation reconstruction, and mitigation retrofits. FDEM  
1474 reviews submitted planning and project applications to verify appropriateness,  
1475 consistency with the SHMP and LMS plans, cost effectiveness, eligibility,  
1476 technical feasibility, and completeness before submitting them to FEMA.

1477 **e. Hurricane Loss Mitigation Program (HLMP)**

1478 The Hurricane Loss Mitigation Program (HLMP) is a state administered grant and  
1479 receives \$10 million annually from the Florida Hurricane Catastrophe Trust Fund  
1480 (Ch. §215.559, Florida Statutes).

1481 Each year the Division shall prioritize the use of these funds for projects included  
1482 in the annual report of the Shelter Retrofit Report prepared in accordance with §  
1483 252.385(3). The Division is required to give funding priority to projects in regional  
1484 planning council regions that have shelter deficits and to projects that maximize  
1485 the use of state funds.

1486 Grant funds awarded under the HLMP qualify as state financial assistance under  
1487 the Florida Single Audit Act. See Section 215.971, Florida Statutes. The Catalog  
1488 of State Financial Assistance number (CSFA#) for HLMP is 31.066. Because the  
1489 Legislature provides the Division with HLMP funds through the grants and aid  
1490 appropriation category, eligible proposers under this request for proposal (RPF)  
1491 include governmental entities, nonprofit organizations, and qualified for-profit  
1492 organizations; individual homeowners are ineligible to apply.

1493 **f. State Floodplain Management Office (SFMO)**

1494 The State Floodplain Management Office (SFMO) administers Florida's  
1495 coordinated statewide floodplain management program through its direct

1496 contacts with other State agencies, regional entities such as the ten Regional  
1497 Planning Councils and five Water Management Districts, and local government  
1498 cities and counties. FEMA depends on each state's NFIP Coordinator to deliver  
1499 the NFIP program to communities through conducting compliance reviews of  
1500 local floodplain management regulatory programs, providing educational  
1501 programs to enhance communities' knowledge of floodplain management best  
1502 management practices and to address questions about NFIP flood insurance.

1503 The State NFIP Coordinator is the state's Floodplain Manager who represents  
1504 state-level administration of flood disaster response along with the federal FEMA  
1505 partner during federally-declared disasters when FEMA staff are deployed. The  
1506 SFMO also serves an active role in assisting the FEMA's mapping contractors in  
1507 Flood Insurance Rate Maps (FIRMs) update process, and state staff must review  
1508 revisions or updates of all local government flood ordinances prior to the effective  
1509 date of new flood maps. The Office encourages communities to adopt higher  
1510 regulatory standards in flood ordinances to help them advance in the Community  
1511 Rating System (CRS) which helps lower the cost of NFIP flood insurance  
1512 premiums.

1513 The SFMO also promotes the enrollment of communities in the Community  
1514 Rating System (CRS). CRS is a federal program that incentivizes improved  
1515 floodplain management practices and public outreach in exchange for NFIP  
1516 insurance premium rate reductions to policy holders in flood zones. The CRS  
1517 organizes three broad category goals for which communities may earn credit  
1518 points for advancing these goals. The main goals of the CRS program are to  
1519 reduce flood risk/damage, encourage the purchase of NFIP flood insurance, and  
1520 pursue a broad approach to enhancing floodplain management.

#### 1521 **g. Repetitive Loss Strategy**

1522 The Division has a comprehensive mitigation program that includes addressing  
1523 repetitive loss (RL) properties in the state. Several of the SHMP goals refer to  
1524 actions taken to reduce RL properties and four units work with communities on  
1525 different aspects of RL properties. The Mitigation Planning Unit works with  
1526 communities from a planning and strategy perspective. The CRS Initiative works  
1527 with communities to identify Repetitive Loss Areas, and assists CRS  
1528 communities in gathering repetitive loss information from FEMA. The SFMO unit  
1529 works with communities to identify projects and assist with planning and strategy.  
1530 The Grants unit works with communities that apply for PDM and FMA grants.  
1531 Particularly the FMA program focuses on mitigating RL properties to reduce or  
1532 eliminate claims to the NFIP.

1533 Repetitive Loss (RL) Properties are defined by FEMA in the National Flood  
1534 Insurance Program (NFIP) as an NFIP-insured structure that has had at least two  
1535 paid flood losses of more than \$1,000 each in any 10-year period since 1978.  
1536 Similarly, Severe Repetitive Loss (SRL) Properties are NFIP-insured residential  
1537 properties that meet either of the following criteria since 1978:

- 1538 • At least four NFIP claims payments over \$5,000 each and the cumulative  
1539 amount of such claims payments exceeds \$20,000; or



1579 emergency or disaster. They can increase available resources and improve response  
1580 and recovery efforts. There are two types of mutual aid:

1581 **1. Statewide Mutual Aid Agreement**

1582 In accordance with section 252.40, Florida Statutes, participating parties are  
1583 authorized to participate in cooperative relationships (the Statewide Mutual Aid  
1584 Agreement) to accept services, equipment, supplies, materials, or funds for  
1585 emergency management efforts. All special districts, educational districts, and other  
1586 local and regional governments are allowed to participate in the agreement. Any  
1587 participating party may request assistance (oral or written) during an emergency or  
1588 disaster.

1589 **2. Emergency Management Assistance Compact**

1590 In accordance with Chapter 252, Part III, Florida Statutes, the state adopted the  
1591 Emergency Management Assistance Compact (EMAC), which provides for the  
1592 mutual assistance between states during any emergency or disaster when the state  
1593 has depleted its resources, supplies or equipment. In the event a request for disaster  
1594 assistance comes from another state, the Governor may order the mobilization of  
1595 state resources under EMAC to be deployed to the impacted state. Similarly, Florida  
1596 can request and receive assistance from other states through EMAC. The  
1597 management and coordination of these resources will be administered through the  
1598 Operations Section of the SERT under the direction of the Operations Section Chief.

1599 **C. AUTHORITIES AND POLICIES FOR PROCUREMENT PROCEDURES / LIABILITY PROVISIONS**

1600 Chapter 287, Florida Statutes and Chapter 60A, Florida Administrative Code, are the  
1601 laws that govern the purchase of goods and services by state agencies. Chapter 60A  
1602 permits emergency purchases under circumstances designated in the rule. During a  
1603 state of emergency, however, the state's procurement rules may be suspended to allow  
1604 for the timely purchase of response supplies, services and equipment. The Division's  
1605 *Resource and Financial Management Policies and Procedures for Emergency*  
1606 *Management* document outlines the statutory authorities, responsibilities and delegation  
1607 of emergency functions and priorities for resources and financial management related to  
1608 response activities. The policy also provides information on financial data maintenance,  
1609 reporting, tracking resource needs, and compensation to owners for private property  
1610 used in an emergency.

1611 **VI. PLAN DEVELOPMENT AND MAINTENANCE**

1612 **A. OVERALL APPROACH TO PLAN DEVELOPMENT**

1613 The CEMP is developed with assistance and input from the State Emergency Response  
1614 Team (SERT) members, including all levels of government, and private, volunteer and  
1615 non-governmental organizations (NGOs) that have emergency management  
1616 responsibilities. The Division of Emergency Management is responsible for coordinating  
1617 any revision of the Basic Plan. Preparation and revision of the Emergency Support  
1618 Function (ESF) Annex is the responsibility of the designated primary lead emergency  
1619 support function agency and their designated support agencies. Format and content  
1620 guidance is established by the Division and incorporated into all annexes and  
1621 attachments as necessary. The Division maintains the CEMP and amends it to  
1622 incorporate new concepts of operations, or information from lessons learned or  
1623 developed through experience, events and/or training exercises.

1624 **B. EXERCISE AND PLAN REVISIONS**

1625 The Division conducts “No-Notice” exercises as well as annual full-scale exercises  
1626 (Statewide Hurricane Exercise, Radiological Emergency Preparedness Exercises, etc.)  
1627 to test core capabilities, responsiveness and overall effectiveness of the SERT. Each  
1628 exercise will test all or critical portions of the CEMP, including capabilities of equipment  
1629 and the personnel to operate such equipment. A number of these exercises are  
1630 coordinated with the federal government to test and exercise federal response plans and  
1631 integration. Each exercise is evaluated through interviews of the emergency  
1632 organization following the exercise and adopted into an After Action Report and  
1633 Improvement Plan (AAR/IP). Revisions will be made to the appropriate plans based on  
1634 the AAR findings.

### 1635 **C. HSEEP COMPLIANCE AND PLAN IMPROVEMENT**

1636 The Division is compliant with the requirements of the Homeland Security Exercise and  
1637 Evaluation Program (HSEEP) which is a capabilities and performance-based exercise  
1638 program which provides a standardized policy, methodology, and terminology for  
1639 exercise design, development, conduct, evaluation, and improvement planning. HSEEP  
1640 compliance is defined as adherence to specific processes and practices for exercise  
1641 program management and exercise design, development, conduct, evaluation, and  
1642 improvement planning. The Division complies with the four HSEEP performance  
1643 requirements. These requirements are as follows:

- 1644 1. Conduct an annual Training and Exercise Planning Workshop and maintain a  
1645 Multiyear Training and Exercise Plan.
- 1646 2. Plan and conduct exercises in accordance with the guidelines set forth in HSEEP  
1647 policy.
- 1648 3. Develop and submit properly formatted After Action Report/Improvement Plans  
1649 (AAR/IP).
- 1650 4. Track and implement corrective actions identified in the AAR/IP.

### 1651 **D. PLAN REVIEW**

1652 A review of the CEMP is conducted annually in cooperation with SERT member  
1653 agencies, volunteer groups and other associates. Changes in procedures, lessons  
1654 learned from previous incidents or events, identification of improved capabilities, and  
1655 deficiencies for corrective action guide any necessary revisions to the plan. As required  
1656 by law, revisions will be made through formal rule making. Pursuant to Chapter 120,  
1657 Florida Statutes, the Division will submit a Notice of Proposed Rule Making and allow for  
1658 public comment before any amendment to the CEMP is adopted by the Division. As  
1659 required by Chapter 252, Florida Statutes, a copy of the CEMP shall be submitted to the  
1660 President of the Senate, Speaker of the House of Representatives, and the Governor no  
1661 later than February 1 of every even-numbered year. At all times, the CEMP will be  
1662 published and available online at [www.floridadisaster.org](http://www.floridadisaster.org).  
1663  
1664

## 1665 **VII. LEGAL CONSIDERATIONS**

### 1666 **A. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND OTHER LAWS OR** 1667 **GUIDELINES FOR FUNCTIONAL NEEDS SUPPORT SERVICES (FNSS)**

1668 The Americans with Disabilities Act (ADA) of 1990 is incorporated into emergency  
1669 preparedness plans. This law prohibits discrimination on the basis of disability. A best

1670 practice used to effectively address the needs of persons with disabilities or access and  
1671 functional needs in emergency preparedness plans is establishing a process to pre-  
1672 identify resources which may be used to fulfill requests from these individuals for  
1673 reasonable accommodations they may need in emergency situations.

1674 Functional Needs Support Services (FNSS) are defined as services that enable children  
1675 and adults with or without disabilities who have access and functional needs to maintain  
1676 their health, safety, and independence in a general population shelter. This may include  
1677 personal assistance services (PAS), durable medical equipment (DME), consumable  
1678 medical supplies (CMS), and reasonable modification to common practices, policies and  
1679 procedures. Individuals requiring FNSS may have sensory, physical, mental health,  
1680 cognitive and/or intellectual disabilities affecting their capability to function independently  
1681 without assistance. Additionally, the elderly, women in the late stages of pregnancy, and  
1682 individuals requiring communication assistance and bariatric support may also benefit  
1683 from FNSS.

1684 On July 22, 2004, Executive Order 13347 was issued (Individuals with Disabilities in  
1685 Emergency Preparedness), directing the federal government to work together with state,  
1686 local and tribal governments, as well as private organizations, to appropriately address  
1687 the safety and security needs of people with disabilities.

1688 The state and all local governments will make every effort to comply with Title II of the  
1689 Americans with Disabilities Act (ADA) and other applicable laws related to emergency  
1690 and disaster-related programs, services and activities for individuals with access and  
1691 functional needs.

## 1692 **VIII. REFERENCES AND AUTHORITIES**

1693 The following references and authorities may be consulted for further advice and guidance.  
1694 Other than those references and authorities that have the inherent force and effect of law, this  
1695 Plan is not intended to incorporate them by reference.

### 1696 **A. LAWS**

#### 1697 **1. Florida Statutes**

- 1698 • Chapter 14, Florida Statutes (Governor)
- 1699 • Chapter 22, Florida Statutes (Emergency Continuity of Government)
- 1700 • Chapter 23, Part 1, Florida Statutes (The Florida Mutual Aid Act)
- 1701 • Chapter 125, Florida Statutes (County Government)
- 1702 • Chapter 154, Florida Statutes (Public Health Facilities)
- 1703 • Chapter 161, Florida Statutes (Beach and Shore Preservation)
- 1704 • Chapter 162, Florida Statutes (County or Municipal Code Enforcement)
- 1705 • Chapter 163, Florida Statutes (Intergovernmental Programs; Part I,  
1706 Miscellaneous Programs)
- 1707 • Chapter 166, Florida Statutes (Municipalities)
- 1708 • Chapter 187, Florida Statutes (State Comprehensive Plan)
- 1709 • Chapter 215, Florida Statutes (Financial Matters)
- 1710 • Chapter 216, Florida Statutes (Planning and Budgeting)
- 1711 • Chapter 235, Florida Statutes (Educational Facilities)
- 1712 • Chapter 245, Florida Statutes (Disposition of Dead Bodies)
- 1713 • Chapter 250, Florida Statutes (Military Affairs)
- 1714 • Chapter 252, Florida Statutes (The Emergency Management Act)



- 1715 • Chapter 284, Florida Statutes (State Risk Management and Safety Programs)
- 1716 • Chapter 287, Florida Statutes (Procurement of Personal Property and
- 1717 Services)
- 1718 • Chapter 376, Florida Statutes (Pollutant Discharge Prevention and Removal)
- 1719 • Chapter 377, Florida Statutes (Energy Resources)
- 1720 • Chapter 380, Florida Statutes (Land and Water Management)
- 1721 • Chapter 388, Florida Statutes (Public Health)
- 1722 • Chapter 401, Florida Statutes (Medical Telecommunications and
- 1723 Transportation)
- 1724 • Chapter 403, Florida Statutes (Environmental Control)
- 1725 • Chapter 404, Florida Statutes (Radiation)
- 1726 • Chapter 413, Florida Statutes (Vocational Rehabilitation)
- 1727 • Chapter 442, Florida Statutes (Occupational Safety and Health)
- 1728 • Chapter 553, Florida Statutes (Building Construction Standards)
- 1729 • Chapter 581, Florida Statutes (Plant Industry)
- 1730 • Chapter 590, Florida Statutes (Forest Protection)
- 1731 • Chapter 633, Florida Statutes (Fire Prevention and Control)
- 1732 • Chapter 870, Florida Statutes (Riots, Affrays, Routs, and Unlawful Assemblies)
- 1733 • Chapter 943, Florida Statutes (Domestic Security)
- 1734 • Chapter 1013, Florida Statutes (Educational Facilities)

## 1735 2. Federal Statutes

- 1736 • Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law
- 1737 93-288, as amended, which provides authority for response and recovery
- 1738 assistance under the Federal Response Plan, which empowers the President
- 1739 to direct any federal agency to utilize its authorities and resources in support of
- 1740 State and local assistance efforts.
- 1741 • Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T.
- 1742 Stafford Disaster Relief and Emergency Assistance Act to authorize a program
- 1743 for pre-disaster mitigation, to streamline the administration of disaster relief, to
- 1744 control the federal costs of disaster assistance, and for other purposes.
- 1745 • The National Strategy for Homeland Security, July 16, 2002.
- 1746 • Price-Anderson Amendments Act of 1988, Public Law 100-408, as amended.
- 1747 • Emergency Management Assistance Compact, Public Law 104-321.
- 1748 • Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C.
- 1749 101-557 and in other scattered sections of the U.S.C.), established the
- 1750 Department of Homeland Security with the mandate and legal authority to
- 1751 protect the American people from the continuing threat of terrorism.
- 1752 • The Americans with Disabilities Act (ADA) of 1990.
- 1753 • 16 U.S.C. 3501, et seq, Coastal Barrier Resources Act.
- 1754 • Public Law 93-234, Flood Disaster Protection Act of 1973, as amended by the
- 1755 Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides
- 1756 insurance coverage for all types of buildings.
- 1757 • Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986,
- 1758 Part III, the Emergency Planning and Community Right-to-Know Act of 1986,
- 1759 42 U.S.C. 11001, et seq, which governs hazardous materials planning and
- 1760 community right-to-know.
- 1761 • Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act
- 1762 (HMTUSA), which provides funding to improve capability to respond to
- 1763 hazardous materials incidents.

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- Public Law 95-510, 42 U.S.C. 9601, et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
  - Public Law 101-549, Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
  - Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.
  - Public Law 84-99, 33 U.S.C. 701n, Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
  - Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
  - Public Law 89-665, 16 U.S.C. 470, et seq, National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
  - Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
  - National Flood Insurance Act of 1968, 42 U.S.C. 4101, et seq, as amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
  - Regal Community Development and Regulatory Improvement Act of 1994.
  - Public Law 833-703, an amendment to the Atomic Energy Act of 1954.
  - Post-Katrina Emergency Management Reform Act of 2006
  - Sandy Recovery Improvement Act of 2013

1791 **B. ADMINISTRATIVE RULES**

1792 **1. Florida Administrative Code**

- 1793
- 1794
- Chapter(s) 27P-2, 6, 11, 14, 19, 20, 21, and 22 Florida Administrative Code.
  - Chapter(s) 9J-2, Florida Administrative Code.

1795 **2. Code of Federal Regulations**

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- 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services.
  - 44 CFR Part 10 -- Environmental Considerations.
  - 44 CFR Part 13 -- Uniform Administrative Requirements for Grants & Cooperative Agreements.
  - 44 CFR Part 14 -- Audits of State and Local Governments.
  - 44 CFR Part 59-76 --National Flood Insurance Program and related programs.
  - 44 CFR Part 201 – Mitigation Planning.
  - 44 CFR Part 204 – Fire Management Assistance Grant Program.
  - 44 CFR Part 206 -- Federal Disaster Assistance for Disasters Declared after Nov. 23, 1988.
  - 44 CFR Part 207 – Management Costs
  - 44 CFR Part 208 – National Urban Search and Rescue Response System.
  - 44 CFR Part 209 – Supplemental Property Acquisition and Elevation Assistance.

- 1811 • 44 CFR Part 350 – Review and Approval of State & Local Radiological  
1812 Emergency Plans.  
1813 • 44 CFR Part 351 – Radiological Emergency Planning and Preparedness.  
1814 • 44 CFR Part 352 – Commercial Nuclear Power Plants: Emergency  
1815 Preparedness Planning.  
1816 • 44 CFR Part 353 – Fee for Services in Support, Review and Approval of State  
1817 and Local Government or Licensee Radiological Emergency Plans and  
1818 Preparedness.  
1819 • 44 CFR Part 360 – State Assistance Programs for Training and Education in  
1820 Comprehensive Emergency Management.  
1821 • 44 CFR Part 361 – National Earthquake Hazards Reduction Assistance to  
1822 State & Local Governments.

### 1823 C. EXECUTIVE ORDERS

#### 1824 1. State

- 1825 • Executive Order 80-29 dated April 14, 1980 which requires each department  
1826 and agency of the State and political subdivisions to take measures for the  
1827 protection of personnel, equipment, supplies and essential records and adopt  
1828 continuity of government (COG) plans by providing for emergency interim  
1829 successors, relocation of seat of government and resumption of essential  
1830 services.  
1831 • Executive Order 05-122 dated June 10, 2005 establishing the State Emergency  
1832 Response Commission.

#### 1833 2. Federal

- 1834 • Homeland Security Presidential Directive 3: Homeland Security Advisory  
1835 System.  
1836 • Homeland Security Presidential Directive 5: Management of Domestic  
1837 Incidents.  
1838 • Homeland Security Presidential Directive 7: Critical Infrastructure Identification,  
1839 Prioritization, and Protection.  
1840 • Presidential Policy Directive 8: National Preparedness.  
1841 • Presidential Decision Directive 39, United States Policy on Counter Terrorism.  
1842 • Executive Order 11988, Flood Plain Management.  
1843 • Executive Order 11990, Protection of Wetlands.  
1844 • Executive Order 12657, Federal Emergency Management Assistance in  
1845 Emergency Planning at Commercial Nuclear Power Plants.  
1846 • Executive Order 12656, Assignment of Emergency Preparedness  
1847 Responsibilities.  
1848 • Executive Order 12241, transferring review and concurrence responsibility for  
1849 State plans from the NRC to FEMA.

# THE STATE OF FLORIDA



**State of Florida  
2020  
Comprehensive Emergency  
Management Plan  
  
Emergency Support Function  
Annexes**

Florida Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

## APPENDIX I: EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

**PRIMARY AGENCY:** Florida Department of Transportation (FDOT)

### **SUPPORT AGENCIES:**

#### STATE AGENCIES

- Florida Department of Agriculture & Consumer Services (FDACS)
- Florida Department of Corrections (FDC)
- Florida Department of Environmental Protection (FDEP)
- Florida Department of Highway Safety & Motor Vehicles (FDHSMV)
- Florida Department of Law Enforcement (FDLE)
- Florida Department of Management Services (FDMS)
- Florida Department of Military Affairs (FDMA)
- Florida Water Management Districts (WMDs)

#### FEDERAL AGENCIES

- National Oceanic and Atmospheric Administration (NOAA)
- U.S. Department of Homeland Security (DHS)
- U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA)

### **PURPOSE**

Pursuant to the National Response Framework (NRF) and the National Incident Management System (NIMS), Emergency Support Function 1 - Transportation (ESF 1) assists the State Emergency Response Team (SERT), upon activation of the State Emergency Operations Center (SEOC), by providing the resources (personnel, services, equipment, facilities, materials and supplies) of member agencies necessary to support transportation systems, infrastructure and emergency transportation (air, ground, water, space) needs during domestic events and incidents affecting the state. The term “transportation systems”, as used in this annex and all supporting plans and documents, includes the following modes of the state’s transportation system:

- Aviation;
- Highways and other roadway facilities;
- Marine, to include seaports and fresh and salt water routes;
- Pipeline;
- Public Transit;
- Rail; and
- Space.

## SCOPE

ESF 1 is designed and structured to provide transportation emergency management and resource support to assist in domestic event and incident management. Activities within the scope of ESF 1 functions include:

- Processing and coordinating requests for transportation support;
- Reporting damage to transportation infrastructure as a result of the incident;
- Coordinating alternate transportation services;
- Coordinating the restoration and recovery of the transportation infrastructure;
- Coordinating and conducting activities under the direct authority of FDOT elements, including: 1) aviation, 2) highways and other roadway facilities, 3) marine (including seaports and fresh and salt water routes), 4) pipelines, 5) public transit, 6) rail, and space; and
- Coordinating and supporting the preparedness, response, recovery and mitigation activities necessary to support the state's transportation infrastructure.

## POLICIES

Upon activation of the SEOC, in response to an event or incident impacting the state, the ESF 1 primary and supporting agencies will assign personnel to the SERT at the SEOC. ESF 1 is designed and structured to respond and report directly to the SERT Infrastructure Branch Director, who in turn, reports to the SERT Operations Section Chief (*see the State Comprehensive Emergency Management Plan (CEMP), Basic Plan, Concept of Operations*). To efficiently and effectively perform the duties, responsibilities and activities reserved to ESF 1, the primary and supporting agencies will ensure that the following policies, guidelines and principles are demonstrated:

- Transportation planning will employ the most effective means of transporting resources, including commercial transportation capacity.
- Transportation planning will recognize state and local plans used to control movement of relief personnel, equipment, and supplies, as well as state and local-established priorities for determining precedence of movement.
- Facilitate coordination between federal, state, district/regional, local and private entities.
- Movements of state and contracted personnel, equipment, and supplies are managed through the coordination and prioritization of shipments. To facilitate the prompt deployment of resources, priorities for various incidents are developed and maintained through a collaborative process led by FDOT prior to an incident to facilitate the prompt deployment of resources. Each ESF agency is responsible for compiling, submitting, and updating information for inclusion in the ESF 1 prioritized shipments.
- FDOT Central Office (CO) and the eight (8) FDOT Districts will share and coordinate activities through timely and relevant situational awareness and threat information reports.
- Supporting agencies will collaborate in the provision of relevant situational awareness and threat information reports.
- Ensure that ESF 1 and its supporting agencies have designated personnel assigned to other ESFs in the SEOC, as needed, or to their respective agency emergency operations centers;
- Ensure that personnel are available to receive, assess and respond to transportation resource requests tasked by the State Emergency Response Team (SERT);

- 97 • Proactively assess and routinely develop action plans for submission to ESF 5 to meet the
- 98 short and long-term transportation needs of the threatened and/or impacted area(s);
- 99 • Routinely prepare and submit Situation Reports (SITREP) to ESF 5;
- 100 • Meet transportation resource requests through available or obtainable resources of
- 101 support function agencies, including resources that are available through mutual-aid
- 102 agreements, compacts, and/or the Federal Emergency Management Agency (FEMA);
- 103 • Identify temporary alternative transportation solutions that can be implemented when
- 104 systems or infrastructure are damaged or unavailable, and
- 105 • Evaluate damage to infrastructure and conduct impact assessment in the threatened
- 106 and/or impacted area and, as appropriate, task personnel for response and recovery work.
- 107

## 108 **CONCEPT OF OPERATIONS (CONOPS)**

### 109 **A. GENERAL**

- 112 • Mission assignments for transportation support are tasked by the SERT Infrastructure
- 113 Branch to ESF 1 for action;
- 114 • ESF 1 communications are established, maintained and coordinated with ESF 5
- 115 (Information & Planning) to facilitate the expeditious and accurate exchange of
- 116 information necessary to conduct mission management activities;
- 117 • ESF 1 receipt and reporting of assessment and status information is coordinated with
- 118 ESF 5, ESF 7 (Resource Management), FDOT CO, FDOT Districts and other
- 119 emergency management as required.
- 120 • ESF 1 provides a structure for managing and coordinating the complex operations of
- 121 the transportation system. This includes:
  - 122 ○ Coordination of evacuation and re-entry efforts;
  - 123 ○ Coordination of resource deployment into and out of the event or incident area;
  - 124 ○ Coordination of transportation recovery, restoration, safety and security;
  - 125 ○ Coordination of Maintenance of Transportation (MOT) efforts; and
  - 126 ○ Coordination of the movement, or restricting the movement, of individuals,
  - 127 personnel and goods as necessary.
- 128
- 129 • ESF 1 resources are provided through the SEOC when activated, or coordinated
- 130 through the FDOT Emergency Management Duty Officer;
- 131 • ESF 1 may obtain resources through member agency contractors, vendors, and
- 132 suppliers. Resources may also be obtained from local, state, regional, national, and
- 133 public and private associations or groups;
- 134 • ESF 1 resources may be used to:
  - 135 ○ Provide transportation support to other ESFs;
  - 136 ○ Provide information and support to entities conducting evacuation and re-entry
  - 137 efforts;
  - 138 ○ Monitor, control, and coordinate all modes of transportation;
  - 139 ○ Provide infrastructure status reports for all modes of transportation;
  - 140 ○ Provide multi-modal logistical support for the transportation of evacuees,
  - 141 responders, resources and survivors returning to impacted areas;
  - 142 ○ Identify temporary alternative transportation solutions that can be implemented
  - 143 when systems or infrastructure are damaged or unavailable, to include the
  - 144 identification of alternative routes;
  - 145
  - 146

- 147 ○ Provide transportation maps, charts and electronic geospatial information;
- 148 ○ Identify, assess, and prioritize repairs of damage sustained to the multi-modal
- 149 transportation infrastructure;
- 150 ○ Prioritize and initiate emergency work to clear debris and obstructions from, and
- 151 make emergency repairs to, the multi-modal transportation infrastructure, and;
- 152 ○ Facilitate and coordinate the Overweight and Over Dimensional expedited
- 153 permitting process.
- 154 ○ Facilitate and coordinate the provisions for extended hours of operation for
- 155 commercial operators for materials necessary to respond to the event or incident.

156  
157 INITIAL ACTIONS. Immediately upon notification of a threat, event, or incident, consideration  
158 is given by ESF 1 toward:

- 159 1. Providing appropriate representation at the State Emergency Operations Center
- 160 (SEOC);
- 161 2. Providing appropriate representation at the FDOT Transportation Emergency
- 162 Operations Center (TEOC);
- 163 3. Initiating situation reporting to ESF 1 agencies and the SERT;
- 164 4. Implementing plans to ensure adequate staff and administrative support;
- 165 5. Implementing protective measures to manage and contain the event or incident to
- 166 lessen potential impact regarding life safety, preservation of property and the
- 167 environment, and mitigation against further damage.
- 168

169  
170 CONTINUING ACTIONS. Upon an activation of the SERT, consideration is given by ESF 1  
171 toward:

- 172 1. Coordination of the acquisition of transportation services to fulfill 1) informational, 2)
- 173 mission related, and 3) financial and administrative assignments in support of the
- 174 SERT and all ESFs when required.
- 175 2. Coordination of support to the appropriate state, local, and tribal entities regarding the
- 176 movement of people and goods to, from, and within the impacted area(s), and provides
- 177 information regarding issues such as movement restrictions, critical facilities closures,
- 178 and evacuations.
- 179 3. Coordination of the administrative support of individuals involved in regional
- 180 emergency transportation operations and for managing all financial transactions
- 181 undertaken through mission assignments to ESF 1.
- 182 4. Coordination of appropriate regional/district operating administrations on the
- 183 implementation of specific FDOT statutory authorities providing immediate assistance,
- 184 such as air traffic control, long-term recovery of the transportation infrastructure, and
- 185 any authorized mitigation efforts to lessen the effects of future incidents.
- 186

## 187 188 **B. ORGANIZATION**

189  
190 ESF 1 will be organized by implementing and utilizing the NIMS Incident Command System  
191 (ICS). FDOT, as the primary, or lead, agency for ESF 1, will staff the Command and General  
192 Staff positions (Intel Chief, Finance and Administration Chief, Logistics Chief, Operations  
193 Chief, Planning Chief - IFLOP) within the ESF 1 ICS structure. The duties, responsibilities  
194 and activities of FDOT personnel in these Command and General Staff positions include:

- 195
- 196 ● Coordination of ESF 1 activities in the SEOC during periods of activation;
- 197 ● Development and maintenance of the ESF 1 duty roster and schedule;



- Coordination of the 1) information management, 2) mission management, and 3) administrative and financial management processes related to ESF 1;
- Tracking the status of primary and supporting agency available and obtainable transportation resources;
- Participating in the evaluation and mission assignment of transportation resource requests, and;
- Supporting the development of SITREPs and action plans during SEOC activations.
- Participating in and supporting the development of ESF 1 After Action Reports (AARs) following the deactivation of the event or incident by SERT.

### C. DIRECTION AND CONTROL

As a part of the SERT, ESF 1 may be needed to operate at several co-located facilities or participate on several emergency management teams simultaneously. The following is a listing of those facilities and teams:

EMERGENCY OPERATIONS CENTERS. In addition to receiving and conducting ESF 1 missions, both primary and supporting agencies, district or regional entities and local agencies may be represented and participate at the SEOC and their respective agency EOCs to manage the different roles and functions necessary to successfully (efficiently and effectively) accomplish all mission assignments.

FIELD OPERATIONS. ESF 1 primary and supporting agency resources will coordinate with and assist the SERT in Field Operations efforts if necessary. Examples of the types of field operations teams that may be deployed are listed below:

- SERT Air Operations Branch
- Forward SERT (FSERT)
- SERT Incident Management Team (IMT)
- SERT RECON (ESF 5)
- SERT Fuels (ESF 12)
- SERT Joint Information Center (JIC) (ESF 14)
- SERT Joint Reception, Staging, Onward Movement, Integration Area (JRSOI)
- SERT Logistical Staging Areas (LSA)
- Preliminary Damage Assessment (PDA) Team
- Damage Assessment Team (DAT)
- Joint Field Office (JFO)
- ESF 1 local (regional/district or county) EOC liaison
- Intrastate (SMAA) and/or interstate (EMAC) mutual aid assistance teams

### D. NOTIFICATIONS

ESF 1 will utilize the following notification processes during SEOC activations:

- The State Watch Office (SWO) will notify the FDOT Duty Officer when a threat, event or incident that will potentially impact the state is occurring or has occurred;
- The FDOT Duty Officer will notify designated ESF 1 personnel to report to the SEOC, as directed by the SERT and upon notification by the SWO;

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- As warranted by the scope of the impending event or incident, the FDOT Duty Officer, at the direction of the FDOT Emergency Coordinating Officer (ECO), or their designee, will notify the appropriate supporting agencies and request necessary support;
  - The supporting agencies designated to report to the SEOC will notify their respective agencies and emergency management partners;
  - The designated supporting agencies will respond to the FDOT Duty Officer's request, report to the SEOC and ensure the necessary staffing for the remainder of the activation; and
  - The FDOT Duty Officer or FDOT ECO will notify designated ESF 1 personnel to end operations at the SEOC, as directed by the SERT and upon notification of the deactivation of the SEOC by the SWO.

## 258 E. OBJECTIVES AND ACTIONS

### 259 PREPAREDNESS - OBJECTIVES AND ACTIONS

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1. Participate in the review and revision of the ESF 1 Appendix to the State CEMP, related SERT Standard Operating Guidelines (SOGs) and ESF 1 documents and materials;
  2. Attend and participate in ESF 1 conference calls, webinars, meetings, conferences, training sessions, and exercises;
  3. Develop and maintain manual and automated templates, documents and listings for the following:
    - a. Agency emergency points of contact and Subject Matter Experts (SME) that are assigned or otherwise available to ESF 1;
    - b. Points of contact for agency, contractor and vendor obtainable transportation resources;
    - c. Websites and other electronic resources identified to assist all supporting agencies;
    - d. SEOC briefings, situation reports, and/or action plans.
    - e. Maintenance of records for time worked and costs incurred by ESF 1 agencies and personnel during an event or incident.
    - f. Evaluation of the probability and time period of the response and recovery phases for the event.
  4. Participate in the SERT Evacuation Team and the FEMA Evacuation Liaison Team (ELT) conference calls.

### 284 RESPONSE – OBJECTIVES AND ACTIONS

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1. Evaluate and task multi-modal transportation requests to the appropriate supporting agency.
  2. Support the SERT's Air Operations Branch, ESF 5 Reconnaissance, ESF 12 Fuels, IMT, FSERT, PDA Teams, and/or DAT.
  3. Support requests and directives leading to, and resulting from, Presidential and Gubernatorial Executive Orders and Declarations and requests for federal assistance.
  4. Generate information to be included in Branch and ESF briefings, situation reports, and/or action plans.
  5. Activate the notifications sequence listed in section D (Notifications) above.

- 296 6. Assign and schedule sufficient ESF 1 personnel to cover an activation of the SEOC  
297 for an extended period of time.
- 298 7. Contact ESF 1 counterparts in the threatened or impacted county(s) according to  
299 established procedures.
- 300 8. Maintain records of work schedules and costs incurred by ESF 1 agencies during an  
301 event.
- 302 9. Evaluate the probability and time period of the recovery phase for the event. If a  
303 recovery phase is probable, begin pre-planning for recovery actions.
- 304 10. Anticipate, evaluate, and respond to all requests for air operations assistance pursuant  
305 to established procedures.
- 306 11. Identify temporary alternative transportation solutions that can be implemented when  
307 systems or infrastructure are damaged or unavailable.
- 308 12. Prepare and maintain maps for all modes of transportation.

#### 309 RECOVERY OBJECTIVES AND ACTIONS

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- 312 1. Evaluate and task the transportation support requests for impacted areas.
- 313 2. Generate information to be included in SEOC briefings, situation reports, and/or action  
314 plans.
- 315 3. Support the establishment of staging areas, distribution sites, a JFO, JIC, the  
316 deployment of strike teams, mutual aid teams, and other local, state, and federal  
317 recovery facilities and emergency workers in the impacted area.
- 318 4. Coordinate with Federal ESF 1 personnel.
- 319 5. Assign and schedule appropriate recovery personnel to cover an activation of the  
320 SEOC, as needed, throughout the recovery phase.
- 321 6. Maintain records of work schedules and costs incurred by ESF 1 agencies during an  
322 event.
- 323 7. Seek information concerning the projected date the SEOC will deactivate.
- 324 8. Anticipate, evaluate, and respond to all requests for Temporary Flight Restrictions  
325 according to established procedures.
- 326 9. Monitor the status of seaports, spaceport facilities, airports, navigable waterways,  
327 railway systems and tolls.
- 328 10. Plan, prepare for and assist with the movement of emergency relief personnel and  
329 commodities.
- 330 11. Evaluate damage to transportation infrastructure and conduct impact assessment in  
331 the threatened and/or impacted area as appropriate and task personnel for response  
332 and recovery work.
- 333 12. Update temporary alternative transportation solutions that have been implemented  
334 when systems or infrastructure are damaged or unavailable as system is restored.
- 335 13. Prepare and maintain maps for all modes of transportation.
- 336

#### 337 **RESPONSIBILITIES**

##### 338 **PRIMARY AGENCY - DEPARTMENT OF TRANSPORTATION**

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- 341 1. Coordinate all ESF 1 administrative, management, planning, training, preparedness,  
342 response, recovery, and mitigation/redevelopment activities.
- 343 2. Assign FDOT personnel, including ICS Command and General Staff, FDOT EM Staff,  
344 to the ESF 1 duty roster and schedule in the SEOC.
- 345 3. Provide all available and obtainable transportation resource support for the ESF 1  
346 mission to include:

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- a. Transportation equipment and facilities lists;
  - b. Vehicular traffic management and control signs and devices of various types;
  - c. Vehicular traffic flow data and information from permanent and temporary monitoring sites;
  - d. Authorizing and accomplishing the lifting of state road and bridge tolls in a timely manner after notification by the SEOC of the evacuation timetable(s);
  - e. Coordinating with the United States Coast Guard (USCG) to take protective measures (lockdown) for moveable bridges in a timely manner after notification by the SEOC of the marine and residential evacuation timetable(s);
  - f. Suspend and clear all construction and maintenance zones in a timely manner in anticipation of a notice of an evacuation order or as a protective measure in forecasted impacted areas;
  - g. Support the activation of evacuation plan(s) in a timely manner after notice of an evacuation order;
  - h. Provide public transit and resources with point of contact data by city and county;
  - i. Provide public and private airport, airfield, heliport, seaplane base, and hospital heliport data such as location, elevation, marine navigation aids, runways, and owner-operator points of contact;
  - j. Provide railroad transportation systems data and points of contact;
  - k. Provide seaport data such as location, marine navigation aids, docking and cargo capability, and owner-operator points of contact;
  - l. Provide pipeline data with coordination of ESF 12, and other support agencies;
  - m. Provide the SERT, including deployed personnel, maps for all modes of transportation;
  - n. Identify temporary alternative transportation solutions that have been implemented when systems or infrastructure are damaged or unavailable and update as system is restored.
  - o. Provide staffing and resources necessary to conduct impact assessment of the impacted area, and;
  - p. Provide multi-modal transportation engineering, technical, and specialty support and coordination.

## 380 SUPPORTING AGENCIES

### 381 Florida Department of Agriculture & Consumer Services (FDACS)

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- a. Assign DACS personnel to the ESF 1 duty roster and schedule in the SEOC, as needed.
  - a. Provide all available and obtainable transportation resources for the support of ESF 1 missions.

### 389 Florida Department of Corrections (FDC)

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- a. Assign DC personnel to the ESF 1 duty roster and schedule in the SEOC, as needed.
  - b. Provide all available and obtainable transportation resources for the support of ESF 1 missions.

### 396 Florida Department of Environmental Protection (FDEP)

397

- 398 a. Assign FDEP personnel to the ESF 1 duty roster and schedule in the SEOC, as  
399 needed.  
400 b. Provide all available and obtainable resources for the support of ESF 1 missions.  
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#### **Florida Department of Highway Safety & Motor Vehicles (FDHSMV)**

- 402  
403  
404 a. Assign FDHSMV personnel to the ESF 1 duty roster and schedule in the SEOC,  
405 as needed.  
406 b. Provide all available and obtainable transportation resources for the support of  
407 ESF 1 missions. These resources may be used in coordination with the FDLE to:  
408  
409 • Coordinate law enforcement support for activating, maintaining, and  
410 deactivating Emergency Shoulder Use (ESU) plans for ordered evacuations;  
411 • Coordinate law enforcement escort support for emergency materials, supplies,  
412 and personnel vehicles, singularly or in convoys;  
413 • Coordinate law enforcement support for traffic control, public safety, and  
414 security.  
415 • Coordinate and provide road and bridge closure reports for SERT  
416 Infrastructure Branch, ESF 1, ESF 5, and ESF 14 (External Affairs).  
417

#### **Florida Department of Law Enforcement (FDLE)**

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419  
420 a. Assign FDLE personnel to the ESF 1 duty roster and schedule in the SEOC, as  
421 needed.  
422 b. Provide all available and obtainable transportation resources for the support of  
423 ESF 1 missions. The FDLE resources will be used to:  
424  
425 • Coordinate law enforcement support for activating, maintaining, and  
426 deactivating Emergency Shoulder Use (ESU) plans for ordered evacuations;  
427 • Coordinate law enforcement escort support for emergency materials, supplies,  
428 and personnel vehicles, singularly or in convoys;  
429 • Coordinate law enforcement support for traffic control, public safety, and  
430 security.  
431

#### **Florida Department of Management Services (FDMS)**

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433  
434 a. Assign FDMS personnel to the ESF 1 duty roster and schedule in the SEOC, as  
435 needed.  
436 b. Provide all available and obtainable transportation resources for the support of  
437 ESF 1 missions.  
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#### **Florida Department of Military Affairs (FDMA)**

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440  
441 a. Assign FDMA personnel to the ESF 1 duty roster and schedule in the SEOC, as  
442 needed.  
443 b. Provide all available and obtainable transportation resources for the support of  
444 ESF 1 missions.  
445 c. Provide transportation related technical and specialty support and coordination.  
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**Florida Water Management Districts (WMDs)**

- a. Assign WMD personnel to the ESF 1 duty roster and schedule in the SEOC, as needed.
- b. Provide all available and obtainable resources for the support of ESF 1 missions. These resources and facilities may be used to support coordination efforts with the NOAA National Weather Service (NWS), USACE, and other weather and river forecasting and monitoring entities.

**National Oceanic and Atmospheric Administration (NOAA)**

- a. Assign NOAA personnel to the ESF 1 duty roster and schedule in the SEOC, as needed.
- b. Support response to navigation emergencies.
- c. Coordinate with Federal ESF 10 (Hazardous Material and Environmental).
- d. Provide emergency hydrographic surveys, search and recovery, obstruction location to assist safe vessel movement, and vessel traffic rerouting in ports and waterways.
- e. Provide expertise and conducts/supports specialized salvage/wreck removal operations.
- f. Supports the United States Coast Guard (USCG) and other authorities in response to significant transportation disruption by providing expertise and conducting underwater obstruction surveys to search for dangers to navigation.
- g. Coordinates Coast Survey response activities with the Navigation Services Division (NSD).
- h. Coordinate with USCG Maritime Transportation System Recovery Unit (MTSRU), Port Recovery Team, Harbor Safety Committee, USCG staff, or Pilots Association.

**U.S. Department of Homeland Security, Office of Infrastructure Protection (OIP)**

In response to threats, events and incidents impacting the state, the OIP will have a dedicated Protective Security Advisor (PSA) report to the SEOC to coordinate critical infrastructure impact information resulting from the incident.

- a. The PSA provides expert knowledge of the impacted infrastructure providing vital information on interdependencies, cascading effects and damage assessments.
- b. The PSA coordinates closely with critical infrastructure owner/operators on incident impacts and makes recommendations on critical infrastructure reconstitution prioritization, re-entry and recovery efforts.
- c. The PSA will utilize the Special Event and Domestic Incident Tracker (SEIDIT), to track, in near real time, facilities' pre-incident and post-incident status in order to provide situational awareness to counties and the SEOC as well as OIP leadership.

**U.S. Department of Transportation, Federal Highway Administration (FHWA)**

- a. Assign USDOT and FHWA personnel to the ESF 1 duty roster and schedule in the SEOC and the TEOC.
- b. Monitor and report the status of and damage to the transportation system and infrastructure.

- 498 c. Assist with the identification of temporary alternative transportation solutions to be  
499 implemented when primary systems or routes are unavailable or overwhelmed.  
500 d. Serve as the Air Operations Liaison until a representative from the FAA is available  
501 in person to serve in this role.  
502 e. Coordinates federal regulatory waivers and exemptions.  
503 f. Serve as the ELT representative on location during evacuations and re-entries.  
504 g. Provide longer-term coordination of the restoration and recovery of the affected  
505 transportation systems and infrastructure if required.  
506 h. Work with primary and support agencies, local and state transportation  
507 departments, and industry partners to assess and report the damage to the  
508 transportation infrastructure and analyze the impact of the incident on  
509 transportation operations, nationally and regionally.  
510 i. Coordinates and implements, as required, emergency-related response and  
511 recovery functions performed under USDOT and FDOT statutory authorities. This  
512 includes management of the airspace within and surrounding the disaster-  
513 impacted area, emergency highway funding for federally owned highways and  
514 highways on the Federal Aid System, hazardous material movement, and damage  
515 assessment, including safety- and security-related actions.  
516 j. Provides technical assistance to local, state, tribal, territorial, insular area, and  
517 Federal governmental entities in determining the most viable transportation  
518 networks to, from, and within the incident area and on availability of accessible  
519 transportation.  
520 k. Assists in restoring the transportation infrastructure through ESF 1 and the Stafford  
521 Act program.  
522 l. Provide all available and obtainable transportation resources for the support of  
523 ESF 1 missions. FDEM will coordinate with ESF 1 the acquisition of transportation  
524 resources from intrastate/interstate mutual-aid and compact agreements and the  
525 FEMA.

### **SERT Emergency Support Functions (ESF) 2 -18**

528  
529 Provide all available and obtainable transportation resources for the support of ESF 1  
530 missions. The seventeen (17) other SERT ESFs will assist ESF 1 by providing:

- 531  
532 a. Notification of the availability of vehicles, vessels, and aircraft for transportation  
533 missions;  
534 b. Notification of the availability of repair, service, refueling, parking, storage, and  
535 staging facilities, equipment, and personnel for the modes of transportation listed  
536 in item "a" above;  
537 c. Notification of the availability of vehicular traffic management and control signs and  
538 devices for transportation missions;  
539 d. Notification of any known vehicular traffic flow information, highway, road, and  
540 street closure or obstruction information, and the availability of any transportation  
541 related engineering, technical, and specialty support or assistance.  
542

## **FINANCIAL MANAGEMENT**

### **Documentation of Incurred Costs**

- 543  
544  
545  
546 a. Each ESF 1 agency that has an automated financial management system will  
547 utilize that system to capture the incurred costs of available and contracted  
548

- 549 resources used during the preparedness, response, recovery, and  
550 mitigation/redevelopment activities of an emergency, disaster, or exercise.
- 551 b. All agencies that do not have an automated financial management system will  
552 utilize its normal financial management procedures to capture and document  
553 incurred costs. All automated financial management systems that are used to  
554 document incurred costs must comply with applicable agency, state, and federal  
555 guidelines, rules, standards, and laws. This understanding is based on the  
556 knowledge that any reimbursement of incurred costs must be eligible.

#### 557 Notification of Incurred Costs

- 558
- 559 a. All agencies that have an automated financial management system must use the  
560 companion procedures and forms necessary for notification of and authorization  
561 for incurring costs.
- 562
- 563 b. All agencies that do not have an automated financial management system will use  
564 their normal financial management procedures and forms necessary for  
565 notification of and authorization for incurring costs.
- 566
- 567 c. All agencies understand that their automated financial management system, or  
568 normal financial management, procedures and forms necessary for notification of  
569 and authorization for incurring costs must be in compliance with applicable agency,  
570 state, and federal guidelines, rules, standards, and laws.

#### 571 Transportation Equipment and Facilities Pool

572

573 The following is the transportation equipment and facilities pool of all ESF 1 agencies from  
574 which certain and specific resources are referenced and assigned as the responsibility of  
575 each ESF 1 agency identified herein:

- 576
- 577 a. Buses of various types and sizes, with drivers, to be used for evacuations and  
578 other logistical transportation missions;
- 579
- 580 b. Passenger and utility vans of various types and sizes, with and without drivers, to  
581 be used for evacuations and other logistical transportation missions;
- 582
- 583 c. Trucks and/or trailers of various types, sizes, and combinations with  
584 drivers/operators to be used for various logistical transportation missions;
- 585
- 586 d. Aircraft, aircrews, ground and operations personnel and communications for  
587 transportation of emergency officials, personnel, light-load cargo, and for various  
588 aerial surveillance and reconnaissance flights;
- 589
- 590 e. Boats of various types and sizes, powered and non-powered, for various logistical  
591 transportation missions;
- 592
- 593 f. Cars of various sizes, most without drivers, to be used for various logistical  
594 transportation missions;
- 595
- 596 g. Vehicle repair facilities, equipment, and personnel to be used for repairs to various  
597 types of emergency vehicles;
- 598
- 599 h. Fleet parking and storage areas to be used for the staging, parking, and storage  
of various types of emergency vehicles, and
- 600
- i. Motor pool and vehicle service facilities and personnel to be used for refueling and  
servicing various types of emergency vehicles.

## 601 **REFERENCES AND AUTHORITIES**

- 602 **A. HOMELAND SECURITY PRESIDENTIAL DIRECTIVES**



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- HSPD 5
- HSPD 8

**B. FEDERAL REGULATIONS, PLANS, AND GUIDELINES**

- NRF
- NIMS
- National Infrastructure Protection Plan (NIPP)
- National Disaster Recovery Framework (NDRF)
- CFR, Part 91.137, Federal Aviation

**C. FLORIDA STATUTES**

- Chapter 252, Florida Statutes
- Chapter 327, Florida Statutes

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## APPENDIX II: EMERGENCY SUPPORT FUNCTION 2 - COMMUNICATIONS

**PRIMARY AGENCY:** Department of Management Services, Division of Telecommunications

**SUPPORT AGENCIES:** Department of Agriculture and Consumer Services, Department of Law Enforcement, Department of Military Affairs, Public Service Commission, Florida Civil Air Patrol, and Amateur Radio Emergency Services.

### I. INTRODUCTION

The purpose of Emergency Support Function 2 (ESF 2) is to provide the state provisions for communications support before, during, and after an emergency/disaster situation. ESF 2 will coordinate communications resources (equipment, services, and personnel) that may be available from a variety of sources (i.e., State agencies, voluntary groups, county agencies, the telecommunications industry, federal government agencies, and the United States armed forces) before or after the activation of the State Emergency Operations Center (SEOC).

### II. CONCEPT OF OPERATIONS

#### A. GENERAL

Under the leadership of the Division of Telecommunications (DIVTEL), representatives from each of the primary, support and voluntary agencies will staff the SEOC when appropriate. The role of the primary agency will be to focus coordination and ensure the management of combined agency efforts. DIVTEL will respond directly to the Operations Section Chief who reports to the State Emergency Response Team (SERT) Chief.

#### B. ORGANIZATION

The Department of Management Services (DMS) Division of Telecommunications provides the leadership and management of the ESF with those identified supporting agencies providing a subordinate role for ESF 2 operations.

#### C. OPERATIONAL OBJECTIVES

1. Preparedness
  - a. Identify communications facilities, equipment, and personnel located in, and outside, the affected area that could be made available to support response and recovery efforts.
  - b. Assess the need for and obtain telecommunications industry support as required.

- c. Assess needs to pre-stage communications assets for rapid deployment into the affected area.
- d. Alert and/or contact all support agencies of ESF 2 and Florida telecommunications industry as necessary.
- e. Assure configuration of War Room and Vendor Room with computers, dedicated phone lines, printers, etc. for activation as necessary.
- f. Develop scheduling for ESF 2 dedicated staff, War Room staff and Technical Support staff as necessary.

## 2. Response

- a. Identify the actual and planned actions of Florida telecommunications to restore services.
- b. Identify any planned activity by the Internet Service Providers to restore services that would enable use of e-government service.
- c. Identify to the extent practical the level of consumer services available for e-government services, internet access and other similar services.
- d. Determine what assets are available and nearest to the affected area(s) by each ESF 2 support agency and the time frame in deploying those assets.
- e. Identify communications facilities, equipment and personnel located nearest to the affected area(s) that could be made available to support recovery efforts.
- f. Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities within the affected area.
- g. Prioritize the deployment of services based on available resources and critical needs.
- h. Accumulate damage information obtained from assessment teams (i.e. Field Support Team), the telecommunications industry, the local county emergency operations centers, and other city/county/State agencies and report that information through the Plans Section daily.
- i. Provide specific support to the SERT personnel outside of the SEOC for full office capability at any forward SERT, LSA, etc. including telephone, data, Internet Access, and Intranet Access,

etc. Communications support for the state's response and recovery teams will be a priority.

- j. Coordinate communications support to all governmental, quasi-governmental and volunteer agencies as required.

### 3. Recovery

- a. Assess State communications assets available to support a recovery mission(s). Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort. Industrial resources may also be considered for availability and effectiveness. Also, availability, operational condition, and duration of need must be considered. The logistical requirements necessary to obtain critical equipment will also be evaluated.
- b. Plan and prepare the notification systems to support the establishment of Logistical Staging Areas, distribution sites, Disaster Field Offices, Area Command, State Management Teams, staging areas, Points of Distribution sites, a Joint Field Office, Recovery Centers, Joint Information Centers, the deployment of strike teams, mutual aid teams, and other local, State, and federal recovery facilities and emergency workers in the impacted area(s).
- c. Review, categorize, and compare damage information obtained from all the assessment teams, telecommunications industry, local county EOCs and other city/county/state agencies with industry and local government sources to insure that specific problems are clearly understood and agreed upon.
- d. Select the resource alternative or package most applicable and coordinate its deployment.
- e. Evaluate and task the transportation support requests for impacted areas. Coordinate access into the impacted area(s) for restoration and recovery actions of the communications industry personnel.
- f. Generate in a timely manner, information to be included in SEOC briefings, situation reports, action plans, internal and external state agency management and/or communications industry reports.
- g. Assign and schedule sufficient personnel to cover an activation of the SEOC for an extended period of time.
- h. Prepare and process reports using established procedures, focusing specific attention to the production of after-action reports.

- i. Maintain appropriate records of work schedules and costs incurred by ESF 2 agencies during an event.
  - j. Maintain appropriate tracking records of deployed communications equipment coordination through ESF 2 during event for billing and equipment retrieval.
  - k. Seek information concerning the projected date the SEOC will deactivate.
4. Operations
- a. Monitor the National Weather Service for the latest weather report for the area, including present conditions, the 24 hour forecast, and the long-range forecast.
  - b. Assess the need for mobile or transportable communications equipment.
  - c. Assess the need for, and obtain telecommunications industry support as required.
  - d. Prioritize the deployment of services based on available resources and critical needs.
  - e. Work to resolve all conflicts regarding communications resource allocation requests.
  - f. Determine from local county/city authorities the location of possible secondary response locations in the disaster area, e.g., logistical staging areas, feed sites, tent cities, medical stations, satellite Disaster Field Offices, etc.
  - g. Obtain the exact location of any proposed forward State Emergency Response Team.
  - h. Obtain information from ESF 1 (Transportation) and ESF 16 (Law Enforcement) regarding road, rail, and air transportation conditions and whether ESF 1 can move mobile communications systems into the area.
  - i. Maintain all activities on WebEOC (i.e. communications request, response, recovery, reports).
  - j. Prepare and process reports using established procedures; focusing specific attention to the production of after action reports that will be crucial for future review of ESF activities and procedures.
  - k. Coordinate Federal communications support to all governmental,

quasi-governmental, and volunteer agencies as required.

- I. Coordinate ESF 2 needs and time frames with the Federal Emergency Management Agency (FEMA), the Department of Defense (DOD), and the National Communications System (NCS) as required.
- m. Develop and promulgate information collection guidelines and procedures to enhance assessment, allocation, and reallocation of telecommunications industry assets.

5. Mitigation

ESF 2 provides feedback to Department of Management Services DIVTEL and all supporting State agencies and voluntary organizations concerning activities and issues that need to be addressed. The Department of Management Services is the primary agency responsible for the State implementation plan for communications services as mandated in Section 282.1021, Florida Statutes.

**D. DIRECTION AND CONTROL**

1. The Director of the Division of Telecommunications who is within the Department of Management Services provides direction and control for ESF 2. The Director or his/her Bureau Chiefs and supervisors will manage and control the operation of this ESF to include mission assignment, mutual aid, State Management Team, Area Command, contracts for goods and services, radiological emergencies, and recovery and mitigation activities (Recovery Center and Joint Field Office operations).
2. Field Support (RECON) Team: Field Support Team members from DIVTEL and ESF 2 supporting agencies keep in contact with the ESF 2 staff within the SEOC usually by cellular telephone, satellite phone, laptop, etc. but fall under the direct supervision and control of the Field Support SERT Chief.
3. Field Operations: Agencies of ESF 2 may serve the SERT in Field Operations (i.e., the State Management Team, Impact Assessment Teams: Preliminary Damage Assessment Team, Joint Field Office operations, Recovery Center operations, intrastate and/or interstate mutual aid assistance, etc.).

**III. RESPONSIBILITIES**

**A. PRIMARY AGENCY – DEPARTMENT OF MANAGEMENT SERVICES (DMS)**

DMS, through Division of Telecommunications serves as the primary agency for ESF 2 and as such, will coordinate all activities (i.e., administration, planning, training, preparedness, response, recovery, mitigation, etc.). DIVTEL will also coordinate and manage ESF 2 activities with the other components of the SERT.

## **B. SUPPORT AGENCIES**

The Department of Management Services, DIVTEL ESF 2 coordinates with other state agencies and communications entities that support emergency communications response and recovery efforts.

1. Florida Division of Emergency Management (DEM)
2. Florida Public Service Commission (PSC)
3. Department of Military Affairs (DMA)
4. Department of Agriculture and Consumer Services (FDACS)
5. Florida Department of Law Enforcement (FDLE)
6. Florida Wing of the Civil Air Patrol (CAP)
7. Amateur Radio Emergency Services (ARES)

## **IV. FINANCIAL MANAGEMENT**

All requests for communication services must originate through the SEOC WebEOC system. Once entered into WebEOC and tasked, ESF 2 will initiate action. The SEOC WebEOC System will be used to provide a record of all payment to vendors.

## V. REFERENCES AND AUTHORITIES

All references and authorities are available in the DMS, Division of Telecommunications ESF 2 Library.

- A. Presidential Executive Order 12472, April 3, 1984.
- B. NCS Manual 3-1-1, July 9, 1990, Telecommunications Service Priority, system for National Security Emergency Preparedness, Service User Manual.
- C. Telecommunications Electric Service Priority Restoration Initiative, United States Department of Energy, February 1993.
- D. Division of Emergency Management, State Warning Point Communications Operator Standard Operating Procedure, Chapter 252.38, Florida Statutes, Emergency Management.
- E. Powers of Political Subdivisions, Chapter 252.36, Florida Statutes, Emergency Management Powers of the Governor.
- F. Civil Air Patrol Operating Plan 1000, Civil Air Patrol Support of the Department of Defense and Civil Authorities During a National Emergency or Major Disaster Operation.
- G. Training Circular 24-24, Headquarters, Department of the Army, Signal Data References: Communications Electronics Equipment.
- H. Section 252.55, Florida Statutes, Civil Air Patrol, Florida Wing; Appropriations Procurement Authority; Wing Commander bond.
- I. Section 252.35, Florida Statutes, Emergency Management Powers; Division of Emergency Management.
- J. Section 252.34, Florida Statutes, Definitions.
- K. Section 252.60, Florida Statutes, Radiological Emergency Preparedness.
- L. Section 252.83, Florida Statutes, Powers and Duties of the Department.



## APPENDIX III: EMERGENCY SUPPORT FUNCTION 3 – PUBLIC WORKS & ENGINEERING

**PRIMARY AGENCY:** Florida Department of Transportation (FDOT)

**SUPPORT AGENCIES:**

STATE AGENCIES

- Florida Department of Agriculture & Consumer Services (FDACS)
- Florida Department of Corrections (FDC)
- Florida Department of Environmental Protection (FDEP)
- Florida Department of Management Services (FDMS)
- Florida Department of Military Affairs (FDMA)
- Florida Water Management Districts (WMDs)

STATE ASSOCIATIONS:

- Florida Rural Water Association (FRWA)

FEDERAL AGENCIES

- National Oceanic and Atmospheric Administration (NOAA)
- U.S. Army Corps of Engineers (USACE)
- U.S. Department of Homeland Security (USDHS)

### PURPOSE

Pursuant to the National Response Framework (NRF) and the National Incident Management System (NIMS), Emergency Support Function 3 – Public Works and Engineering (ESF 3) assists the State Emergency Response Team (SERT), upon activation of the State Emergency Operations Center (SEOC), by providing the resources (personnel, services, equipment, facilities, materials and supplies) of member agencies necessary to support public works systems, infrastructure and other emergency needs during domestic events and incidents affecting the state.

### SCOPE

ESF 3 is designed and structured to provide public works and engineering resource support to assist in domestic event and incident management. Activities within the scope of ESF 3 functions include:

- Processing and coordinating requests for public works and infrastructure;
- Reporting damage to infrastructure as a result of the incident;
- Coordinating the restoration and recovery of critical public works facilities infrastructure;
- Coordinating and supporting the preparedness, response, recovery and mitigation activities necessary to support the state's public works facilities infrastructure.

## POLICIES

Upon activation of the SEOC, in response to an event or incident impacting the state, the ESF 3 primary and supporting agencies will assign personnel to the SERT at the SEOC. ESF 3 is designed and structured to respond and report directly to the SERT Infrastructure Branch Director, who in turn, reports to the SERT Operations Section Chief (see the *State Comprehensive Emergency Management Plan (CEMP), Basic Plan, Concept of Operations*). To efficiently and effectively perform the duties, responsibilities and activities reserved to ESF 3, the primary and supporting agencies will ensure the following policies, guidelines and principles are demonstrated:

- Facilitate coordination between federal, state, district/regional, local and private entities.
- Movements of state and contracted personnel, equipment, and supplies are managed through the coordination and prioritization of shipments. To facilitate the prompt deployment of resources, priorities for various incidents are developed and maintained through a collaborative process led by the FDOT prior to an incident to facilitate the prompt deployment of resources. Each ESF agency is responsible for compiling, submitting, and updating information for inclusion in the ESF 3 prioritized shipments.
- Supporting agencies will collaborate in the provision of relevant situational awareness and threat information reports.
- Ensure that ESF 3 and its supporting agencies have designated personnel assigned to other ESFs in the SEOC, as needed, or to their respective agency emergency operations centers;
- Ensure that personnel are available to receive, assess and respond to public works resource requests tasked by the State Emergency Response Team (SERT);
- Proactively assess and routinely develop action plans for submission to ESF 5 to meet the short and long-term needs of the threatened and/or impacted area(s);
- Routinely prepare and submit Situation Reports (SITREPs) to ESF 5;
- Meet resource requests through available or obtainable resources of support function agencies, including resources that are available through mutual-aid agreements, compacts, and/or the Federal Emergency Management Agency (FEMA);
- Identify temporary alternative solutions that can be implemented when systems or infrastructure are damaged or unavailable, and;
- Evaluate damage to infrastructure and conduct impact assessment in the threatened and/or impacted area and, as appropriate, task personnel for response and recovery work.

## CONCEPT OF OPERATIONS (CONOPS)

### A. GENERAL

- Mission assignments for public works support are tasked by the SERT Infrastructure Branch to ESF 3 for action;
- ESF 3 communications are established, maintained and coordinated with ESF 5 (Information & Planning) to facilitate the expeditious and accurate exchange of information necessary to conduct mission management activities;
- ESF 3 receipt and reporting of assessment and status information is coordinated with ESF 5, ESF 7 (Resource Support), FDOT CO, state and federal agencies, and other emergency management as required.
- ESF 3 provides a structure for managing and coordinating the complex operations of the state's public works system. This includes:

- 100 ○ Coordination of evacuation and re-entry efforts;
- 101 ○ Coordination of resource deployment into and out of the incident area;
- 102 ○ Coordination of facilities recovery, restoration, safety and security;
- 103 ○ Coordination of the movement, or restricting the movement, of individuals,
- 104 personnel and goods as necessary.
- 105
- 106 ● ESF 3 resources are provided through the State Emergency Operations Center
- 107 (SEOC) when activated, or coordinated through the FDOT Emergency Management
- 108 Duty Officer;
- 109 ● ESF 3 may obtain resources through member agency contractors, vendors, and
- 110 suppliers. Resources may also be obtained from local, state, regional, national, and
- 111 public and private associations or groups;
- 112 ● ESF 3 resources may be used to:
- 113
- 114 ○ Provide public works support to other ESFs;
- 115 ○ Provide information and support to entities conducting evacuation and re-entry
- 116 efforts;
- 117 ○ Monitor, control, and coordinate all requests for assistance for public works and
- 118 facilities;
- 119 ○ Provide infrastructure status reports for all impacted public works facilities;
- 120 ○ Identify temporary alternative solutions that can be implemented when systems or
- 121 infrastructure are damaged or unavailable;
- 122 ○ Provide critical public works, water treatment facilities and other relevant maps,
- 123 when requested;
- 124 ○ Identify, assess, and prioritize repairs of damage sustained to public works
- 125 facilities and infrastructure, and;
- 126 ○ Prioritize and initiate emergency work to clear debris and obstructions from, and
- 127 make emergency repairs to, the multi-modal transportation infrastructure.
- 128
- 129

130 INITIAL ACTIONS. Immediately upon notification of a threat, event, or incident, consideration

131 is given by ESF 3 toward:

132

- 133 1. Providing representation at the State Emergency Operations Center (SEOC);
- 134 2. Expanding or surging the FDOT Transportation Emergency Operations Center
- 135 (TEOC);
- 136 3. Initiating reporting to and from ESF 3 agencies and FDOT districts;
- 137 4. Implementing plans to ensure adequate staff and administrative support.
- 138

139 CONTINUING ACTIONS. Upon an activation of the SERT, consideration is given by ESF 3

140 toward:

141

- 142 1. Coordination of state and federal assets in support of staging and preparation of public
- 143 works facilities to fulfill mission assignments in support of the SERT and all ESFs when
- 144 required;
- 145 2. Coordination of support to the appropriate state, local, and tribal entities regarding the
- 146 movement of people and goods to, from, and within the impacted area(s), and
- 147 providing information regarding issues such as movement restrictions, critical facilities
- 148 closures, and evacuations.

- 149 3. Coordination of the administrative support of individuals involved in regional  
150 emergency operations and for managing all financial transactions undertaken through  
151 mission assignments to ESF 3.  
152

## 153 **B. ORGANIZATION**

154 ESF 3 will be organized by implementing and utilizing the NIMS Incident Command System  
155 (ICS). FDOT, as the primary, or lead, agency for ESF 3, will staff the Command and General  
156 Staff positions (Intel Chief, Finance and Administration Chief, Logistics Chief, Operations  
157 Chief, Planning Chief - IFLOP) within the ESF 3 ICS structure. The duties, responsibilities  
158 and activities of FDOT personnel in these Command and General Staff positions include  
159 ensuring:  
160  
161

- 162 • Coordination of the activities in the SEOC during periods of activation;
- 163 • Development and maintenance of the ESF 3 duty schedule;
- 164 • Coordination of the information management, mission management, administrative  
165 and financial management processes;
- 166 • Tracking the status of primary and supporting agency available and obtainable public  
167 works resources;
- 168 • Participating in the evaluation and mission assignment of public works resource  
169 requests, and;
- 170 • Supporting the development of situation reports and action plans during SEOC  
171 activations.  
172

## 173 **C. DIRECTION AND CONTROL**

174 As a part of the SERT, ESF 3 may be needed to operate at several co-located facilities or  
175 participate on several emergency teams simultaneously. The following is a listing of those  
176 facilities and teams:  
177  
178

179 EMERGENCY OPERATIONS CENTERS. In addition to receiving and conducting ESF 3  
180 missions, both primary and supporting agencies, district or regional entities and local  
181 agencies may be represented and participate at the SEOC and their respective agency  
182 EOCs to manage the different roles and functions necessary to successfully (efficiently  
183 and effectively) accomplish all mission assignments.  
184

185 FIELD OPERATIONS. ESF 3 primary and supporting agency resources will coordinate with  
186 and assist the SERT in Field Operations efforts if necessary. The following is a listing of  
187 the types of field operations teams that may be deployed:  
188  
189

- 190 • SERT Air Operations Branch
- 191 • Forward SERT (FSERT)
- 192 • SERT Incident Management Team (IMT)
- 193 • SERT RECON (ESF 5)
- 194 • SERT Joint Information Center (JIC) (ESF 14)
- 195 • Preliminary Damage Assessment (PDA) Team
- 196 • Joint Field Office (JFO)
- 197 • Disaster Recovery Centers (DRC)
- 198 • Intrastate and/or interstate mutual aid assistance teams

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## D. NOTIFICATIONS

ESF 3 will utilize the following notification processes during SEOC activations:

- The State Watch Office (SWO) will notify the FDOT Duty Officer when a threat, event or incident that will potentially impact the state is occurring or has occurred;
- The FDOT Duty Officer will notify designated ESF 3 personnel to report to the SEOC, as directed by the SERT and upon notification by the SWO;
- As warranted by the scope of the impending event, the FDOT Duty Officer, at the direction of the FDOT Emergency Coordinating Officer (ECO), or their designee, will notify the appropriate support agencies and request necessary support;
- The support agencies designated to report to the SEOC will notify their agencies and emergency management partners, and;
- The designated support agencies will respond to the FDOT Duty Officer's request, report to the SEOC and ensure the necessary staffing for the remainder of the activation.

## E. OBJECTIVES AND ACTIONS

### PREPAREDNESS - OBJECTIVES AND ACTIONS

1. Participate in the review and revision of the ESF 3 Appendix to the State CEMP, related SERT Standard Operating Guidelines (SOGs) and ESF 3 documents and materials;
2. Attend and participate in ESF 3 conference calls, webinars, meetings, conferences, training sessions, and exercises;
3. Develop and maintain manual and automated templates, documents and listings for the following:
  - a. Agency emergency points of contact and Subject Matter Experts (SME) that are assigned or otherwise available to ESF 3;
  - b. Points of contact for agency, contractor and vendor obtainable public works resources;
  - c. Websites and other electronic resources identified to assist all supporting agencies;
  - d. SEOC briefings, situation reports, and/or action plans.
  - e. Maintenance of records for time worked and costs incurred by ESF 3 agencies and personnel during an event or incident.
  - f. Evaluation of the probability and time period of the response and recovery phases for the event.

### RESPONSE – OBJECTIVES AND ACTIONS

1. Evaluate and task public works requests to the appropriate supporting agency.
2. Support the SERT's ESF 5 Reconnaissance, Air Operations Branch, Incident Management Team, Forward State Emergency Response Team, Preliminary Damage Assessment Team, and/or Damage Assessment Team.
3. Support requests and directives leading to, and resulting from, Presidential and Gubernatorial Executive Orders and Declarations and requests for federal assistance.

- 249 4. Generate information to be included in Branch and ESF briefings, situation reports,  
250 and/or action plans.  
251 5. Activate the "Notifications" sequence listed in Section D (Notifications) above.  
252 6. Assign and schedule sufficient ESF 3 personnel to cover an activation of the State  
253 Emergency Operations Center for an extended period of time.  
254 7. Contact ESF 3 counterparts in the threatened or impacted county(s) according to  
255 established procedures.  
256 8. Maintain records of work schedules and costs incurred by ESF 3 agencies during an  
257 event.  
258 9. Evaluate the probability and time period of the recovery phase for the event. If a  
259 recovery phase is probable, start pre-planning for recovery actions.  
260

#### 261 RECOVERY OBJECTIVES AND ACTIONS

262

- 263 1. Evaluate and task public works support requests for impacted areas.  
264 2. Generate information to be included in SEOC briefings, situation reports, and/or action  
265 plans.  
266 3. Support the establishment of staging areas, distribution sites, a Joint Field Office  
267 (JFO), Disaster Recovery Centers (DRC), Joint Information Centers (JIC), the  
268 deployment of strike teams, mutual aid teams, and other local, state, and federal  
269 recovery facilities and emergency workers in the impacted area.  
270 4. Coordinate with Federal ESF 3 personnel.  
271 5. Assign and schedule appropriate recovery personnel to cover an activation of the  
272 SEOC, as needed, throughout the recovery phase.  
273 6. Maintain records of work schedules and costs incurred by ESF 3 agencies during an  
274 event.  
275 7. Seek information concerning the projected date the SEOC will deactivate.  
276 8. Monitor the status of the state's and other public works facilities  
277 9. Evaluate damage to infrastructure and conduct impact assessment in the threatened  
278 and/or impacted area as appropriate and task personnel for response and recovery  
279 work.  
280 10. Prepare and maintain maps for all state public works facilities in impacted areas.  
281

## 282 **RESPONSIBILITIES**

283

### 284 **PRIMARY AGENCY - DEPARTMENT OF TRANSPORTATION**

285

- 286 1. Coordinate all ESF 3 administrative, management, planning, training, preparedness,  
287 response, recovery, and mitigation/redevelopment activities.  
288 2. Assign FDOT personnel to the ESF 3 duty schedule in the SEOC and Transportation  
289 Emergency Operation Center (TEOC).  
290 3. Provide all available and obtainable resource support for the ESF 3 mission. To  
291 include:  
292  
293 a. Support the activation of evacuation plan(s) in a timely manner after notice of an  
294 evacuation order;  
295 b. Provide the SERT, including deployed personnel, maps for all modes of  
296 transportation;  
297 c. Identify temporary alternative solutions that have been implemented when  
298 systems or infrastructure are damaged or unavailable and update as system is  
299 restored.

- 300 d. Provide staffing and resources necessary to conduct impact assessment of the  
301 impacted area, and;  
302 e. Provide engineering, technical, and specialty support and coordination.  
303

#### 304 **SUPPORT AGENCIES**

##### 305 **Florida Department of Agriculture & Consumer Services (FDACS)**

- 306  
307  
308 a. Assign DACS personnel to the ESF 3 duty schedule in the SEOC, as needed.  
309 b. Provide all available and obtainable resources for the support of ESF 3 missions.  
310 c. Provide related technical and specialty support and coordination.  
311

##### 312 **Florida Department of Corrections (FDC)**

- 313  
314 a. Assign DC personnel to the ESF 3 duty schedule in the SEOC, as needed.  
315 b. Provide all available and obtainable resources for the support of ESF 3 missions.  
316 c. Provide related technical and specialty support and coordination.  
317

##### 318 **Florida Department of Environmental Protection (FDEP)**

- 319  
320 a. Provide a DEP liaison to support restoration of state regulated Community Water  
321 Systems (CWS) and Domestic Wastewater (DW) Systems via coordination with  
322 ESF10.  
323 b. Provide all available and obtainable public works resources for the support of  
324 ESF 3 missions.  
325 c. Provide technical and specialty support and coordination.  
326

##### 327 **Florida Department of Management Services (FDMS)**

- 328  
329 a. Assign DMS personnel to the ESF 3 duty schedule in the SEOC, as needed.  
330 b. Provide all available and obtainable resources for the support of ESF 3 missions.  
331

##### 332 **Florida Department of Military Affairs (FDMA)**

- 333  
334 a. Assign DMA personnel to the ESF 3 duty schedule in the SEOC, as needed.  
335 b. Provide all available and obtainable resources for the support of ESF 3 missions.  
336 c. Provide public works related technical and specialty support and coordination.  
337

##### 338 **Florida Water Management Districts (WMDs)**

- 339  
340 a. Assign WMD personnel to the ESF 3 duty schedule in the SEOC, as needed.  
341 b. Provide all available and obtainable public works resources for the support of ESF  
342 3 missions. These resources and facilities may be used to support coordination  
343 efforts with the NOAA National Weather Service (NWS), USACE, and other  
344 weather and river forecasting and monitoring entities.  
345 c. Provide public works related technical and specialty support and coordination.  
346

##### 347 **National Oceanic and Atmospheric Administration (NOAA)**

- 348  
349 a. The National Oceanic and Atmospheric Administration (NOAA) is assigned  
350 responsibility for supporting response to navigation emergencies through the NRF,

351 Federal Emergency Support Functions (ESF); ESF 3 – Public Works, and ESF 10  
352 – Oil and Hazardous Material Response, require NOAA to provide emergency  
353 hydrographic surveys, search and recovery, obstruction location to assist safe  
354 vessel movement, and vessel traffic rerouting in ports and waterways. In addition,  
355 ESF 3 – Public Works and Engineering, specifies that NOAA “provides expertise  
356 and conducts/supports specialized salvage/wreck removal operations as part of a  
357 coordinated response and restoration strategy.” To fulfill these obligations,  
358 NOAA’s Office of Coast Survey supports the United States Coast Guard (USCG)  
359 and other authorities in response to significant transportation disruptions by  
360 providing expertise and conducting underwater obstruction surveys to search for  
361 dangers to navigation. Coast Survey response activities are coordinated by the  
362 Navigation Services Division (NSD).  
363

- 364 b. Post storm recovery surveys are typically a group effort by the U.S. Army Corps of  
365 Engineers (USACE), NOAA, and other available survey assets that may be in the  
366 area. Coordination for high impact events is led by the local USCG Maritime  
367 Transportation System Recovery Unit (MTSRU). Lesser impact events are  
368 coordinated by a Port Recovery Team, Harbor Safety Committee, USCG staff, or  
369 Pilots Association. The Federal Emergency Management Administration (FEMA)  
370 will stand up essential support function coordination during presidentially declared  
371 disasters, but FEMA does not play a coordination or leadership role in post-storm  
372 obstruction surveys. NOAA assets typically augment the USACE efforts in  
373 federally maintained channels, and provide coverage for the waterways USACE  
374 assets and their contractors are not authorized to survey.  
375
- 376 c. The USCG stands up a MTSRU when a significant transportation disruption occurs  
377 or is anticipated. The MTSRU is part of the Incident Command Center (ICC), either  
378 as a unit of the Planning Section or as part of the Command Staff. As a member  
379 of the MTSRU a NOAA Navigation Manager is a member of the MTSRU, leads the  
380 NOAA coordination with the various federal agencies, local, state, and port officials  
381 involved in the response. Navigation Managers provide technical expertise and an  
382 operational background to facilitate survey planning and management.  
383
- 384 d. NSD can provide a Strike Team (multiple units with a leader) or Single Resource  
385 to assist in surveying the affected area or port. The Single Resource NOAA  
386 provides to the ICC is typically a Navigation Response Team (NRT). If a Strike  
387 Team is provided, typically several NRTs with an operations manager are  
388 deployed. Other NOAA assets such as Office of Marine and Aviation Operations  
389 (OMAO) ships and aircraft, a Mobile Integrated Survey Team (MIST), NOAA  
390 contracted survey assets, or an autonomous underwater vehicle (AUV) can be  
391 provided to participate in the response. This broad range of response options is  
392 continually assessed, along with U.S. Army Corps of Engineers (USACE) and  
393 other outside NOAA capability, to ensure a response is quickly and efficiently  
394 executed without duplication of effort and excessive cost  
395
- 396 e. NRTs are the most common NOAA asset used to respond to events where a  
397 hydrographic survey is required. An NRT is a highly mobile survey asset  
398 consisting of a 30’ trailer-able survey vessel, three hydrographers, and an office  
399 trailer. The vessel is outfitted with multi-beam echo sounder and side scan sonar  
400 equipment. The office trailer contains processing computers, generators, and  
401 plotters needed to complete survey work and produce final products in remote



402 areas. Each NRT regularly moves around their region of the country conducting  
403 survey operations for nautical chart verification and updates. The NRTs have the  
404 equipment and develop the skills necessary to respond to a navigational  
405 emergency during their daily operations.

### 406 **U.S. Army Corps of Engineers (USACE)**

407  
408  
409 ESF 3 USACE (Lead for FEMA in Response Phase). In the event of a major disaster  
410 impacting the State of Florida, USACE can provide support under the following  
411 authorities.

#### 412 **Civil Authorities**

##### 413 1. PL 84-99 (Flood Control and Coastal Emergencies)

- 414 a. Advance Measures (Imminent threat/unusual flooding, temporary in nature,  
415 protect life and property)
- 416 b. Floodfight (Save life and property, temporary in nature, Emergency Debris,  
417 Emergency Infrastructure)
- 418 c. Rehabilitation Program (Repair Flood Control Works and Beaches in the  
419 USACE Rehabilitation and Inspection Program)
- 420 d. Mitigate (Identify mitigation opportunities, Intergovernmental Task Force, i.e.  
421 Silver Jackets - System Wide Improvement Framework)

##### 422 2. Civil Works Authorities (USACE Flood Control Works)

- 423 a. Reservoir Operations
- 424 b. Lock and Dam Operations

425  
426 **Stafford Act** - USACE can be mission assigned by FEMA to support the state in the  
427 following areas if the state requires assistance.

- 428 1. Temporary Emergency Power
- 429 2. Debris Removal
- 430 3. Drinking Water
- 431 4. Temporary Roofing
- 432 5. Urban Search and Rescue (structural assessments)
- 433 6. Coastal PDAs
- 434 7. Other tasking as needed.

435  
436  
437 USACE will also provide an LNO familiar with these authorities and capabilities to the  
438 State EOC to explain capabilities and coordinate these efforts.

### 439 **U.S. Department of Homeland Security/Office of Infrastructure Protection (OIP)**

440  
441  
442 In the event of a major incident impacting the State of Florida, the US Department of  
443 Homeland Security/Office of Infrastructure Protection (DHS/IP) will have a dedicated  
444 Protective Security Advisor (PSA) report to the Florida State Emergency Operations  
445  
446

452 Center (SEOC) to coordinate critical infrastructure impact information resulting from the  
453 incident.

- 454
- 455 a. The PSA provides expert knowledge of the impacted infrastructure providing vital  
456 information on interdependencies, cascading effects and damage assessments.
  - 457 b. The PSA coordinates closely with critical infrastructure owner/operators on  
458 incident impacts and makes recommendations on critical infrastructure  
459 reconstitution prioritization, re-entry and recovery efforts.
  - 460 c. The PSA will utilize the Special Event and Domestic Incident Tracker (SEdit), to  
461 track, in near real time, facilities' pre-incident and post-incident status in order to  
462 provide situational awareness to counties and the SEOC as well as DHS/IP  
463 leadership.  
464

## 465 FINANCIAL MANAGEMENT

### 466 Documentation of Incurred Costs

- 467
- 468 1. Each ESF 3 agency that has an automated financial management system will  
469 utilize that system to capture the incurred costs of available and contracted  
470 resources used during the preparedness, response, recovery, and  
471 mitigation/redevelopment activities of an emergency, disaster, or exercise.  
472
  - 473 2. All agencies that do not have an automated financial management system will  
474 utilize its normal financial management procedures to capture and document  
475 incurred costs. All automated financial management systems that are used to  
476 document incurred costs must comply with applicable agency, state, and federal  
477 guidelines, rules, standards, and laws. This understanding is based on the  
478 knowledge that any reimbursement of incurred costs must be eligible.  
479

### 480 Notification of Incurred Costs

- 481
- 482 1. All agencies that have an automated financial management system must use the  
483 companion procedures and forms necessary for notification of and authorization  
484 for incurring costs.
  - 485 2. All agencies that do not have an automated financial management system will use  
486 their normal financial management procedures and forms necessary for  
487 notification of and authorization for incurring costs.
  - 488 3. All agencies understand that their automated financial management system, or  
489 normal financial management, procedures and forms necessary for notification of  
490 and authorization for incurring costs must be in compliance with applicable agency,  
491 state, and federal guidelines, rules, standards, and laws.  
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## 498 REFERENCES AND AUTHORITIES

### 499 A. HOMELAND SECURITY PRESIDENTIAL DIRECTIVES

- 500
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- HSPD 8
- B.** FEDERAL REGULATIONS
- NRF
  - NIMS
  - National Infrastructure Protection Plan (NIPP)
  - National Disaster Recovery Framework (NDRF)
  - CFR, Part 91.137, Federal Aviation
- C.** FLORIDA STATUTES
- Chapter 252, Florida Statutes
  - Chapter 327, Florida Statutes
- D.** FLORIDA ADMINISTRATIVE PROCEDURES CODE (F.A.C.)
- Part 91.137, Federal Aviation Regulation

## APPENDIX IV: EMERGENCY SUPPORT FUNCTION 4 - FIREFIGHTING

**PRIMARY AGENCY:** Department of Financial Services, Division of State Fire Marshal

**SUPPORT AGENCIES:** Department of Agriculture and Consumer Services, Florida Forest Service; and the Florida Fire Chiefs' Association; State Emergency Response Plan (SERP) Coordinators.

### I. INTRODUCTION

The purpose of Emergency Support Function 4 (ESF 4) is to provide State support to local governments and to describe the use of State resources to detect and suppress urban, rural and wildland fires resulting from, or occurring coincidentally with, a significant disaster condition or event whether planned or unplanned.

### II. CONCEPT OF OPERATIONS

#### A. GENERAL

Firefighting involves managing and coordinating firefighting support and command and control as needed to local governments for detection and suppression of fires, including mobilizing and providing personnel, equipment, and supplies to support local government responses.

#### B. ORGANIZATION

The Department of Financial Services, Division of State Fire Marshal is the primary agency for ESF 4. Supporting the Fire Marshal's Office are a representative from the Florida Fire Chiefs' Association and the Department of Agriculture and Consumer Services, Florida Forest Service. Representatives from primary and support agencies will be present in the State Emergency Operations Center (SEOC) on a 24-hour basis during SEOC activations. ESF 4 reports directly to the Emergency Services Branch Chief who reports to the Operations Section Chief.

#### C. OPERATIONAL OBJECTIVES

1. Preparedness Objectives
  - a. Utilizing the Florida Fire Chiefs' Association *Statewide Emergency Response Plan (SERP)*, planning, coordinating and mobilizing resources from fire service organizations statewide through the seven SERP regional coordinators is accomplished.
  - b. The Florida Fire Chiefs' Association and the State Fire Marshal coordinate training and exercises regularly utilizing the Disaster Response Plan statewide.

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2. Response Objectives

- a. Activate the State Fire Resource Coordination Group.
- b. Coordinate State and local resources from outside the impacted area through County EOCs and coordinating with other responding agencies.
- c. Transportation MAY be provided, if available, but is usually the responsibility of the responding agency. This may require coordination with ESF 1. Additionally, resources may be pre-positioned as conditions permit (i.e. pre-landfall for hurricanes).
- d. Members of ESF 4 may serve the State Emergency Response Team in Field Operations on any appropriate field operations team assigned.

3. Recovery Objectives

- a. Department of Financial Services, Division of State Fire Marshal personnel may serve as members of any deployed recovery team assigned.
- b. Will provide fire fighting personnel and resources for recovery efforts upon request as appropriate and available.

**III. RESPONSIBILITIES**

**A. PRIMARY AGENCY- DEPARTMENT OF FINANCIAL SERVICES, DIVISION OF STATE FIRE MARSHAL**

The Department of Financial Services, Division of State Fire Marshal's Office is the primary agency in ESF 4. As the primary agency, it coordinates with the support agencies in directing fire fighting resources and response activities.

**B. SUPPORT AGENCIES**

Agency	Responsibilities
<p><b>1. Florida Fire Chiefs' Association (FFCA)</b></p>	<p>Works with the Division of State Fire Marshal by forwarding requests for fire fighting assistance to the seven fire regional response zones designated in the State of Florida <i>Statewide Emergency Response Plan</i> (prepared by the FFCA).</p>
<p><b>2. Department of Agriculture and Consumer Services, Florida Forest Service</b></p>	<ul style="list-style-type: none"> <li>a. Serve as primary agency during an activation of the SEOC for a wildfire.</li> <li>b. Request and coordinate the use of all State and/or Forestry Agency Compact assets that are ordered for control of wildfires.</li> </ul>

#### IV. FINANCIAL MANAGEMENT

All disaster response agency assets, city/county or otherwise, who provide assets and staff to requests from ESF 4, must submit their preliminary reimbursement request to the Department of Financial Services / Division of State Fire Marshal (ESF49@em.myflorida.com within 15 business days of demobilization orders. The final request must include the following:

- A. **Salaries** - Provide a schedule for all employees, the time they worked, their pay rate and matching rate, separating regular time from overtime; NOTE: Individuals will only be paid for 24-hours during the first 48-hours of the incident, after that reimbursement is only allowable for 16 hours a day.
- B. **Travel** - Provide copies of the travel vouchers you have paid due to disaster response. The appropriate Finance Director must certify travel vouchers as true expenditures; and
- C. **Equipment** - Provide a detailed description of the equipment used to assist, detailing the type and size, pump size and horsepower, where the equipment was used, number of hours per piece, per day, and type of work each piece performed.

#### V. REFERENCES AND AUTHORITIES

- A. Federal ESF 4 Annex.
- B. Fire Suppression Draft – Forestry.
- C. The Guidelines of the State Emergency Response Team for Wildfire Events,” 2006 version.
- D. The Florida Fire Chiefs’ Association, *Statewide Emergency Response Plan*.
- E. Agreement between the Department of Health, Emergency Support Function 8, the Florida Fire Chiefs’ Association; and the State Fire Marshal.”
- F. Division of State Fire Marshal Policy 1-31 (ESF 4 and 9).
- G. Memorandum of Understanding between the Department of Environmental Protection, ESF 10; The Florida Fire Chiefs’ Association; and the State Fire Marshal.

## APPENDIX V: EMERGENCY SUPPORT FUNCTION 5 – INFORMATION & PLANNING

**PRIMARY AGENCY:** Division of Emergency Management

**SUPPORT AGENCIES:** Department of Military Affairs—Florida National Guard, the Florida Wing of the Civil Air Patrol, Florida Department of Transportation, and the Florida Fish and Wildlife Conservation Commission—Division of Law Enforcement.

### I. INTRODUCTION

Emergency Support Function (ESF) 5— is a function located within the Planning Section, with the mission of compiling, analyzing and coordinating overall information and planning activities in the State Emergency Operations Center (SEOC) in support of emergency operations.

### II. CONCEPT OF OPERATIONS

#### A. GENERAL

The primary function of ESF 5 is to serve as a clearinghouse for event information, facilitate the development of action plans, develop approaches, and devise solutions for future response operations. This is accomplished through the collection, processing, analysis, and dissemination of information in the form of standardized planning documents, ad-hoc reports, and operational briefings. Essential information may be collected from sources such as other Emergency Support Functions and counties. ESF 5 is responsible for coordinating SERT Reconnaissance (Recon) activities with its supporting agencies. Additionally, ESF 5 closely coordinates with other Planning Section functions to provide full situational awareness, to include meteorological information, spatial analysis through Geographical Information Systems (GIS), technical assistance, technical reports, and information displays for the State Emergency Response Team (SERT).

#### B. ORGANIZATION

ESF 5 is staffed by Division of Emergency Management Planning Section personnel and—when requested—assisted by the Florida National Guard, the Florida Wing of the Civil Air Patrol, Florida Department of Transportation, and the Florida Fish and Wildlife Conservation Commission—Division of Law Enforcement, and other SERT Partners as arranged. It is comprised of three functional units (Situation Unit, Documentation Unit, and the Future Planning Unit. ESF 5 is led by the SERT Planning Section Chief. The organizational structure for ESF 5/SERT Planning Section is located in Chapter 4.

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### C. NOTIFICATION

1. The State Watch Office will notify Division and SERT personnel of an activation of the SEOC.
2. Once notified of an activation of the SEOC, the Planning Section Chief will determine which units and subunits need to be mobilized and notify ESF 5 staff accordingly. A staff roster, based on the operational period and event intensity, will be developed and instituted to support SEOC operations.

### D. OBJECTIVES

1. Preparedness
  - a. Maintain a trained staff to fulfill tasks associated with ESF 5/SERT Planning Section operations.
  - b. Maintain and regularly update ESF 5 plans and procedures, necessary computer data and programs, maps, critical facility information, evacuation studies, demographics, critical county data, etc.
  - c. Periodically evaluate systems, processes, and methodologies in an effort to anticipate operational requirements and types of response information needed by the SERT and its partners.
  - d. Orient other SERT personnel to the support that ESF 5 can provide.
  - e. Provide Planning Section support for SERT preparedness initiatives and planning meetings as requested.
2. Response
  - a. Upon notification, immediately staff the State Emergency Operations Center.
  - b. Establish a duty roster.
  - c. Coordinate with the Technical Services Branch to set up status displays, obtain data/studies and electronic files, and initiate the planning and reporting processes.
  - d. Coordinate with the Meteorology Unit to develop and disseminate meteorological forecasts.
  - f. Anticipate types of response information that the SERT and its partners will require.
  - f. Initiate and maintain event/incident information on the Division of Emergency Management's website.



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- g. Coordinate information gathering with key personnel in the field.
  - h. Facilitate SEOC briefings and County/State situational awareness conference calls.
  - i. Provide information in support of the SERT, local governments, federal agencies and volunteer organizations.
  - j. Facilitate planning meetings to develop Action Plans and, if needed, other specialized plans.
  - k. Maintain situational awareness.
  - l. Establish contact with local governments, and all state field operations facilities, teams, and personnel.
  - m. Plan and coordinate impact assessment assets (e.g., Reconnaissance teams) and incorporate the results of the assessments into the SERT's common operating picture.
  - n. Develop and disseminate Flash Reports, Situation Reports, and other reports to all SERT partners.

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### 3. Recovery

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- a. When requested, deploy personnel in support of Joint Field Office (JFO) operations.
  - b. Collect and process information concerning recovery activities while the response phase of the disaster is ongoing.
  - c. Coordinate with federal government partners to develop and disseminate Incident Action Plans, Situation Reports, and other information.
  - d. Develop spatial analysis of recovery operations.
  - e. Anticipate other types of recovery information the SERT and its partners will require.
  - f. Compile information to support recovery activities.

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### 4. Mitigation

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- a. Provide assistance as requested.

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## E. DIRECTION AND CONTROL

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149
- 1. Policies – ESF 5 will:

- 150 a. Immediately implement requests or directives of SERT leadership  
151 in an efficient and effective manner.  
152  
153 b. Provide support, as required, to SEOC operations.  
154  
155 c. Provide support to SERT field operations – Reconnaissance  
156 (Recon), Incident Management Team (IMT), Forward SERT  
157 (FSERT), Area Command, Joint Field Office (JFO), etc.  
158  
159 d. Collect and verify information from known and reliable sources.  
160  
161 e. Consolidate key information into reports and other materials,  
162 describe and document overall response activities, and keep  
163 appropriate authorities informed of the status of overall event  
164 operations.  
165  
166 f. Coordinate with Technical Services Branch to maintain displays of  
167 key information such as meeting/briefing and reporting schedules,  
168 maps, charts, status boards, and electronic data.  
169  
170 g. Establish a pattern of information flow in support of the action  
171 planning process initiated by the State Emergency Response  
172 Team leadership.  
173
- 174 2. Decision-Making Authority  
175  
176 a. The SERT Chief has the authority to assign personnel, allocate  
177 resources, and expend funds to meet the responsibilities outlined  
178 for ESF 5 or to complete missions assigned to ESF 5.  
179  
180 b. The Planning Section Chief has the authority to designate a  
181 Deputy Planning Section Chief(s).  
182  
183 c. The Planning Section Chief has the authority to designate unit  
184 leaders and reassign ESF 5 personnel within the section as  
185 necessary.  
186  
187 d. The Planning Section Chief has the authority to coordinate with  
188 the SERT Chief to request additional staffing assistance if needed.  
189
- 190 3. Coordination  
191  
192 a. All actions taken by ESF 5 will be guided by and coordinated with  
193 the SERT Chief, mobilized Area Command or Incident  
194 Management Team representatives, and impacted county disaster  
195 officials.  
196  
197 b. As operational activities expand outside of the SEOC (e.g. staging  
198 area, Recon, Area Command), information will continue to be  
199 reported to the SEOC, with ESF 5 collecting and reporting the  
200 information.

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- 203 c. Simultaneous coordination of vital information and protective
- 204 actions will be accomplished by conference calls and/or other
- 205 communications systems.
- 206
- 207 d. When possible, ESF 5/Planning Section personnel will co-locate
- 208 with Federal Emergency Management Agency (FEMA) Planning
- 209 Section personnel to better coordinate and unify planning and
- 210 reporting efforts. Even if physical co-location is not possible, the
- 211 SERT Planning Section will work jointly with FEMA Planning
- 212 Section personnel deployed to the SEOC.

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214 **III. RESPONSIBILITIES**

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216 **A. PRIMARY AGENCY - Division of Emergency Management:**

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Area	Responsibilities
<b>1. Documentation Function</b>	<ul style="list-style-type: none"> <li>a. Develop and disseminate Situation Reports, Flash Reports, and other reports as required.</li> <li>b. Establish and maintain an event chronology.</li> <li>c. Monitor and develop a summary report of coordination conference calls and meetings.</li> <li>d. Establish and maintain dissemination distribution lists for the Planning Section.</li> <li>e. Maintain meeting, briefing, and conference call schedule displays.</li> <li>f. Document after action items and assist in preparing after action reports.</li> </ul>
<b>2. Situation Function</b>	<ul style="list-style-type: none"> <li>a. Maintain situational awareness of the SERT and the area of operations.</li> <li>b. Monitor WebEOC and gather information to be included in reports and plans.</li> <li>c. Establish, maintain, and disseminate (as needed) vulnerable population estimates; risk profiles; intelligence; forecasts; impact assessment summaries and other reports.</li> <li>d. Track resources.</li> <li>e. Coordinate Recon operational activities with partner agencies, to include Rapid Impact Assessment Teams should the need be identified by the SERT Chief.</li> <li>f. Monitor the status of evacuations.</li> </ul>
<b>3. Incident Action Planning Function</b>	<ul style="list-style-type: none"> <li>a. Facilitate the development of action plans and other plans as required.</li> <li>b. Provide planning support by consolidating key information to support the action,</li> </ul>

	strategic, transition, and/or demobilization planning processes. c. Develop recommended future planning considerations for the SERT Chief and Planning Section Chief based upon current situation and intelligence.
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**B. SUPPORT AGENCIES**

The following agencies provide support to Emergency Support Function 5:

Agency	Support Provided
Department of Military Affairs— Florida National Guard	Planning Section Chief, Situation Unit, Documentation Unit, Future Planning Unit, Technical Services Unit, Meteorology Unit, Recon
Florida Fish and Wildlife Conservation Commission—Division of Law Enforcement	Recon
Florida Department of Transportation	Recon
Florida Wing of the Civil Air Patrol	Recon

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When requested, these agencies provide personnel and equipment for the SEOC and field operations.

**IV. FINANCIAL MANAGEMENT**

**A. DOCUMENTATION OF EXPENDITURES**

1. ESF 5/SERT Planning Section will coordinate approval of all expenditures with the SERT Chief and the Finance and Administration Section.
2. Staff will maintain employee time logs to reflect hours worked.
3. Each agency—primary and supporting—will be responsible for tracking its own costs.
4. All missions conducted will be entered into WebEOC for documentation and tracking purposes.

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## APPENDIX VI: ESF 6 - MASS CARE

### PRIMARY FLORIDA AGENCIES:

Department of Business and Professional Regulation (Response)  
Department of Children and Families (Recovery)

### SUPPORT AGENCIES:

Agency for Persons with Disabilities, American Red Cross, Catholic Charities of Florida, Centers for Independent Living, Department of Corrections, Department of Economic Opportunity, Department of Education, Department of Elder Affairs, Department of Veterans' Affairs, Farm Share, Feeding Children Everywhere, Feeding Florida, Florida Baptist Convention, Florida Board of Governors, Florida's Access Coordinator and The Salvation Army..

## I. INTRODUCTION

### Purpose

Emergency Support Function (ESF) 6 – Mass Care: coordinates the provision of life-sustaining resources and essential services (mass care, emergency assistance, and human services) when the needs of disaster survivors exceed local government capabilities.

### Scope

Before and after disasters local, state, tribal, federal and non-governmental organizations (NGOs) work together to provide life-sustaining Mass Care and Emergency Assistance to disaster survivors. ESF 6 – Mass Care is a member of the Human Services Branch of Florida's State Emergency Response Team (SERT). ESF 6's three primary functions are:

1. **Mass Care:** Includes, but is not limited to, support of congregate, non-congregate and transitional sheltering, mass feeding (in the community and in shelters), distribution of emergency supplies, the reunification of children with their legal guardians and the facilitation of the ability of adults to notify approved parties regarding their post impact condition.
2. **Emergency Assistance:** Includes, but is not limited to, support for individuals with disabilities and access and functional needs in congregate shelter facilities, support to children in disasters and the provision of human services during and after mass evacuations.
3. **Human Services:** Includes the coordination of select programs to assist disaster survivors. These programs include, but are not limited to, the Disaster Supplemental Nutrition Assistance Program (DSNAP), Disaster Unemployment Assistance and survivor case management.

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## II. ASSUMPTIONS

1. All disasters are local, but may require state assistance.
2. The most readily available resources in disasters are survivors. They are often first on the scene and provide instant assistance to other survivors.
3. A disaster can occur with little or no warning and can escalate more rapidly than the jurisdiction and local response organizations can manage.
4. Disasters will result in one or more of the following: loss of life, damage or destruction to public and private property, disruption of utilities (electric, telephone and water) and daily life activities, displacement of individuals and families, disruption of local services (sanitation, EMS, fire and police), shortages of temporary or permanent housing; damage or destruction to public and private records, impacts to the environment and social and economic disruption.
5. Local government agencies will initiate actions toward saving lives and protecting property.
6. In their disaster response, counties will first use locally available resources. They will then request assistance from other counties through Florida's Statewide Mutual Aid Agreement (SMAA) before requesting State assistance.
7. State resources available to the SERT will be mobilized, as needed, to mitigate the impact of the emergency or disaster.
8. When state resources and capabilities are exhausted, additional resources will be requested through:
  - a. The Emergency Management Assistance Compact (EMAC).
  - b. FEMA through the Stafford Act.
9. In a catastrophic event, resource shortfalls at all levels of government will impact the effectiveness and efficiency of the response. The need for out-of-area resources will be significant.
10. Eligible private nonprofits and voluntary organizations will document disaster activities performed and resources provided during response and recovery. This information will then be provided to the appropriate authority to be used to mitigate FEMA required cost shares.

## III. CONCEPT OF OPERATIONS

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### General

1. ESF 6 is composed of a variety of state agencies and NGOs. As noted previously, the Department of Business and Professional Regulation (DBPR) and the Department of Children and Families (DCF) are the two Primary Agencies for ESF 6. ESF 6 Support Agencies include, but are not limited to:
  - a. Agency for Persons with Disabilities (APD)
  - b. American Red Cross (ARC)
  - c. Catholic Charities of Florida (CC)
  - d. Centers for Independent Living (CIL)
  - e. Department of Corrections (DOC)
  - f. Department of Economic Opportunity (DEO)
  - g. Department of Education (DOE)
  - h. Department of Elder Affairs (DOEA)
  - i. Department of Veterans' Affairs (DVA)

- 97 j. Feeding Children Everywhere (FCE)  
98 k. Feeding Florida (FF)  
99 l. Florida Baptists (FB)  
100 m. Florida Board of Governors (BOG)  
101 n. Florida's Access Coordinator  
102 o. The Salvation Army (TSA)  
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105 2. ESF 6's initial disaster response activities shall focus on the immediate needs of the  
106 survivors and on the safety of the responders.  
107 Recovery efforts shall be initiated concurrently with response activities.  
108 Regardless of the phase, all of ESF 6's Supporting Agencies shall:  
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110 a. Be prepared to provide trained staff to support ESF 6 activities.  
111 b. Be prepared to provide ESF 6 with updates on their disaster related activities.  
112 c. Be prepared to conduct their disaster related activities in accordance with  
113 applicable laws and rules, ESF 6's Standard Operating Guide and their own  
114 existing plans or authorities.  
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117 3. When deemed necessary by the SERT, ESF 6 shall activate in full or part. Depending  
118 upon the disaster, ESF 6 Primary, Support Agencies and NGOs shall provide  
119 personnel to staff the State Emergency Operations Center (SEOC). These same  
120 organizations shall also provide resources, as needed, to help meet the needs of the  
121 disaster survivors. Upon verification that the SERT no longer requires Mass Care  
122 support, ESF 6 staff and resources will be de-mobilized in an orderly manner.  
123 As appropriate, ESF 6 coordinates its activities with:  
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125 a. ESF 6 member agencies.  
126 b. Other members of the SERT. This includes, but is not limited to: ESF- Health  
127 and Medical, ESF 11 - Food and Water, ESF 13 Military Support, ESF 15 -  
128 Volunteers and Donations, ESF 17 - Animal Protection, ESF 18 - Business,  
129 Industry and Economic Stabilization, and SERT Logistics.  
130 c. The Department of Homeland Security/Federal Emergency Management  
131 Agency (DHS/FEMA), who provide Federal resources to assist and augment  
132 Florida's Mass Care capabilities.  
133 d. NGOs that provide assist and augment the State's Mass Care activities with  
134 Mass Care resources.  
135 e. The private sector.

### **Structure**

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139 1. County Response: Mass Care and Emergency Assistance activities are coordinated  
140 according to each individual county's Comprehensive Emergency Management Plan.  
141 2. State Response: When activated, and as needed, trained representatives from  
142 select ESF 6 partner agencies and NGO's shall:  
143 a. Report to the SEOC and prepare to support requests from appropriate  
144 sources for Mass Care and Emergency Services.  
145 b. Perform other duties, as per applicable statute and rule, the ESF 6 Standard

146 Operating Guide and in accordance with their organization's disaster  
147 protocols.

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### Operational Priorities & Goals

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#### 1. Coordinate ESF 6 Activities

- 152 a. Maintain a steady-state evaluation of Mass Care and Emergency  
153 Assistance capabilities, and available support resources.  
154 b. Upon activation, immediately perform a Mass Care and Emergency  
155 Assistance assessment team that is capable of calculating a disaster's  
156 operational requirements and shortfalls, and to request additional  
157 Federal/state resources, if needed.  
158 c. Integrate and report the actions of ESF 6 Primary and Support Agencies,  
159 as appropriate.  
160 d. Continually seek out new and innovative partners and processes that  
161 would enhance ESF 6's existing ability to provide life-sustaining goods and  
162 services to impacted populations.  
163 e. Coordinate daily with appropriate agencies.

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#### 2. Support Mass Evacuation

- 166 a. Support the provision of feeding, hydration and other Mass Care services along  
167 evacuation routes, and at collection points.  
168 b. Support the tracking of individuals that use government provided transportation  
169 during an evacuation.  
170 c. Seek additional resources should available resources be insufficient to meet the  
171 existing needs.  
172 d. Coordinate daily with appropriate agencies.

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#### 3. Support Disaster Shelter Operations

- 175 a. Immediately begin to assess, in coordination with involved sheltering agencies  
176 (American Red Cross, County Emergency Management, etc.), disaster shelter  
177 support requirements and shortfalls.  
178 b. Provide resources, as needed, to support county shelter operations.  
179 c. Provide support, in coordination with sheltering and other responsible agencies,  
180 for the needs of disabled survivors and those with access and functional needs.  
181 d. Seek additional resources should available resources be insufficient to meet the  
182 existing needs.  
183 e. Coordinate daily with appropriate agencies.

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#### 4. Support Disaster Feeding Operations

- 186 a. Immediately begin to assess, in coordination with responsible agencies,  
187 disaster feeding requirements and shortfalls.  
188 b. Provide resources, as needed, to support ESF 6 mass feeding Support  
189 Agencies.  
190 c. Seek additional resources should available resources be insufficient to meet  
191 the existing needs.  
192 d. Coordinate the establishment and support of a targeted mass  
193 feeding infrastructure in the affected area.  
194 e. Coordinate daily with ESF 6 Support Agencies.

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#### 5. Support Transition of Shelter Residents to Longer Term Housing

- 197 a. Support transition of General Population shelter occupants to suitable and  
198 sustainable longer term lodging solutions by working with the Division of Emergency  
199 Management's Recovery Section and other partners.



- 196 b. When needed, support the mobilization of Multi Agency Shelter Transition Teams  
197 (MASTT). Monitor, guide and provide reports on their activities.  
198 c. Coordinate daily with appropriate agencies.  
199 6. Support Transition to Long Term Feeding  
200 a. If applicable, coordinate the implementation of a Disaster Supplemental Assistance  
201 Program (DSNAP- disaster food stamp program) in eligible jurisdictions.  
202 b. Support the disaster related long term feeding efforts of ESF 6 Support Agencies  
203 such as Feeding Florida, Farmshare and others.  
204 c. When appropriate, coordinate the demobilization of the Mass Care feeding  
205 infrastructure in the affected area.  
206 7. Support Disaster Family Reunification Services  
207 a. Assess the need for family reunification services and, if necessary, facilitate the  
208 activation of applicable reunification services.  
209 b. Support the distribution of information regarding available reunification services.  
210 c. Coordinate, as needed, with reunification resource providers.  
211 8. Support Distribution of Emergency Supplies Operations  
212 a. Assess, in coordination with responsible agencies, the need for emergency  
213 supplies.  
214 b. Provide resources, as needed, to support ESF 6 Support Agencies that  
215 distribute Emergency Supplies.  
216 c. Seek additional resources should available resources be insufficient to meet the  
217 existing need.  
218 d. Coordinate the distribution of emergency supplies in the affected area with ESF 6  
219 Support Agencies.  
220 9. Support Recovery Operations  
221 a. Provide Mass Care support to Disaster Recovery Centers/Essential Services  
222 Center/Family Assistance Centers/Multi-Agency Assistance Centers, as  
223 required.  
224 b. Provide program staffing support to Disaster Recovery Centers, Essential Services  
225 Centers and Multi Agency Resource Centers as required.  
226 c. As needed, support Disaster Case Management.  
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### ESF 6 Policies

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231 1. ESF 6 will coordinate the delivery of services without regard to race, color, religion,  
232 nationality, sex, age, disability, limited English proficiency, or economic status when  
233 the needs of disaster survivors exceed local government capabilities.  
234 2. Supporting the resourcing of the needs of persons with disabilities and access and  
235 functional needs will be integrated into all aspects of ESF 6 operations.  
236 3. ESF 6 uses the National Incident Management System (NIMS) and promotes adoption  
237 of NIMS by ESF 6 Support Agencies.  
238 4. ESF 6 recognizes the FEMA Shelter Field Guide a foundational standard for all  
239 phases and aspects of disaster sheltering. ESF 6 also encourages all sheltering  
240 organizations to incorporate the core concepts contained in the FEMA Shelter Field  
241 Guide into their disaster shelter training programs.  
242 5. Florida's counties are responsible for inputting information about their jurisdiction's  
243 disaster shelter data into Florida's Division of Emergency Management's WebEOC  
244 Shelter Board:  
245 6. ESF 6 is responsible for providing information to the SERT as requested. Such  
246 information includes, but is not limited to:

- 247 a. Florida's counties are responsible for inputting information about their  
248 jurisdiction's disaster shelter data into Florida's Division of Emergency  
249 Management's WebEOC Shelter Board:
- 250 i. That information includes: the status, location and population of their  
251 disaster shelters.
  - 252 ii. The counties are to then update this information as often as needed to  
253 provide the SERT and the public with timely and accurate information.
  - 254 iii. ESF 6 shall be responsible for monitoring the status of this information,  
255 and shall assist counties with this function, if needed.
- 256 b. Reporting information on the scope of Florida's mass feeding operations. This  
257 includes, but is not limited to, the number of meals served per day, the county  
258 where those meals were served and the location of disaster field kitchens.
- 259 c. Reporting on the scope of the delivery of other Human Services, such as family  
260 reunification and disaster recovery assistance programs.
- 261 d. The status of requests by SERT members for the use of public school, state  
262 college and university: facilities, buildings, grounds and/or equipment.
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### 264 **Preparedness Tasks**

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- 266 1. In coordination with ESF 6 Support Agencies, develop and maintain plans for the  
267 provision of Mass Care, Emergency Assistance and Human Services to survivors.
  - 268 2. Develop and maintain plans to help support the availability of Functional Needs  
269 and Support Services in General Population Shelters.
  - 270 3. Develop and maintain plans for the activation and mobilization of ESF 6 personnel to  
271 support the SEOC and other facilities as needed.
  - 272 4. Develop and maintain reference materials that will provide ESF 6 personnel with  
273 guidance regarding ESF 6 disaster functions and how to accomplish them.
  - 274 5. Identify training options for ESF 6 personnel.  
275 Develop and maintain plans to help support county actions related to the gathering of  
276 shelter information (locations, census counts, etc.).
  - 277 6. Develop and maintain procedures to ensure that ESF 6 personnel assigned to the  
278 SEOC have adequate and operational:
    - 279 a. Supplies.
    - 280 b. Equipment.
    - 281 c. Support systems.
    - 282 d. Training.
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### 284 **State Emergency Operations Center (SEOC)**

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- 286 1. In the event that the State Emergency Operations Center (SEOC) is activated, the  
287 Emergency Coordination Officer (ECO) for DBPR, or his/her designated  
288 representative, assumes the position of Florida's State Mass Care Coordinator  
289 (SMCC). An organization chart is provided in the ESF 6 Standard Operating Guide  
290 (SOG).
  - 291 2. The SMCC then ensures that there is an adequate amount of Mass Care staff in the  
292 SEOC as appropriate for each individual disaster. This may require contacting ESF 6  
293 Support Agencies. It also may require the SMCC to seek staff augmentation through  
294 Florida's State Mutual Aid Agreement (SMAA), Emergency Management Assistance  
295 Compact (EMAC) and/or requests to FEMA Region IV.
  - 296 3. The State Mass Care Coordinator coordinates with ESF 6 Support Agencies, in

297 accordance with the ESF 6 Standard Operating Guide, in order to respond to resource  
298 requests from appropriate sources.

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### **Joint Field Office (JFO)**

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302 1. When required, DCF's ECO, or his/her designated representative, shall coordinate  
303 with select ESF 6 Support Agencies to provide representatives to staff the JFO.

304 2. ESF 6 representatives at the JFO shall perform their duties in accordance with  
305 applicable laws, rules, regulations and the ESF 6 Standard Operating Guide.

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## **IV. PRIMARY AGENCY RESPONSIBILITIES**

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### **Primary Agency / Response - Department of Business & Professional Regulation (DBPR)**

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312 1. Designate individuals as Emergency Coordination Officer and an Alternate  
313 Emergency Coordination Officer. These individuals must:

314 a. Have the knowledge and training to function as Florida's State Mass  
315 Care Coordinator.

316 b. Be able to perform the tasks indicated in this Appendix, and in the ESF  
317 6 Standard Operating Guide.

318 c. Continuously carry electronic devices that allow them to respond to  
319 alerts, activations and disasters in a timely manner.

320 2. Revise the ESF 6 Appendix to the Comprehensive Emergency Management Plan  
321 (CEMP), in coordination with the appropriate support agencies, as required.

322 3. Produce, promulgate and update, as needed, a Standard Operating Guide for ESF  
323 6 that standardizes and assigns responsibilities for completing recurring tasks.

324 4. Be prepared to provide trained personnel to ESF 6 upon activation of the State  
325 Emergency Operations Center. Ensure DBPR employee participation is consistent with  
326 DBPR and State of Florida policies.

327 5. Recruit and train personnel to adequately staff and operate ESF 6 during  
328 activations; with a priority towards tasks related to the Preparation and Response  
329 phases of emergency events.

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### **Primary Agency / Recovery - Department of Children & Families (DCF)**

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333 1. Designate individuals as Emergency Coordination Officer and an Alternate Emergency  
334 Coordination Officer have the knowledge and training to perform the tasks indicated in  
335 this Appendix. These individuals must continuously carry electronic devices that allow  
336 them to respond to alerts by the State Watch Office.

337 2. Be prepared to provide trained personnel to ESF 6 upon activation of the State  
338 Emergency Operations Center. Ensure employee participation is consistent  
339 with Department of Children & Families and State of Florida policies.

340 3. Provide appropriate resources to the Joint Field Office, when activated, including  
341 personnel if deemed necessary by the Department of Children and Families (DCF)  
342 Secretary or if requested by State or Federal Emergency Management officials.

343 4. Upon approval by the U.S. Department of Agriculture and its subunit, the Office of Food  
344 and Nutrition Services, DCF shall activate and manage the Disaster Supplemental  
345 Nutrition Assistance Program (DSNAP). This program provides benefits to survivors in  
346 order to supplement income for families that are not currently enrolled in the

347 Supplemental Nutrition Assistance Program (SNAP) program, and that are negatively  
348 impacted by the effects of a disaster through loss of food due to power loss, income loss  
349 or damages to their residence.

350 **V. ESF 6 SUPPORT AGENCY RESPONSIBILITIES**

351 **American Red Cross (ARC)**

- 352 1. Respond to disasters in Florida by conducting Mass Care, Damage Assessment,  
353 Client Assistance and Disaster Health and Mental Health Services activities in  
354 accordance with American Red Cross policies, procedures and Fundamental  
355 Principals.
- 356 2. Upon request, provide a Government Liaison to staff the State Emergency  
357 Operations Center.
- 358 3. Be prepared to provide trained personnel to ESF 6 upon activation of the State  
359 Emergency Operations Center. Ensure employee participation is consistent with  
360 American Red Cross and State of Florida policies.
- 361 4. Provide timely information to ESF 6 regarding the American Red Cross'  
362 disaster related activities.

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364 **Agency for Persons with Disabilities (APD)**

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366 1. Coordinate with federal, state and local agencies, as well as non-  
367 governmental organizations, to provide assistance and resources to  
368 individuals served by APD, as well as the providers who serve them.
- 369 2. Provide trained personnel to support ESF 6 upon activation of the  
370 State Emergency Operations Center, as needed and as available.  
371 Ensure employee participation is consistent with Agency for Persons  
372 with Disabilities and State of Florida policies governing this activity.
- 373 3. Provide timely information to ESF 6 regarding the Agency for Persons with  
374 Disabilities' disaster related activities.
- 375 4. Collaborate with ESF 6 partner agencies to promote mass care,  
376 emergency assistance and human services in support of individuals with  
377 disabilities.

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379 **Catholic Charities of Florida (CC)**

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381 1. Respond to Florida disasters by conducting Mass Care, Emergency  
382 Assistance, Case Management and Human Services activities in accordance  
383 with Catholic Charities of Florida Inc.' policies and procedures.
- 384 2. Whenever possible, be prepared to provide trained personnel to ESF 6  
385 upon activation of the State Emergency Operations Center. Ensure  
386 employee participation is consistent with Catholic Charities of Florida  
387 Inc. and State of Florida policies governing this activity.
- 388 3. Provide timely information to ESF 6 regarding the Catholic Charities of  
389 Florida Inc.' disaster related activities.

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392 **Department of Corrections (DOC)**

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- 394 1. Be prepared to provide trained personnel to ESF 6 upon activation of the State  
395 Emergency Operations Center. Ensure employee participation is consistent with  
396 Department of Corrections and State of Florida policies governing this activity.  
397 2. If necessary, coordinate with ESF 6 for the preparation of disaster related meals.  
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#### **Department of Economic Opportunity (DEO)**

- 400  
401 1. When requested by the SERT Chief, request federal funds and authority to  
402 administer the National Dislocated Worker Grants Program and other  
403 programs intended to provide temporary jobs to assist local communities that  
404 received substantial damage caused by major disasters.  
405 2. Be prepared to provide trained personnel to ESF 6 upon activation of  
406 the State Emergency Operations Center. Ensure employee participation  
407 is consistent with Department of Economic Opportunity and State of  
408 Florida policies governing this activity.  
409 3. When requested by the SERT Chief, request federal funds and  
410 authority to administer the payment of Disaster unemployment  
411 assistance to individuals whose employment or self-employment has  
412 been lost or interrupted as a direct result of a major disaster declared  
413 by the President.  
414 4. Provide timely information to ESF 6 regarding the Department of Economic  
415 Opportunity's disaster related activities.  
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#### **Department of Education (DOE)**

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419 1. Coordinate, when necessary during emergency activations, the use of  
420 educational facilities, campuses and equipment by federal and state agencies,  
421 local school districts, Colleges and Universities.  
422 2. Serve as the primary liaisons in coordinating all phases of an emergency  
423 response from pre-disaster planning through post disaster recovery of  
424 educational facilities.  
425 3. Facilitate the coordination and implementation of an emergency  
426 communication network with the State Emergency Response Team and the  
427 public education school districts, Colleges, and Universities.  
428 4. Be prepared to provide trained personnel to ESF 6 upon activation of the  
429 State Emergency Operations Center. Ensure employee participation is  
430 consistent with Department of Education and State of Florida policies  
431 governing this activity.  
432 5. Provide timely information to ESF 6 regarding Department of Education's  
433 disaster related activities.  
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#### **Department of Elder Affairs (DOEA)**

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437 1. Coordinate with federal, state and local agencies, as well as Non-  
438 Governmental Organizations, to address the needs of elderly populations, in  
439 assisted living, long term care facilities and aging in place in residential  
440 communities.  
441 2. The Department of Elder Affairs ECO serves as the liaison to the State  
442 Emergency Operations Center (SEOC) to direct and coordinate the response  
443 and recovery efforts for elders needing assistance following an emergency  
444 event.

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3. Serve as the primary liaison with the Area Agencies on Aging, Comprehensive Assessment and Review for Long Term Care Services (CARES) State and Regional Offices, State and District Ombudsman offices, the Serving the Health Insurance Needs of Elders (SHINE) program and Department of Elder Affairs program offices to ensure that elders currently receiving services are contacted pre and post disaster to ensure the feasible delivery of services and continuity of care.
  4. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employees' participation is consistent with Department of Elder Affairs and State of Florida policies governing this activity.
  5. Provide timely information to ESF 6 regarding the Department of Elder Affairs' disaster related activities.

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#### **Department of Veterans' Affairs (DVA)**

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1. Coordinate with federal, state and local agencies, as well as non-governmental organizations, to address the needs of veterans.
  2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Department of Veterans' Affairs and State of Florida policies governing this activity.
  3. Provide timely information to ESF 6 regarding the Department of Veterans' Affairs' disaster related activities.

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#### **Farm Share (FS)**

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1. Respond to Florida disasters by conducting Mass Care in accordance with Farm Share's policies and procedures and the ESF 6 Standard Operating Guide.
  2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Farm Share and State of Florida policies governing this activity.
  3. Provide timely information to ESF 6 regarding Farm Share's disaster related field activities.

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#### **Feeding Children Everywhere (FCE)**

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1. Respond to Florida disasters by conducting Mass Care in accordance with Feeding Children Everywhere's policies and procedures and the ESF Standard Operating Guide.
  2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Feeding Children Everywhere and State of Florida policies governing this activity.
  3. Provide timely information to ESF 6 regarding Feeding Children Everywhere's disaster related field activities.

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#### **Feeding Florida (FF)**

- 495 1. Respond to Florida disasters by conducting Mass Care in accordance with  
496 Feeding Florida's policies and procedures and the ESF 6 Standard  
497 Operating Guide.  
498 2. Be prepared to provide trained personnel to ESF 6 upon activation of the State  
499 Emergency Operations Center. Ensure employee participation is consistent with  
500 Feeding Florida and State of Florida policies governing this activity.  
501 3. Provide timely information to ESF 6 regarding Feeding Florida's disaster  
502 related field activities.  
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#### **Florida's State Access Coordinator**

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- 506 1. Respond to disasters by providing information and guidance regarding the needs  
507 of persons with disabilities and access and functional needs.  
508 2. Be prepared to provide trained personnel to ESF 6 upon activation of the State  
509 Emergency Operations Center. Ensure employee participation is consistent with  
510 Department of Health and State of Florida policies governing this activity.  
511 3. Participate as a Subject Matter Expert in conference calls, statewide meetings,  
512 planning initiatives and/or exercises.  
513 4. Develop, review and contribute resources that will help meet the disaster related  
514 needs of persons with disabilities and access and functional issues.  
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#### **Florida Baptist Convention (FBC)**

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- 518 1. Respond to Florida disasters by conducting Mass Care in accordance with  
519 the Florida Baptists Convention's policies and procedures and the ESF  
520 Standard Operating Guide.  
521 2. Be prepared to provide trained personnel to ESF 6 upon activation of the State  
522 Emergency Operations Center. Ensure employee participation is consistent with  
523 Florida Baptist Convention and State of Florida policies governing this activity.  
524 3. Provide timely information to ESF 6 regarding the Florida Baptist  
525 Convention's disaster field activities.  
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#### **Florida Board of Governors (BOG)**

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- 529 1. Serve as the primary liaisons in coordinating all phases of emergency response  
530 from pre-disaster planning through post disaster recovery of university facilities.  
531 2. Facilitate emergency communication between the State Emergency Response  
532 Team and the Universities.  
533 3. Provide timely information to ESF 6 regarding the State University System's  
534 disaster related activities.  
535 4. Coordinate, when necessary, the use of university facilities during emergency  
536 activations.  
537 5. Serve as liaisons if the event that the State Emergency Response Team is  
538 seeking to determine if university expertise or resources are available in  
539 responding to or preparing for an emergency, including qualified students or  
540 staff: for instance, individuals with specific language, public health,  
541 cyber/technical skills, etc.  
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#### **The Salvation Army (TSA)**

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- 546 1. Respond to Florida disasters by conducting Mass Care, Emergency  
547 Assistance and Human Services activities in accordance with the Salvation  
548 Army policies and procedures.  
549 2. Be prepared to provide trained personnel to ESF 6 upon activation of the State  
550 Emergency Operations Center. Ensure employee participation is consistent with  
551 Salvation Army and State of Florida policies governing this activity.  
552 3. Provide timely information to ESF 6 regarding the Salvation Army's disaster  
553 related activities.  
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## 555 **II. FINANCIAL MANAGEMENT**

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557 Agencies should work within their organization's accounting principles and authorities.  
558 However, state agencies must work closely with the Division of Emergency  
559 Management's budget and accounting staff to ensure that their agencies properly  
560 document all reimbursable expenses related to their disaster activities. Such expenses  
561 should be directly related to official Mission requests submitted through the Division of  
562 Emergency Management's WebEOC. Reimbursable expenses could include, but are  
563 not limited to, travel, maintenance, meals and supplies.  
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566 NGO's and voluntary organizations should document their disaster activities during  
567 response and recovery. This information should contain the number and type of  
568 employees and resources provided, by county, and the hours that they were provided.  
569 This information should then be provided to the appropriate county or state authority to  
570 be used to mitigate FEMA required cost shares.  
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## 572 **III. REFERENCES AND AUTHORITIES**

- 573 1. National Response Framework, Emergency Support Function 6  
574 – Mass Care, Emergency Assistance, Housing, and Human Services  
575 2. Chapter 252, Florida Statute  
576 3. Florida's Comprehensive Emergency Management Plan  
577 4. State of Florida, ESF 6 Standard Operating Guide  
578 5. State of Florida, Multiagency Feeding Plan  
579 6. State of Florida, Multiagency Shelter Plan



## APPENDIX VII: EMERGENCY SUPPORT FUNCTION 7 – RESOURCE MANAGEMENT

**PRIMARY AGENCY:** Department of Management Services

**SUPPORT AGENCIES:** Department of Agriculture and Consumer Services, Department of Corrections, Division of Emergency Management, Board of Governors Management Department of Law Enforcement, Department of Military Affairs, Department of Transportation, Executive Office of the Governor.

### I. INTRODUCTION

The purpose of this Emergency Support Function is to assist the State Emergency Response Team (SERT), upon activation of the State Emergency Operations Center (SEOC) by providing general resource support to State and local entities involved in emergency response and recovery efforts for an emergency or disaster that impacts the State of Florida.

### II. CONCEPT OF OPERATIONS

#### A. GENERAL

Emergency Support Function 7 – Resource Support is responsible for providing direct and active support to emergency response and recovery throughout the entire period of an emergency event. This support includes locating, sourcing, and allotting resources, such as supplies, office space, and office equipment, fuel, contracting services, personnel, heavy equipment, generators, pumps, light towers, base camps and transportation of such in coordination in support of state and local agencies with the Florida Division of Emergency Management Logistics Section.

The Department of Management Services (DMS) is responsible for planning, coordinating, and managing the resource support needed in Emergency Support Function 7 (ESF 7). Statewide capabilities and resources committed to ESF 7 will be allocated and coordinated by DMS. The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area. Support, which cannot be provided from these sources, will be obtained through commercial contract sources<sup>1</sup>. Resources outside disaster areas will be directed to fulfill unmet needs of State or local governments. Logistical support necessary to save lives will receive priority. Acquisition of resources will be accomplished in accordance with an Executive Order, which would exempt normal procedures for purchasing. Individuals representing agencies supporting the staffing of ESF 7 will have extensive knowledge regarding resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during activation. ESF 7 will respond directly to the Logistics Section

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<sup>1</sup> Contracts to include, but are not limited to: State Term Contract (STC), State Agency Term Contracts, Alternate Contract Sources (ACS), Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE), RESPECT, or General Service Administration (GSA – all schedules)

46 Chief who reports to the SERT Chief (**see Chapter 4, Section M of the Basic**  
47 **Plan**).

48 **B. ORGANIZATION**

49 Operate under the direction of the Department of Management Services  
50 Emergency Coordination Officer (ECO), with the support of other Department  
51 of Management Services Emergency Support Function 7 Lead(s). During an  
52 emergency or disaster, the primary and support agencies of Emergency  
53 Support Function 7 will assign personnel to the State Emergency Operations  
54 Center and state logistics facilities upon request and as determined necessary  
55 by the Department of Management Services. In addition, Emergency Support  
56 Function 7 will:

- 57 1. Operate throughout the emergency, as needed, for potentially several  
58 operational periods either in the SEOC, or at a location designated by  
59 the State Logistics Section Chief and State Emergency Response  
60 Team Chief, in coordination with the DMS ECO.
- 61 2. Alert designated primary personnel of possible resource needs and to  
62 report to the SEOC.
- 63 3. Maintain liaison with other ESFs and interested parties.
- 64 4. Take action (at the tasking of the State Logistics Section Chief) if another  
65 ESF Function requires assistance in obtaining needed items.
- 66 5. Recruit members of the Florida Emergency Purchasing Network (FEPN)  
67 to augment staffing to support the SEOC and other logistics facilities upon  
68 request and as determined by the Department of Management Services.

69 **C. NOTIFICATION**

70 At the direction of the Logistics Section Chief, State Emergency Response Team  
71 Chief, or as needed, the State Watch Office will notify the DMS ECO. The SEOC  
72 will implement the activation plan to notify appropriate DMS personnel and other  
73 support personnel. Personnel may either be placed on standby or deployed for  
74 immediate response. All support agency contact persons for ESF 7 will be  
75 instructed to alert their contacts throughout the State to ensure that all available  
76 resources are on standby.

77 **D. OPERATIONS OBJECTIVES**

78 . Preparedness

- 81 a. Participate in the review and revision of Appendix 7: ESF 7  
82 Resource Management to the State Comprehensive  
83 Emergency Management Plan.
- 84 b. Attend and participate in ESF 7 conference calls, webinars,  
85 meetings, conferences, training sessions, and exercises.
- 86 c. Participate in trainings and exercises to validate, test and  
87 improve plans and procedures.
- 88 d. Support the pre-identification of facilities and bare sites  
89 suitable for use as Emergency Worker Base Camps, , State  
90 Logistics Staging Areas, Forward Operating Bases and other  
91 remote sites that could be made available to support both

- 92 response and recovery efforts.
- 93 e. Maintain and update the Florida Emergency Supplier Network  
94 (FESN) list of suppliers who have agreed to make all  
95 reasonable efforts to ensure that goods and services remain  
96 available during emergencies.
- 97 f. Maintain and update the Florida Emergency Purchasing  
98 Network (FEPN) list of purchasing professionals from state  
99 agencies and local governments who have offered to assist  
100 other agencies during emergencies.
- 101 g. Provide public procurement professional development to  
102 purchasing personnel throughout the cities and counties of  
103 Florida.
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- 105 2. Response
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- 107 a. Assist, facilitate, and coordinate MOU's, MOA's or leases and  
108 contractual services between the State and outside sources.
- 109 b. Provide contracting information to other state agencies that need  
110 vendors/contractor support.
- 111 c. Facilitate purchases between a State agency and vendor/contractor  
112 for services.
- 113 d. Identify additional agency purchasing personnel and resources as  
114 needed to support response efforts.
- 115 e. Identify potential buildings to be leased for staging areas, forward  
116 operating bases, emergency worker base camps, warehouses or to  
117 replace damaged or destroyed facilities.
- 118 f. Assist with sourcing potential emergency facilities and/or land to  
119 support emergency operations.
- 120 g. Assist in the negotiations of lease, memorandum of understanding  
121 (MOU) or memorandum of agreement (MOA) terms for a facility in  
122 an expedited fashion.
- 123 h. Draw up all the state required documents (to be executed by a State  
124 Agency) for an emergency lease, MOU or MOA between the State  
125 of Florida and the facility/land owner or prime contractor/leasing  
126 agent.
- 127 i. Report Florida Facilities Pool (FFP) office closures to the SERT.
- 128 j. Maintain records for all properties loaned requested by ESF 7 in  
129 support of the State Emergency Operations Center by the federal  
130 government.
- 131 k. Ensure vendors that are utilized for response/recovery efforts are  
132 not listed on the DMS Convicted Vendor List or the General  
133 Services Administration, Federal Excluded Party List.
- 134 3. Recovery

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- a. Support the Division of Emergency Management's Logistics Section with providing logistics support for staff movement, procuring equipment after disaster events, deploying staff to a Forward and/or Alternate State Emergency Operations Center (if established)
  - b. Providing logistical support to the Joint Field Office and/or from the Department of Management Services Purchasing Office.
  - c. Maintain appropriate records of work schedules and costs incurred by ESF 7 agencies during an event.
  - d. Participates in Rapid Impact Assessment Teams to assess damage to DMS-managed facilities.
4. Operations
- a. Monitor the National Weather Service for the latest weather report for the area, including present conditions, the 24-hour forecast, and the long-range forecast.
  - b. Determine from local county/city authorities the location of possible secondary response locations in the disaster area, e.g., logistical staging areas, feed sites, tent cities, medical stations, satellite Disaster Field Offices, etc.
  - c. Obtain the exact location of any proposed forward State Emergency Response Team.
  - d. Maintain all activities on WebEOC (i.e. response, recovery, reports).
5. Mitigation
- Work with other State agency and local purchasing directors and other purchasing agents. Encourage local cities and counties to work with County Emergency Operations Center personnel at the county level to build data bases for acquisition of goods and services that may be needed for preparedness, response, and recovery.

#### **D. DIRECTION AND CONTROL**

1. The Department of Management Services Secretary is responsible to the Governor for the operation of the Department of Management Services during normal operations and emergencies. The Secretary has designated a primary and alternate ECO for ESF 7. The ECO is the Secretary's designee for resource support and is authorized to act on behalf of the Secretary. In times of emergency, when the SEOC is in operation, the ECO works directly with the State Emergency Response Team Chief in the emergency operations center to meet the needs of this support function, statewide. The ECO is authorized to make decisions and manage, control, and coordinate resources.

**III. RESPONSIBILITIES****A. PRIMARY AGENCY – DEPARTMENT OF MANAGEMENT SERVICES (DMS)**

DMS, through Division of State Purchasing and Real Estate serves as the primary agency for ESF 7 and as such, will coordinate all activities (i.e., administration, planning, training, preparedness, response, recovery, mitigation, etc.). State Purchasing will also coordinate and manage ESF 7 activities with the other components of the SERT.

**B. SUPPORT AGENCIES**

The Department of Management Services ESF 7 coordinates with other state agencies and communications entities that support emergency communications response and recovery efforts.

1. Florida Division of Emergency Management (DEM)
  - a. Provide fiscal, grant/management consulting staff, computers, and emergency operations center.
2. Florida Department of Law Enforcement (FDLE)
  - a. In coordination with ESF-16, ESF-7 will coordinate with the Florida Department of Law Enforcement on the security of ESF-7 operations and facilities, as needed.
3. Department of Military Affairs (DMA)
  - a. The Department of Military Affairs, in coordination with ESF-13, may provide ESF-7 support with uniformed personnel, as well as heavy equipment and vehicles.
4. Department of Agriculture and Consumer Services (FDACS)
  - a. In coordination with ESF-11, ESF-7 will coordinate with FDACS to provide food and water, distribution services and personnel, vehicles, heavy equipment, and equipment operators.
5. Department of Corrections
  - a. ESF-7 will coordinate with the Department of Corrections on the use of inmate labor and vehicles.
6. State University System of Florida, Board of Governors
  - a. The Board of Governors maintains a listing of building space at college and university facilities. Based on needs, ESF-7 will coordinate with the Board of Governors to identify facilities that can be used to support the SERT Response and Recovery efforts.

**IV. FINANCIAL MANAGEMENT****A. NOTIFICATION AND TRACKING**

1. The DMS Budget Officer is notified when the SEOC is activated. Expenditures for cost recovery are documented during the incident and after the incident period. The ECO and the Emergency Management Support Function Lead work with ESF 7 personnel in notifying the DMS Budget and Financial sections of expenditures based on standard accounting procedures.
2. Each support agency is responsible for tracking its own costs associated with ESF 7 operations, using the standard procedures established by the support

- 231 agency's standard accounting and tracking procedures. In concurrence with  
232 the SEOC, each support agency will file for reimbursement of the costs it  
233 incurs through its own agency's accounting and reimbursement filing system.
- 234 3. Each support agency is responsible for monitoring staff hours using its own  
235 tracking system, and requesting financial reimbursement for staff hours  
236 incurred in association with ESF 7 operations
- 237 4. All requests for resource management must originate through the SEOC  
238 WebEOC system. Once entered into WebEOC and tasked, ESF 7 will initiate  
239 action. The SEOC WebEOC system will be used to provide a record of all  
240 payment to vendors.

## 241 V. REFERENCES AND AUTHORITIES

### 242 A. REFERENCES

- 243 1. Sections 215.90-97, F.S., Florida Financial Management Information System  
244 Act;
- 245 2. Sections 216.311-313. F.S., Unauthorized Contracts;
- 246 3. Sections 287.001-136, F.S., Procurement of Commodities, Insurance, and  
247 4. Contractual Services
- 248 5. Agency for State Technology, Administrative Rules
- 249 6. Department of Financial Services, Reference Guide for State Expenditures  
250 [http://www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/)  
251
- 252 7. DFS Numbered Memoranda  
253 <http://www.myfloridacfo.com/Division/AA/Memos/default.htm>
- 254 8. DMS State Purchasing Numbered Memoranda  
255 [http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/docu  
256 ments\\_forms\\_references\\_resources/purchasing\\_memos\\_rules\\_and\\_statute  
257 s/state\\_purchasing\\_numbered\\_memoranda](http://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_memos_rules_and_statutes/state_purchasing_numbered_memoranda)
- 258 9. Federal Emergency Support Function #7 - Resource Support Annex.
- 259 10. Division of Emergency Management, State Warning Point Communications  
260 Operator Standard Operating Procedure

### 261 B. AUTHORITIES

- 262 1. Chapter 215, Florida Statutes
- 263 2. Chapter 252, Florida Statutes
- 264 3. Chapter 282, Florida Statutes
- 265 4. Chapter 287, Florida Statutes
- 266 5. Chapter 60A-1, Florida Administrative Code

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## APPENDIX VIII: ESF8 – PUBLIC HEALTH AND MEDICAL SERVICES

**PRIMARY AGENCY:** Department of Health

### **SUPPORT AGENCIES AND ORGANIZATIONS:**

Agency for Health Care Administration (AHCA), Agency for Persons with Disabilities (APD), Department of Elder Affairs (DOEA), Department of Children & Families (DCF), Department of Agriculture & Consumer Services (FDACS), Department of Business & Professional Regulation (DBPR), Department of Environmental Protection (DEP), Department of Veterans' Affairs (DVA), State Fire Marshal, Medical Examiner Commission, Office of the Attorney General (AG), University of Florida Maples Center for Forensic Medicine), State University Laboratories, Florida Hospital Association (FHA), Florida Health Care Association, Florida Assisted Living Association, Florida Senior Living Association End-Stage Renal Disease Network (ESRD), Poison Information Center Network, Florida Association of Community Health Centers, Florida Pharmacy Association, Florida Fire Chiefs Association, Florida Health Care Coalitions, International Medical Corps.

### **I. INTRODUCTION**

The purpose of Emergency Support Function 8 (ESF8), Public Health and Medical Services, is to coordinate plans, procedures and resources as a part of the State Emergency Response Team (SERT) to assure Florida can meet a core set of operational missions:

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

- 54 9. Monitor need for and coordinate resources to support disaster behavioral health  
55 services.  
56  
57 10. Support responder safety and health needs.  
58  
59 11. Provide public health and medical technical assistance and support.  
60

## 61 62 **II. CONCEPT OF OPERATIONS**

### 63 64 **A. GENERAL**

65  
66 State ESF8 will operate under the following principles in order to implement the core missions:  
67

- 68 ○ Implement appropriate incident management structure using Incident Command System  
69 principles to manage state-level public health and medical functions in support of the  
70 State Emergency Response Team.
- 71 ○ Ensure coordinated situational awareness at the local, state and federal level.  
72
- 73 ○ Identify, procure, deploy and direct the use of public health and medical needs in  
74 impacted counties.  
75

76  
77 These principles serve as the general concept of operations for State ESF8 and are further  
78 described in supporting plans and procedures.  
79

80 In addition, ESF8 maintains a standard operating procedure (SOP) which describes the  
81 processes for implementation of this appendix and supports all ESF8 core missions. The  
82 processes established in the ESF8 SOP are designed to:  
83

84 The State ESF8 core mission concept of operations is to:  
85

- 86  
87 1. Support local assessment and identification of public health and medical needs in  
88 impacted counties.  
89
  - 90 a. Coordinated assessments will be conducted to create a common operating  
91 picture of the anticipated or actual impact to public health and medical facilities  
92 and determine resource support needs and priorities. Assessments will be  
93 conducted both pre-and post-impact.  
94
    - 95 ● Pre-impact assessments will be conducted to verify the status of in-  
96 patient licensed health care facilities within the projected impact area. A  
97 tiered approach assures that facilities least likely to self-report or be  
98 locally contacted based on historical evidence are contacted first.
    - 99 ● Post-impact assessments will be conducted to determine the status of  
100 of health care facilities in the area of impact. A tiered approach assures  
101 that facilities with the most critical services are assessed first.
  - 102 b. Local, state and federal assessment efforts will be integrated, to the fullest extent  
103 possible, to reduce duplication, maximize response resources and expedite  
104 response and recovery actions.  
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- c. Initial assessments will not be regulatory in nature and should be focused on determining immediate needs of the facilities to continue their life saving missions. Follow-up visits may be required based on the initial findings.
2. Coordinate and support stabilization of the public health and medical system in impacted counties.
    - a. Support integrated medical surge operations by monitoring and assessing the health care system and providing support through augmentation of staff, supplies, pharmaceuticals and equipment. The best course of action in the continuance of critical health and medical services will be to keep existing facilities open and normal staff operating.
    - b. Ensure processes are in place and resources available for individuals to access or to be transported to appropriate facilities for diagnosis and treatment based on the patient's level of acuity.
    - c. Increased demand for health care services in an impacted area may require the establishment of temporary alternate care sites (ACS). ESF8 support may include Alternate Care Site facility identification, selection, and operational and logistical support.
    - d. Provide guidance regarding emergency waivers or variances of statutory or regulatory authorities for licensed medical professionals, health care facilities, and/or standards of care.
    - e. Coordinate requests for Emergency Management Assistance Compact (EMAC) and federal assistance for equipment, supplies and personnel, including Disaster Medical Assistance Teams (DMATs) and Federal Medical Stations (FMS).
  3. Support sheltering of persons with medical and functional needs.
    - a. Special Needs Shelters will be monitored and supported through augmentation of staff, supplies and equipment.
      - Coordinate statewide reporting on Special Need Shelter status, census of clients and caregivers, and staffing levels.
      - Facilitate the deployment of Special Needs Shelter Teams maintained by the Department of Health.
      - Facilitate the deployment of single resource clinical and non-clinical staff for shelter needs.
      - Activate contingency staffing contracts for clinical providers.
      - Conduct contingency planning for Special Needs Shelter surge, evacuation and re-location.
      - In coordination with local ESF8, procure and deploy pharmaceuticals, medical supplies and equipment for use in shelters when local resources are exhausted.
      - Facilitate the deployment of Special Needs Shelter Discharge Planning Teams maintained by the Department of Elder Affairs.

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- If catastrophic circumstances warrant, coordinate with state and federal authorities to implement and staff state managed co-located or Special Needs Shelters.
  - Assist local jurisdictions in coordinating transportation for shelter clients to needed medical service locations.
  - Assist local jurisdictions with investigation and medical management of reported disease outbreaks in shelters.
- b. State ESF8 may support, as requested, the augmentation of medical personnel, supplies and equipment to meet the health and medical needs of individuals in general population shelters when available resources are exhausted.
- c. Coordinate requests for federal assistance for sheltering equipment, supplies and personnel. This may include identification of facilities suitable for Federal Medical Stations and coordination for wrap-around services.
4. Monitor and coordinate resources to support care and movement of persons with medical and functional needs in impacted counties.
- a. Individuals will be supported in their communities by reconstituting needed critical support services and reducing the need to move large groups of individuals out of the area. ESF8 will support impacted jurisdictions with medical staff, equipment, supplies, pharmaceuticals and temporary medical facilities to maintain continuity of patient care.
- b. Evacuation increases the health risks to patients; therefore, patients will only be evacuated when their risk of adverse health outcomes (by staying in place) is greater than the risk involved in being moved. Evacuated patients will be kept as close to their point of origin as possible.
- c. Patients will be evacuated to appropriate facilities based on capability/capacity, the patients' acuity, and required medical treatment/interventions. State ESF8 will monitor statewide hospital bed census/availability and is prepared to support the local jurisdiction by facilitating patient movement coordination and placement.
- d. Transportation methods for patients will be selected based on individual patient acuity, level of monitoring required during transport, and distance to be traveled in order to mitigate the risk of adverse health outcomes. The *Ambulance Deployment Standard Operating Procedure* is the primary method for obtaining ground and air ambulance resources to support patient transportation. .
- e. Patients evacuated as a part of state missions will be tracked throughout the patient movement process from their point of origin to their final destination; including return home as required. State ESF8 is prepared to facilitate the return transport of patients back to their originating medical facility, a step-down facility or their residence.
- f. Patient care, movement and stabilization support is not limited to the impacted community, and may include the extended community, and any host communities.

211 g. If necessary, coordinate requests for Emergency Management Assistance  
212 Compact and federal assistance for equipment, supplies and personnel  
213 including:  
214

- 215 • Federal Emergency Management Agency (FEMA) Region IV States  
216 Unified Planning Coalition patient movement support (State Medical  
217 Response Teams, Ambulance Buses, ground and air ambulances,  
218 available bed space, and staff augmentation).
- 219 • Disaster Medical Assistance Teams and Federal Medical Stations,  
220 including wrap-around services.
- 221 • National Disaster Medical System (NDMS) support for patient  
222 movement and/or definitive care.
- 223 • Federal Emergency Management Agency National Ambulance  
224 Contract.
- 225 • U.S. Department of Health and Human Services (HHS) Service Access  
226 Teams (SATs) and Joint Patient Assessment and Tracking (JPATS)  
227 Strike Teams.
- 228 • Department of Defense (DOD) Disaster Aeromedical Staging Facility  
229 (DASF).  
230

231  
232 5. Support monitoring, investigating and controlling potential or known threats and impacts  
233 to human health through surveillance, delivery of medical countermeasures and non-  
234 medical interventions.  
235

236 a. Disease control functions will be implemented to protect residents and visitors,  
237 thereby reducing disease morbidity and mortality and limiting economic and  
238 social disruption. These functions will include coordinated surveillance, outbreak  
239 investigations, epidemiological analysis and appropriate laboratory testing.  
240

- 241 • Analyze, detect, assess or predict potential or known threats and  
242 impacts to human health.
  - 243 ○ Provide continuous monitoring and analysis of sentinel systems for  
244 epidemics.
  - 245 ○ Detect and identify agents responsible for food and waterborne  
246 disease and emerging infectious disease outbreaks.
- 247 • Provide emergency public health laboratory services to County Health  
248 Departments (CHD) and other official agencies, physicians, hospitals  
249 and private laboratories.
- 250 • Analyze incidence prevalence or other frequencies for illness occurring  
251 in state or regional populations to guide public health or responder  
252 actions.
- 253 • Maintain and assess a uniform system for notification of reportable  
254 diseases or threats.
- 255 • Sustain, monitor and assess bioterrorism early event detection systems  
256 (e.g., syndromic surveillance and disease registries).
- 257 • Detect and identify a range of threat organisms and toxins that could be  
258 used as biological weapons.
- 259 • Train sentinel laboratory staff from hospitals and commercial  
260 laboratories in the techniques to perform rule-out testing for potential  
261 bioterrorism agents and to properly package and safely ship referred

- 262 specimens to the Laboratory Response Network (LRN) reference  
263 laboratory.
- 264 • Identify chemical metabolites in clinical specimens in case of terrorist  
265 attack.
  - 266 • Organize and coordinate monitoring and surveillance activities for state  
267 health care monitoring systems, which include mortality, hospital  
268 discharge and emergency department data.
  - 269 • Ensure appropriate mitigation, prophylaxis and treatment of at-risk  
270 populations for diseases of public health significance.
  - 271 • Provide standard operations and response guidance for investigations,  
272 interventions or communications of public health incidents and  
273 biological disasters.
  - 274 • Coordinate with Federal Laboratories to identify drug resistant  
275 organisms as needed.
  - 276 • Coordinate with other state agencies to ensure appropriate response,  
277 investigation and mitigation of public health incidents.
- 278
- 279 b. Medical countermeasures and non-medical interventions will be implemented to  
280 stop or slow the spread of communicable diseases.
- 281
- 282 • Support pharmaceutical services provided by County Health  
283 Departments, and public and private partners including pharmaceutical  
284 repackaging, dispensing and the purchase and distribution of vaccines  
285 and other pharmaceuticals.
  - 286 • Provide supplies for clinical provisions and pharmaceutical needs.
  - 287 • Recover or direct the disposal of unused pharmaceuticals.
  - 288 • Maintain, monitor and allocate state pharmaceutical caches to  
289 applicable entities for prophylaxis or treatment.
    - 290 ○ Coordinate statewide policy decisions on distribution of  
291 pharmaceuticals and vaccines by region to federal or state subject  
292 matter expert designated priority groups.
    - 293 ○ Monitor vaccine coverage when such pharmaceuticals are available.
    - 294 ○ Oversee distribution and return of vaccine pursuant to federal or  
295 state guidance.
    - 296 ○ Monitor adverse effects of pharmaceuticals and vaccines and report  
297 appropriately.
  - 298 • Maintain appropriate distribution data that may be needed for patient  
299 tracking and other studies or reports.
  - 300 • Request, receive and distribute the external resources, Centers for  
301 Disease Control and Prevention (CDC) Strategic National Stockpile  
302 (SNS), when an incident requiring distribution of pharmaceuticals and/or  
303 medical supplies exceeds the local and state resources, regardless of  
304 the precipitating cause.
  - 305 • Coordinate statewide policy decisions regarding the implementation of  
306 non-pharmaceutical interventions (NPIs) during an incident.
    - 307 ○ Declare statewide Public Health Emergencies and Executive Orders  
308 as necessitated by an incident to implement and enforce NPIs.
    - 309 ○ Through the authority of the State Health Officer, issue isolation and  
310 quarantine orders.
    - 311 ○ Provide statewide guidance for implementing and enforcing isolation  
312 (i.e., restriction of movement of ill persons) and quarantine (i.e.,

- 313 restriction, testing, treatment, destruction, vaccination and
- 314 inoculation, closure of premises and disinfection).
- 315 ○ Provide statewide guidance on restriction of movement and
- 316 provision of travel advisories/warnings.
- 317 ○ Recommend social distancing (e.g., school and work place
- 318 distancing, restricting public gathering and travel, and sheltering in
- 319 place).
- 320 ○ Provide statewide recommendations for external decontamination
- 321 procedures.
- 322 ○ Provide coordinated statewide information to the public regarding
- 323 NPIs.
- 324
- 325

6. Support monitoring, investigating, and controlling potential or known threats to human health of environmental origin.

a. Support environmental health functions to:

- 331 ● Ensure safe drinking water.
- 332 ○ Monitor public water systems and precautionary boil water notice
- 333 status.
- 334 ○ Support local water sampling and testing activities by augmenting
- 335 personnel or supplies.
- 336 ○ Coordinate with and provide technical assistance to local, state and
- 337 federal response partners.
- 338 ○ Monitor laboratory capacity to accept and analyze water samples.
- 339 ○ Implement surge plans as needed.
- 340 ● Prevent foodborne illness.
- 341 ○ Review and monitor data from the various surveillance systems and
- 342 report any indication of outbreaks to County Health Departments.
- 343 ○ Provide lab analysis of environmental samples and clinical
- 344 specimens.
- 345 ○ Support local environmental health assessments to identify food
- 346 safety concerns.
- 347 ○ Report any food or waterborne illness to appropriate regulatory
- 348 entity to ensure items are removed from commerce if necessary.
- 349 ● Prevent human disease from animal, insect and tick vectors.
- 350 ○ Provide guidance and develop recommendations for responders,
- 351 the general public, clinicians (e.g., physicians and veterinarians) and
- 352 other stakeholders.
- 353 ○ Review and monitor data from various surveillance systems for
- 354 indication of human disease risk from animals and/or vectors and
- 355 share findings with County Health Departments and other
- 356 stakeholders.
- 357 ○ Participate in local, state, and federal analysis, recommendation and
- 358 approval for emergency vector control pesticide applications when
- 359 necessary.
- 360 ● Prevent exposure to sanitary nuisances (as defined in F.S. 386.01) by
- 361 ensuring basic sanitation services are available and functioning.
- 362 ○ Provide support to local jurisdictions conducting investigations of
- 363 complaints related to sanitary nuisances.

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- Provide guidance and support for the assessment and procurement of basic sanitation services (e.g., portable toilets, hand washing stations, trash removal, etc.).
  - Prevent, identify and mitigate impacts of environmental exposures.
    - Prevent and/or mitigate exposure to chemical hazards and toxins.
      - Assess and address human health impacts by conducting acute morbidity and mortality surveillance and investigations.
      - Provide guidance to health care providers regarding diagnosis, treatment, and reporting information.
    - Control exposure to biomedical waste.
      - Provide technical information and advice on protecting health care workers, environmental service staff, waste haulers and the general public from risks associated with potentially infectious biomedical waste.
- b. Respond to all radiological/nuclear incidents and emergencies by controlling exposure and assessing health hazards including unexpected radiation releases from nuclear power plants, transportation accidents, and weapons of mass destruction, lost or stolen radioactive sources and contamination of a facility or the environment. A radiological/nuclear incident will require an immediate coordinated response by local, state and federal response entities including the Department of Energy, Nuclear Regulatory Commission, Environmental Protection Agency, Department of Homeland Security, and ESFs 8, 10, 17 and 6.
- Provide technical consultation and support to the State Emergency Response Team.
    - Provide situational assessment and analysis.
    - Recommend protective actions (e.g., evacuation, shelter-in-place, etc.).
    - Determine levels of radiation released, health hazards and the need for decontamination.
    - Recommend actions to protect the public from the ingestion of radioactive contaminated food or water (e.g., embargo and/or disposal of contaminated food or animals, shut down of surface water intakes for public water supply systems, curtailment of hunting or fishing, etc.).
  - Conduct field assessment and monitoring.
    - Conduct monitoring activities and coordinate with county emergency management agencies to obtain additional dosimetry equipment for emergency responders.
    - Collect and test environmental samples (e.g., air, water, soil and food) and provide laboratory analysis. The collected samples will be analyzed at the Health Physics Laboratory in Orlando and/or the Mobile Emergency Radiological Lab.
  - Provide to County Health Departments relevant treatment advice and guidance for physicians at medical facilities or community reception centers for testing and medical treatment of individuals exposed to radiation or contaminated with radioactive material.
    - Assist in coordinating the availability of national and private capabilities for clinical specimen testing.
    - Provide instructions for specimen collection, packaging and shipment.

- 416 ○ Provide recommendations for the distribution of radiological
- 417 countermeasures, including potassium iodide.
- 418 ● Assist in the processing of contaminated response personnel by
- 419 providing technical assistance, experienced staff, and equipment
- 420 (monitors).
- 421 ● Support local population monitoring (contamination screening),
- 422 decontamination activities, and long-term monitoring (establishment of
- 423 an exposure registry) of the health of the affected population by
- 424 providing guidance and augmenting staff, supplies, equipment and
- 425 pharmaceuticals.
- 426 ● Support efforts to collect and store contaminated tools, clothing,
- 427 equipment and other material that cannot be decontaminated for later
- 428 disposition by providing guidance and coordinating the availability of
- 429 national and private capabilities for disposal.
- 430 ● Provide guidance for the safe and appropriate handling of deceased
- 431 victims who may be contaminated with radioactive material.
- 432
- 433 c. When appropriate, environmental response actions will be coordinated with local,
- 434 state and federal response partners and in concert with existing agency plans.
- 435
- 436 d. Coordinate with ESF 10, 11 and 17 to provide guidance on food, water, and
- 437 animal issues.
- 438
- 439
- 440 7. Develop, disseminate and coordinate accurate and timely public health and medical
- 441 information.
- 442
- 443 a. Provide staff and resources to support the state's emergency and risk
- 444 communications response. Public information released by ESF8 will be done in
- 445 coordination with ESF14 and established joint information systems.
- 446
- 447 b. Gather, validate and analyze incident specific public health and medical
- 448 information.
- 449
- 450 c. Provide effective public health messaging tools and resources for emergency
- 451 response.
- 452
- 453 d. Communication to internal and external stakeholders will be prioritized to
- 454 minimize adverse health impacts and to maintain the public's confidence in the
- 455 public health and medical system.
- 456
- 457 Essential communication will be provided for each target audience through
- 458 various mediums (i.e., email, news release, inter/intranet, social media, hotlines,
- 459 etc.).
- 460
- 461 ● Provide government officials and policy-makers immediate notification
- 462 of significant incident changes, regular situational updates that go
- 463 beyond news reports, and advance notice of sensitive public health
- 464 information.
- 465 ● Provide health care providers/facilities clear and current testing and
- 466 treatment protocols, reporting requirements, protective measures for
- 467 staff and clients and a method for seeking additional professional
- 468 medical management information.

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- Provide Department of Health personnel regular situation updates, reporting requirements and guidance for communications with local stakeholders and continuity of operations activities.
  - Provide emergency response partners regular situational briefings, including public information and rumors, responder safety and health recommendations, occupation specific information and recommendations related to the hazard.
  - Provide media organizations regular incident briefings, news releases and contact information. Provide general public (including vulnerable population groups) timely, accurate protective actions recommendations, situational updates and a method to obtain additional information.
  - Provide additional community partners (including, but not limited to: private industry, small business owners, ESF15, ESF18, non-governmental organizations, etc.) regular incident briefings and information related to the effective management of their businesses/organizations and ground-truth rumors that may impact them.
8. Monitor need for and coordinate resources to support fatality management services.
- a. State fatality management resources will augment the district medical examiner capabilities by providing additional staff, equipment and morgue capacity to address surge.
- Assist in initial scene evaluation, recovery of human remains, collection of missing person information, victim identification, records management and disposition of human remains.
  - Establish supplemental or temporary morgues with ancillary equipment and staffing of various forensic teams within the morgue (i.e., pathology, personal effects, evidence collection, radiology, finger- print, odontology, anthropology, DNA collection and embalming).
  - Provide guidance regarding special processing complications such as protection from chemical exposure of responders and decontamination of recovered remains prior to transportation to a temporary morgue site.
  - Assist district medical examiners in determining fatality management needs as a result of an incident through an assessment.
  - Establish or assist with victim information center operations at a site removed from both the disaster site and the morgue.
  - Establish or assist with records management and computer networking for managing data generated about missing persons and remains processed.
9. Monitor need for and coordinate resources to support disaster behavioral health services.
- a. Coordinate disaster behavioral health services to mitigate the adverse effects of disaster-related psychological trauma for survivors and responders.



- 520 • Analyze situational awareness information to identify and forecast
- 521 behavioral health impacts on the community based on established
- 522 indicators.
- 523 • Coordinate a network of behavioral health experts to advise on
- 524 behavioral health aspects of incident response.
- 525 • Assist in the development of contingency plans to address potential
- 526 behavioral health impacts in the counties.
- 527 • At the request of local jurisdictions, conduct assessments in impacted
- 528 communities to identify behavioral health needs for the public and
- 529 responders as a result of the incident.
- 530 • Based on assessments, assist local communities in developing plans to
- 531 address local behavioral health needs for the public and responders.
- 532 • Augment local behavioral health capabilities by deploying behavioral
- 533 health providers to the communities to provide targeted services for the
- 534 public and responders.
- 535 • Transition short-term behavioral health response to the Department of
- 536 Children and Families for long-term mental health services as needed
- 537 during the recovery phase.
- 538 • Provide guidance to community partners regarding referral to assure
- 539 mental health patients maintain the continuum of care.
- 540 • Provide public information regarding psychological first aid.

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543 10. Support responder safety and health needs.

544  
545 a. Provide tactical support to personnel that deploy under ESF8.

- 546
- 547 • Provide incident specific responder safety and health guidance and
- 548 protective measures (personal protective equipment, countermeasures,
- 549 etc.).
- 550 • Monitor the health and wellness of ESF8 responders during
- 551 deployments, including subsequent follow-up as required.
- 552 • Ensure a process is in place for ESF8 responders to receive medical
- 553 care should an injury occur in the field.

554  
555 b. Support the State Emergency Response Team by providing incident-based

556 health and safety information/considerations for dissemination to other

557 responding entities.

- 558
- 559 • Provide recommendations for safety messaging, personal protective
- 560 equipment and medical countermeasures to SERT responder safety
- 561 personnel based on the incident.
- 562 • Advise the SERT on the public health and medical implications of
- 563 response strategies.
- 564 • Serve as technical specialists for specific questions during an incident.

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566  
567 11. Provide public health and medical technical assistance and support.

- 568
- 569 a. Establish and operate a state-level incident management structure to execute the
- 570 public health and medical functions of the state response including developing,

571 verifying and maintaining statewide situational awareness and resource  
572 management.

- 573
- 574 • Integrate public health and medical subject matter experts into response
- 575 efforts as technical specialists.
- 576 • Establish and operate a medical advisory group to provide
- 577 recommendations on response actions with significant public health
- 578 and/or health care implications.
- 579

580 b. Through the authority of the State Health Officer, declare Public Health  
581 Emergencies to ensure legal capability to implement or enforce response  
582 actions.

583

584 c. Facilitate resolution of policy or legal aspects of response (e.g., waiver of rules,  
585 Executive Orders) in order to meet the needs of the response.

586

587 d. Represent public health and medical interests on the State Assistance Team.

588

589 e. Provide public health and medical logistical resources and support.

590

591 f. Assist the public health and medical system with seeking reimbursement for  
592 eligible expenses when appropriate.

- 593
- 594 • Seek appropriate funding source for public health and medical incident
- 595 expenditures.
- 596 • Provide a mechanism (e.g., establishing financial codes) to track and
- 597 report statewide public health and medical expenditures toward the
- 598 response.
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603 **ORGANIZATION**

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1. ESF8 is comprised of the Florida Department of Health (Lead), and numerous support agencies and organizations. The roles and responsibilities of each agency are documented in Section III: Responsibilities of this appendix.
2. When ESF8 is activated by the SERT, necessary personnel from the agencies and organizations within ESF8 are organized into a single ESF8 coordinating structure led by the DOH Emergency Coordination Officer (ECO) who serves as the lead representative for ESF8.
3. ESF8 reports to the Emergency Services Branch Director.
4. When necessary, federal ESF8 resources will be integrated into the State ESF8 response structure.

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619 **C. OPERATIONAL OBJECTIVES**

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1. Preparedness Objectives

- a. Maintain and implement the Florida Public Health and Health Care Preparedness Strategic Plan to manage risk and build response capabilities.
- b. Develop integrated plans and procedures among local, state, interstate and federal partners to carry out the core missions of ESF8 during a response.
- c. Conduct and participate in trainings and exercises to validate, test and improve plans and procedures.
- d. Administer public health and medical preparedness funding to build statewide response capabilities.
- e. Identify, develop, acquire, stage and train the necessary resources to implement plans and procedures.
- f. Coordinate with the State Watch Office and the Florida Fusion Center to detect, prevent and prepare for incidents and events impacting the state.

2. Response Objectives

- a. Implement plans and procedures to support the local public health and medical system.
- b. Activate and deploy personnel, supplies and equipment to support local needs. ESF8's primary and support agencies maintain the following resources to support incident response and can procure additional resources as necessary for the response:
  - i. Epidemiology Strike Teams – At full capability this team is able to conduct surveillance and investigation efforts in a defined geographic area. Teams have the capacity to perform activities related to disease

- 655 surveillance, outbreak investigation, quarantine and isolation, data  
656 analysis and phlebotomy.
- 657
- 658 ii. Environmental Health Strike Teams – At full capability this team is  
659 able to provide up to 80 environmental health services per day. Each  
660 team includes a supervisor level position for liaison with local  
661 structure. A team has the capacity to perform activities related to the  
662 following subject areas: food, water, sewage, indoor air, vectors,  
663 zoonotic, facilities, chemical, toxicology and radiological.
- 664
- 665 iii. Special Needs Shelter Teams – A team can perform a variety of  
666 management, operations and patient care functions for a special  
667 needs shelter. Teams are configured in multiple packages to best  
668 meet the needs of the shelter.
- 669
- 670 iv. Behavioral Health Intervention Providers – Through the Department of  
671 Children and Families, single resource providers or ad hoc teams  
672 skilled in psychological first aide, spiritual care, critical incident stress  
673 management, pediatric disaster behavioral health, school crisis  
674 intervention and mental health can be deployed, and are available for  
675 identified behavioral health needs based on assessments.
- 676
- 677 v. Fatality Management Teams – Provide initial scene response and  
678 evaluation, processing the scene, temporary morgue operations and  
679 administration, the roles of various forensic units within the morgue  
680 (e.g., pathologist, anthropologist, odontologist, radiologist, fingerprint  
681 specialist, DNA analyst, funeral director, and others), victim  
682 identification, disposition of human remains (i.e.,  
683 embalming/casketing), personal effects and evidence collection.
- 684
- 685 vi. Medical Assistance Teams – Clinical personnel capable of providing  
686 patient care in a variety of settings including hospital augmentation,  
687 field based medical care, patient transportation support and patient  
688 triage. Teams are configured in multiple packaged to best meet the  
689 needs of the mission.
- 690
- 691 vii. Ambulance Strike Teams – Provide emergency medical services  
692 including patient triage and transport. These teams can be built from  
693 the existing ground ambulance units, air ambulances and trained  
694 ambulance strike team leaders across the state. Deployment of  
695 ground ambulances is coordinated with ESFs 4 & 9 and the Florida  
696 Air Ambulance Association.
- 697
- 698 viii. Infectious Disease Transportation Network - Highly trained EMS  
699 teams able transport of a single patient with a highly infectious  
700 disease by ground to a facility able to provide a higher level of more  
701 specialized care (i.e. regional treatment center) or to an airfield for air  
702 transport. Teams are mobilized through the Florida Fire Chief  
703 Association in coordination with the Department of Health.
- 704
- 705 ix. Medical Reserve Corps – These individuals volunteers and private  
706 medical providers who can be integrated into local response efforts for

- 707 a variety of roles to address public health and medical workforce  
708 surge.  
709
- 710 x. Radiological Emergency Response Teams - Radiation Control  
711 inspectors are located in the following geographic areas:  
712 Jacksonville, Tampa, Orlando, Miami, Ft. Lauderdale, Lantana,  
713 Pensacola, Ft. Myers, and Tallahassee. Polk County also has a  
714 radiation control program. Each inspector has an emergency kit that  
715 contains equipment appropriate to manage a radiological response.  
716
- 717 xi. Multi-agency Discharge Planning Team – Coordinates with special  
718 needs shelters to discharge clients from shelters when the clients  
719 individual needs cannot be resolved locally.  
720
- 721 xii. County Augmentation teams for ESF8 and County Health  
722 Departments - Personnel experienced in senior level operations of a  
723 County Health Department or county ESF8 function to replace or  
724 augment staff in the impacted county for relief during the incident  
725 response.  
726
- 727 xiii. RSS (Receive, Stage and Store) Management Team - An RSS  
728 operated by the Florida Department of Health is established to receive  
729 material from the Strategic National Stockpile. The RSS receives,  
730 stages, stores and distributes pharmaceuticals, medical supplies and  
731 equipment to the affected area.  
732
- 733 xiv. Western Shelter Gatekeeper – Mobile, 50-bed units that can be used  
734 as shelters, alternate medical treatment sites or triage centers.  
735
- 736 xv. Chempack Chemical Antidote Caches – 107 chemical nerve agent  
737 antidote containers prepositioned (forward placed) in 64 designated  
738 locations to include hospitals, EMS stations and warehouse facilities.  
739
- 740 xvi. Medical Supplies and Equipment Caches – A broad range of medical  
741 supplies and equipment including pharmaceuticals, ventilators and  
742 medical supplies strategically placed across the state.  
743
- 744 xvii. Mobile Communications Units - Enclosed utility trailers customized  
745 and equipped with high-speed satellite communications, self-  
746 generated power, rooftop AC, and necessary infrastructure hardware  
747 pre-configured to establish interoperable access. They include four  
748 VOIP phone lines and server hardware to restore data from valid  
749 back-ups. Units are supported by two Information Technology  
750 Disaster Preparedness Consultants (DPC).  
751

### 752 3. Recovery Objectives

- 753
- 754 a. Support local communities with the restoration of public health and medical  
755 infrastructure and assure the continuum of care.  
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- 757 b. Support local Environmental Health, Epidemiology and Special Needs Shelter  
758 missions through the deployment of additional resources and responders.  
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- c. Conduct follow-up Health Care Facility Assessments as needed based on initial or subsequent findings.
  - d. Continue to develop, disseminate and coordinate accurate and timely public health and medical information.
  - e. Support long term monitoring of the health status of populations and responders.
  - f. Support efforts to re-establish primary care systems in local communities and assure medical providers are operating in environments in which they can legally bill for services.
  - g. Seek financial reimbursement from appropriate reimbursing party.
  - h. Support health and medical components of essential service centers or recovery centers.
4. Mitigation Objectives
- a. Implement public health control measures to prevent outbreaks.
  - b. Educate the public on measures to mitigate the spread of disease and self-management of medical needs.
  - c. Pre-identify vulnerable facilities or populations.
  - d. Identify, assess, prioritize and protect critical infrastructure and key resources so they can detect, prevent, deter, devalue and mitigate deliberate efforts to destroy, incapacitate or exploit critical infrastructure and key resources.
  - e. Provide computerized access to regional and county personnel for management communications, situation/status reports, geographical information systems and resource management data.
  - f. Stockpile critical medical supplies and equipment and pharmaceuticals in strategic locations throughout the state.
  - g. Develop and implement After Action Reports and improvement plans based on exercises and real incidents/events to improve preparedness plans.

#### 803 **D. DIRECTION AND CONTROL**

804  
805 The DOH Emergency Coordination Officer is the delegated authority for the State Surgeon  
806 General and performs the role of ESF8 Lead. The ESF8 Lead determines the appropriate and  
807 necessary ESF8 plans to activate for the response and assures they are implemented. The  
808 ESF8 Lead establishes incident objectives for ESF8 that support the SERT's broader incident  
809 objectives.

810  
811 The ESF8 Lead, through the ESF8 command structure, determines appropriate resources to  
812 meet mission needs. Each agency/organization retains administrative control over its resources

813 deployed during the incident. ESF8 has operational control of deployed resources to make  
814 assignments.  
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### 818 **III. RESPONSIBILITIES**

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822 The primary and support agencies that comprise ESF8 have agency level responsibilities as a part of  
823 ESF8. Additionally, all primary and support agencies and organizations have common responsibilities  
824 which include:

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- Identify, train and activate qualified staff to support ESF8 activities in the State Emergency Operations Center (SEOC) and alternate locations.
- Provide status updates on public health and medical impacts and actions to ESF8 for integration into overall situational awareness.
- Maintain agency-level emergency plans and procedures.
- Coordinate deployment of personnel to the area of operations through ESF8 in the SEOC.
- Identify subject matter experts to serve as technical specialists during response.
- Disseminate public health and medical messaging to stakeholders.

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The following matrix depicts the role of primary and support agencies and organizations in carrying out the core missions of ESF8. Details regarding the responsibilities of agencies follow the matrix.

State Emergency Support Function 8 Agency Level Responsibilities by Core Mission	Dept. of Health	Agency for Health Care Administration	Agency for Persons with Disabilities	Dept. of Elder Affairs	Dept. of Children & Families	Dept. of Agriculture & Consumer Services	Dept. of Business & Professional Reg. (ESF-6)	Dept. of Environmental Protection	Dept. of Veterans' Affairs	Office of the Attorney General	State Fire Marshal	Medical Examiner Commission (FDLE)	Univ. of F., Maples Center for Forensic Medicine	State University Labs	Florida Hospital Association	Florida Health Care Association	Florida Assisted Living Association	End-Stage Renal Disease Network	Poison Information Center Network	Florida Association of Community Health Centers	Florida Pharmacy Association
Support local assessment and identification of public health and medical needs in impacted counties.	○	○	○	○	○	○		○		○					○	○		○	○		
Coordinate and support stabilization of the public health and medical system in impacted counties.	○	○	○	○	○	○			○		○	○	○		○	○	○	○	○	○	○
Monitor and coordinate resources to support care and movement of persons with medical and functional needs in impacted counties.	○	○	○								○				○	○	○	○			
Support monitoring, investigating, and controlling potential or known threats and impacts to human health through surveillance, delivery of medical countermeasures and non-medical interventions.	○					○		○						○	○	○			○		○
Support monitoring, investigating, and controlling potential or known threats to human health of environmental origin.	○					○	○	○						○					○		
Support sheltering of persons with medical and functional needs.	○	○	○	○			○								○	○	○				
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.	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	○	○

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1. Serve as the lead agency for ESF8, which includes maintaining and operating a response structure, emergency plans and procedures, coordinating with support agencies to assure operational readiness and identifying and procuring resources to fulfill mission needs.
  2. Activate and deploy public health response teams, contracted response entities and volunteer health professionals as needed.
  3. Serve as the lead agency for biological and radiological incidents.
  4. Issue public health emergencies and public health advisories as appropriate to take actions necessary to protect public health (381.00315, F.S.).
  5. In consultation with subject matter experts, determine and implement public health response actions such as surveillance, delivery of medical countermeasures and non-medical interventions.
  6. Support local special needs sheltering operations.
  7. Coordinate and verify licensure of medical professionals.

## 865 **B. SUPPORT AGENCIES AND ORGANIZATIONS**

### 866 **1. Agency for Health Care Administration**

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- a. Ensure that each licensed health care facility has an approved emergency management plan as required by authorizing statute or rule.
  - b. Maintain and manage an electronic system for facility reporting during emergency responses to include: (Section 408.821, F.S.)
    - Contact Information
    - Licensure Information
    - Utility Information
    - Bed Availability and Capacity
    - Damage, Impacts and Needs
    - Evacuation Status
    - Generator and Fuel Status
  - c. Assist facilities unable to report via the electronic system for facility reporting, by entering phoned in reports into the system.
  - d. Monitor licensed and/or certified health care facilities to include:
    - Hospitals
    - Nursing Homes
    - Assisted Living Facilities
    - Hospices
    - Dialysis Centers
    - Intermediate Care Facilities
    - Transitional Living Facilities
    - Homes for Special Services
    - Crisis Stabilization Units
    - Short Term Residential Treatment Facilities

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- Residential Treatment Facilities
- Residential Treatment Centers
- Adult Family Care Homes

- e. Permit health care facilities to go overcapacity in excess of 15 days, subject to approval based upon satisfactory justification and need as provided by the receiving and sending providers (Section 408.821, F.S.).
- f. Authorize health care facilities (e.g., hospitals, nursing homes and ambulatory surgery centers) with sustained damage to re-open. A facility with significant structural damage shall not be reoccupied until approval is received from the Agency’s Office of Plans and Construction.
- g. Inspect evacuated health care facilities that have sustained damage as needed, based on the severity of the damage sustained.
- h. Communicate facilities needs and support requirements to ESF8 to assure needs of residents and patients are met.
- i. Oversee structural and engineering requirements for health care facilities and provide engineers to inspect facilities post-impact as needed.
- j. Maintain emergency contact information for health care facilities.
- k. Provide daily reports from the health care facility emergency status reporting system to internal and external stakeholders.
- l. Establish mutual aid offices to augment AHCA field offices impacted by the incident, which will provide direct support to impacted facilities.

**2. Agency for Persons with Disabilities**

APD serves individuals with developmental disabilities who live within a variety of community-based settings. Pursuant to s. 393.063(12), F.S., the term developmental disability means a disorder or syndrome that is attributable to intellectual disability, cerebral palsy, autism, spina bifida, Down syndrome, Phelan-McDermid syndrome, or Prader-Willi syndrome; that manifests before the age of 18; and that constitutes a substantial handicap that can reasonably be expected to continue indefinitely. APD shall provide the following activities:

- a. Assure that all APD-licensed residential facilities have emergency plans.
- b. Ensure that all clients receiving supported living services, within their own homes or apartments, have their own individual emergency plans.
- c. Provide support and coordination for APD clients before, during, and after disaster.
- d. Provide special needs shelter registration information to all APD-licensed residential facilities as well as those individuals receiving supported living services.
- e. Determine status of APD-licensed residential facilities following a disaster.

949  
950 f. Provide technical assistance on the development of emergency plans to  
951 APD-licensed residential facilities and clients receiving supported living  
952 services as necessary.

953  
954 f. Assist in the transition of APD clients out of emergency shelters as  
955 necessary following the disaster.  
956  
957

### 958 **3. Department of Elder Affairs**

- 959  
960 a. Provide special needs registration information to all of their special needs  
961 clients and to all persons with special needs who receive services.  
962  
963 b. Coordinate discharge planning for special needs shelters.  
964  
965 c. Establish and maintain discharge planning teams for special needs shelters.  
966  
967 d. Provide messaging to elderly populations through established service areas.  
968  
969  
970 e. Serve as an advocate for elderly populations during disaster planning.  
971

### 972 **4. Department of Children & Families**

- 973  
974 a. Designated State Mental Health authority.  
975  
976 b. Coordinate deployment of behavioral health resources.  
977  
978 c. Responsible for planning, managing and evaluating a statewide program of  
979 mental health services and supports, including community programs, crisis  
980 services for children and adults and state residential treatment facilities for  
981 people who qualify for publically funded treatment services.  
982  
983 d. Evaluate the need for, and pursue funding for, a FEMA Crisis Counseling  
984 Program (CCP) Grant.  
985  
986 e. Prepare the CCP grant application.  
987  
988 f. Provide special needs registration information when needed.  
989

### 990 **5. Department of Agriculture and Consumer Services**

- 991  
992 a. Provide aerial spraying for vector control.  
993  
994 b. Serve as the lead agency to coordinate food safety issues.  
995  
996 c. Coordinate with the Department of Health on animal illnesses that have the  
997 potential for human impact.  
998  
999 d. Augment laboratory surge.

### 1000 **6. Department of Business and Professional Regulation**

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- a. Coordinate with the Department of Health on human health issues identified during food establishment inspections following disasters.
- b. Coordinate with the Department of Health on food safety issues.

## **7. Department of Environmental Protection**

- a. Coordinate with the Department of Health on environmental response actions impacting human health.
- b. Assess potable water systems.
- c. Assist in response to surface and ground water contaminations.
- d. Provide environmental sampling data to the Department of Health for evaluation of human health impacts.
- e. Augment laboratory surge.

## **8. Department of Veterans' Affairs**

- a. Coordinate with State Veterans' Nursing Homes and State Veterans' Assisted Living Facility during disasters.
- b. Participate in the Multi-Agency Discharge Planning Team to provide care coordination for Veterans needing assistance upon closure of a Special Needs Shelter.

## **9. Office of the Attorney General**

- a. Provide staff from the Medicaid Fraud Control Unit to assist with post-impact assessments of licensed health care facilities.
- b. Provide staff from the Division of Victim Services to perform psychological first aide coordinated through the Florida Crisis Consortia.

## **10. State Fire Marshal**

- a. Identify, mobilize, deploy and demobilize ground ambulance assets in coordination with the Florida Fire Chiefs Association as described in the State Emergency Response Plan.

## **11. Medical Examiners Commission**

- a. Maintain the State of Florida Mass Fatality Response Plan.
- b. Provide oversight for the 24 Medical Examiner Districts throughout the state, which are responsible for handling of the deceased resulting from homicide, suicide, or accident and those constituting a threat to public health (406.11, F.S.).

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- c. In absence of other reporting procedures, serves as the information clearing house on the status of fatalities due to the incident.

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## 12. University of Florida, Maples Center for Forensic Medicine

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- a. Maintain the Florida Emergency Mortuary Response System (FEMORS), which is a team of qualified “reserve” forensic professionals who can be deployed by ESF8 to supplement the needs of the Medical Examiner(s) affected by a mass fatality event.
  - b. Respond to Medical Examiner requests for assistance within 4 hours.
  - c. When activated, FEMORS will assist the Medical Examiner in planning for:
    - i. Special processing complications such as protection from chemical exposure of responders and decontamination of recovered remains prior to transportation to a temporary morgue site, if applicable.
    - ii. Disaster site management of human remains with regard to recovery, preliminary documentation procedures and refrigerated storage until transportation can be arranged.
    - iii. Supplemental or temporary morgue operations either in concert with the existing medical examiner facility or at a remote location.
    - iv. Supplemental refrigerated storage at the morgue both for remains received from the disaster site and for remains processed and awaiting release for disposition.
    - v. Victim information center operations at a site removed from both the disaster site and the morgue.
    - vi. Records management and computer networking for managing data generated about missing persons and remains processed.

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## 13. State University Laboratories

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- a. Augment state laboratory surge.

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## 14. Florida Hospital Association

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- a. Disseminate incident related messaging to hospitals through established networks.
  - b. Assist in validating and fulfilling resource requests from hospitals.
  - c. Advocate for hospitals in disaster planning efforts.

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## 15. Florida Health Care Association

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- a. Disseminate incident related messaging to nursing homes and assisted living facilities through established networks.
  - b. Assist in validating and fulfilling resource requests from nursing homes.
  - c. Assist nursing home facilities with development of emergency plans to assure continuity of care during disasters.

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- d. Advocate for nursing home facilities in disaster planning efforts.

#### **16. Florida Assisted Living Association and Florida Senior Living Association (FSLA)**

- a. Disseminate incident related messaging to assisted living facilities through established networks.
- b. Assist in validating and fulfilling resource requests from assisted living facilities.
- c. Assist assisted living facilities with development of emergency plans to assure continuity of care during disasters.
- d. Advocate for assisted living facilities in disaster planning efforts.

#### **17. End-Stage Renal Disease Network**

- a. Facilitate effective emergency planning across End-Stage Renal Disease providers to ensure the well-being of this vulnerable patient population during a disruptive event.
- b. Collect and make available the open and closed status of ESRD facilities during disruptive events.
- c. Identify facility needs to return systems back to operational status and refer for additional assistance if necessary.
- d. Advocate for ESRD patients during all phases of disruptive events.

#### **18. Poison Information Center Network**

- a. Establish disaster support /surge capacity for the State by providing health professional staffed call-centers for all hazards public health and medical information as requested by the Department of Health.
- b. Provide real-time health surveillance information to Department of Health.
- c. Provide 24 hour expertise and consultation to public and health care providers on health and medical issues via network.

#### **19. International Medical Corps**

- a. Provide personnel, equipment caches and supplies to support field based medical surge and public health incidents.
- b. Provide personnel support for special needs shelters.
- c. Establish temporary field based patient care such a field hospital, alternate care sites, and clinics.

#### **20. Florida Association of Community Health Centers**

- 1161 a. Coordinate assessment of community health centers.
- 1162
- 1163 b. Identify needs to return system back to operational status.
- 1164
- 1165 c. Assist community health centers with development of COOP Plans to assure
- 1166 continuity of care during disasters.
- 1167
- 1168 d. Advocate for community health centers in disaster planning efforts.
- 1169
- 1170 e. Coordinate FQHC resources to assist with Special Needs Sheltering and
- 1171 Field-based clinics during response efforts.
- 1172
- 1173

**21. Florida Pharmacy Association**

- 1174
- 1175
- 1176 a. Disseminate incident related messaging to retail pharmacies through
- 1177 established networks.
- 1178
- 1179 b. Identify needs to return system back to operational status.
- 1180
- 1181 c. Assist retail pharmacies with development of emergency plans to assure
- 1182 continuity of care during disasters.
- 1183
- 1184 d. Advocate for retail pharmacies in disaster planning efforts.
- 1185
- 1186

**IV: FINANCIAL MANAGEMENT**

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1188

1189 Each agency and organization within ESF8 is responsible for costs associated with preparedness,

1190 response, recovery and mitigation activities and must individually seek reimbursement following

1191 activations. Expenses for personnel and materials must be documented in EM Constellation as a part

1192 of an approved mission assignment.

1193

1194 The Department of Health, as the lead agency for ESF8, is responsible for seeking reimbursement for

1195 materiel resources procured by ESF8 Logistics during an incident in coordination with the SERT.

1196 Agencies and organizations are responsible for individual costs associated with missions assigned to

1197 their agency (e.g., deployments of personnel).

1198

1199 All ESF8 agencies and associations should maintain financial records according to agency plans,

1200 including information regarding:

**A. SALARIES**

1201

1202 Provide a schedule for all employees' time worked, pay rates/matching rates and separating

1203 regular time from overtime.

**B. TRAVEL**

1204

1205

1206 Provide copies of the travel vouchers that have been paid due to disaster response. The

1207 appropriate Finance Director must certify these as true expenditures.

**C. EQUIPMENT AND SUPPLIES**

1208

1209

1210 Provide a detailed description of the equipment and supplies used to assist, detailing the type,

1211 where the equipment and supplies were used, number of hours per piece, per day and type of

1212 work performed.

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## V. REFERENCES AND AUTHORITIES

- A. Chap. 252, F.S., Emergency Management
- B. Chap. 406.11, F.S., Medical Examiners
- C. Chap. 408, F.S., Health Care Administration
- D. Chap. 395, F.S., Hospital Licensing and Regulation
- E. Chap. 381, F.S., Public Health
- F. Chap. 943, F.S., Department of Law Enforcement
- G. Chap. 401, F.S., Medical Telecommunications and Transportation

DRAFT



## APPENDIX IX: EMERGENCY SUPPORT FUNCTION 9 - SEARCH AND RESCUE

**PRIMARY AGENCY:** Department of Financial Services (DFS) / Division of State Fire Marshal (DSFM).

**SUPPORT AGENCIES:** Florida Fire Chiefs' Association (FFCA), Florida Fish and Wildlife Conservation Commission (FWC), Florida Wing of the Civil Air Patrol, and Florida Association of Search and Rescue (FASAR)

### I. INTRODUCTION

The purpose of Emergency Support Function 9 (ESF 9) is to provide state support to local governments and coordinate deployment of resources for urban and non-urban search and rescue and support to ESF 8 for EMS resources housed in Fire Service agencies in response to actual, potential emergency/disaster or planned events.

### II. CONCEPT OF OPERATIONS

#### A. GENERAL

1. Urban search and rescue (US&R) activities include, locating, extricating, and providing immediate medical assistance to survivors trapped in collapsed structures and related activities.
2. Non-urban search and rescue activities include, emergency incidents that involve locating missing persons, locating boats that are lost at sea, locating downed aircraft, extrication if necessary, and treating any survivors rescued.
3. Wilderness Search and Rescue missions include, locating overdue/missing boaters on inland bodies of water or rivers, locating overdue persons, or locating downed aircraft in wilderness areas with limited/restricted access, extrication when possible and treating any survivors.

#### B. ORGANIZATION

1. The Department of Financial Services / Division of State Fire Marshal is the primary agency responsible for ESF 9, providing representatives on a 24-hour basis to the State Emergency Operations Center (SEOC), to insure deployment and full utilization of resources identified under ESF 9.
2. During an emergency or disaster, the primary and support agencies of ESF 9 will assign personnel to the SEOC. ESF 9 reports directly to the Emergency Services Branch Chief who reports to the Operations Section Chief (**see Chapter 4, Section M of the Basic Plan**).

### C. OPERATIONAL OBJECTIVES

#### 1. Preparedness Objectives

Utilizing operational plans, including the Florida Fire Chiefs' Association – *Statewide Emergency Response Plan (SERP)*: Accomplish planning, coordinating and mobilization of resources from the statewide fire service through the FFCA State SERP Coordinator and seven fire region coordinators. The Florida Fire Chiefs' Association and the Division of State Fire Marshal coordinate training on use of the State Emergency Response Plan.

#### 2. Response Objectives

a. Activate a Search and Rescue Planning Team.

b. Utilize the Florida Search and Rescue Concept of Operations Plans (Search and Rescue Assessment, Search and Rescue Management, Initial Recon/Search Team).

c. Coordinate commitment of State and other resources from outside the impacted area through other agencies with search and rescue resources. This includes coordination of all FEMA US&R Task Forces deployed within the state.

d. Transportation may be provided, if available, but, is usually the responsibility of the responding agency. This may require coordination with Emergency Support Function 1. In addition, resources may be pre-positioned as necessary (i.e. ahead of hurricanes where safe).

e. Members of ESF 9 may serve the State Emergency Response Team in Field Operations (i.e., the State Management Team, Area Command, Preliminary Damage Assessment Team, Joint Field Office operations, Recovery Center operations, intrastate and/or interstate mutual aid assistance, etc.).

#### 3. Recovery Objectives

Upon request, ESF 9 will provide search and rescue personnel and resources for recovery missions as assigned and appropriate.

### III. RESPONSIBILITIES

#### A. PRIMARY AGENCY – DEPARTMENT OF FINANCIAL SERVICES / DIVISION OF STATE FIRE MARSHAL

The Department of Financial Services / Division of State Fire Marshal (DSFM) is the primary response and coordination agency for ESF 9. As the primary

agency, the (DSFM) coordinates with its supporting agencies in directing search and rescue resources and response activities.

**B. SUPPORT AGENCIES**

Agency	Responsibilities
1. Florida Fire Chiefs' Association	Deploy a logistics officer to the SEOC on request to work with the State Fire Marshal to assist in responding to requests for search and rescue assistance utilizing the <i>Statewide Emergency Response Plan (SERP)</i>
2. Florida Wing of the Civil Air Patrol	Provide aircraft for search and rescue reconnaissance
3. The Florida Fish and Wildlife Conservation Commission	Provide aircraft, all-terrain vehicles, boats and other specialized personnel and equipment for search and rescue efforts
4. Florida Association of Search and Rescue	Assist with coordination of search and rescue resources available through local government and volunteer organizations

**IV. FINANCIAL MANAGEMENT**

All disaster responders, city/county or otherwise, who respond (deploy) to a request from the ESF 9, must submit their preliminary reimbursement estimates to the DSFM ESF49@em.myflorida.com within 30 business days of demobilization orders. Upon deployment to an assigned mission the DSFM will send the responding agency the documentation guidance and forms. The final request must include the following:

**A. SALARIES**

Provide a schedule for all employees; time worked, pay rates/matching rates, and separating regular time from overtime. Required documentation include Timesheets, Payroll, ICS 214 daily activity logs, personnel rosters, benefit calculation sheets, station staffing logs and department personnel policies and/or collective bargaining agreements. NOTE: Only the first 48-hours of a deployment are reimbursable for 24-hours a day, thereafter only 16 hours in a 24-hour day are reimbursable under FEMA Category B unless otherwise documented in department policies and receive prior approval from the DSFM..

**B. TRAVEL**

Provide copies of the travel vouchers that have been paid due to disaster response. The appropriate Finance Director must certify these as true expenditures. If meals, lodging or other support were provided by the department or state individual travel cost is not eligible.

136 **C. EQUIPMENT**

137  
138 Provide a detailed description of the equipment used to assist, detailing the type  
139 and size, pump size and horsepower, where the equipment was used, number of  
140 hours per piece, per day, and type of work each piece performed utilizing the  
141 current FEMA Cost Codes.

142  
143 **D. MATERIALS**

144  
145 If eligible items were purchased to support the deployment the department must  
146 provide copies of invoices/receipts, p'card statements and bank payments.

147  
148  
149 **V. REFERENCES AND AUTHORITIES:**

- 150  
151 1. Federal Emergency Support Function 4 Annex
- 152  
153 2. Fire Suppression Draft – Forestry
- 154  
155 3. Civil Air Patrol information, 12 March 1993
- 156  
157 4. The Florida Fire Chief's Association, Rescue Disaster Response Plan
- 158  
159 5. Agreement between the Department of Health, Emergency Support  
160 Function 8, the Florida Fire Chiefs' Association, and the State Fire  
161 Marshal
- 162  
163 6. Florida Association of Search and Rescue, "Standard Operating  
164 Guidelines"
- 165  
166 7. Division of State Fire Marshal Policy 1-31 (ESFs 4 and 9)
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## APPENDIX X: EMERGENCY SUPPORT FUNCTION 10 - ENVIRONMENTAL PROTECTION

**PRIMARY AGENCY:** Department of Environmental Protection

### **SUPPORT AGENCIES AND ORGANIZATIONS:**

Division of Emergency Management, Department of Transportation, Department of Highway Safety and Motor Vehicles, Florida Department of Law Enforcement, Department of Military Affairs, Florida Fish and Wildlife Conservation Commission, Department of Health, Department of Agriculture and Consumer Services, Department of Financial Services - Division of State Fire Marshal, Florida Water Management Districts, U.S. Environmental Protection Agency, U.S. Coast Guard, Florida's Water/Wastewater Agency Response Network (FlaWARN), Federal Emergency Management Agency.

### **ADDITIONAL SUPPORT AGENCIES AND ORGANIZATIONS:**

Florida Rural Water Association, Florida Fire Chiefs' Association, Florida Wing Civil Air Patrol, U.S. Department of Homeland Security, American Red Cross, Agency for Toxic Substances and Disease Registry, National Oceanic and Atmospheric Administration, U.S. Department of Interior, Federal Bureau of Investigations, Occupational Safety and Health Administration, National Response Center

## **I. INTRODUCTION**

The purpose of Emergency Support Function 10 (ESF 10) is to provide state support to local governments in response to an actual or potential discharge or release of hazardous materials resulting from a natural, manmade, or technological disaster and coordinate the appropriate response to other environmental protection issues. To accomplish this goal, ESF 10 coordinates the actions necessary to carry out the functions and minimize impact. The Department of Environmental Protection's (DEP) Emergency Coordinating Officer (ECO) is located in the Office of Emergency Response (OER), and coordinates all functions of ESF 10. The DEP OER has developed a detailed Emergency Response Plan to provide a framework for responding to the full range of potential hazardous material incidents and other emergencies. The Emergency Response Plan promotes coordination between federal, state and local governments and the private sector when responding to hazardous material incidents and other threats to the environment and public health.

Additionally, ESF 10 acts as the initiator for activating other resources within DEP that provide authorization and guidance for environmental protection issues that are the primary responsibility of that agency.

## **II. CONCEPT OF OPERATIONS**

### **A. GENERAL**

ESF 10 provides a coordinated, effective and efficient response to discharges and releases of hazardous materials by committing human, financial, and material resources for action in the impacted area. The OER is responsible for staffing ESF 10 during an activation of the State

52 Emergency Operations Center (SEOC) and will coordinate the resources of the DEP as well as  
53 other appropriate state resources. During prolonged activations, OER may require additional  
54 personnel support from other programs in DEP.

55  
56 The Emergency Response Plan has been developed by the OER to provide an all hazards  
57 framework for response actions by DEP, to coordinate with local and federal responders, and  
58 provide for consistency with the National Response Framework (NRF), National Response Plan  
59 (NRP), the Regional Contingency Plan for Oil and Hazardous Materials, and Area Contingency  
60 Plans.

## 61 62 **B. ORGANIZATION**

- 63  
64 1. Staff from the OER are responsible for coordinating the functions of ESF 10 and for  
65 sourcing other resources from DEP, as needed. When the State Emergency Response  
66 Team (SERT) is activated, DEP support staff will integrate with ESF 10 to provide the  
67 necessary expertise to accomplish our missions and provide an effective response.  
68
- 69 2. State support agencies and organizations are available as needed for specific issues  
70 and are accessed through their respective ESFs at the SEOC.  
71
- 72 3. Federal support agencies staff, such as the United State Coast Guard (USCG) and the  
73 United States Environmental Protection Agency (EPA) may be integrated directly into  
74 ESF 10 to assist with response efforts.  
75
- 76 4. During an emergency or disaster, the primary and support agencies of ESF 10 will  
77 assign personnel to the SEOC. ESF 10 will respond directly to the Emergency Services  
78 Branch Director who reports to the Operations Section Chief (see Chapter 4, Section M  
79 of the Basic Plan).  
80

## 81 **C. OPERATIONAL OBJECTIVES**

82  
83 ESF 10 supports the SERT through its actions and response efforts to activate and organize an  
84 effective response to an event. These objectives are further described in preparedness,  
85 response, recovery and mitigation actions.  
86

### 87 **1. Preparedness Objectives**

- 88  
89 a. Participate in training exercises for hazardous material incident planning and response  
90 with the Division of Emergency Management (DEM), EPA, USCG, Florida Civil Support  
91 Teams (CST), other state agencies, local governments, and industries.  
92
- 93 b. Assist DEM with updating and maintaining the state Comprehensive Emergency  
94 Management Plan (CEMP) incident specific annexes and ESF 10 and support agencies'  
95 appendices.  
96
- 97 c. Collect and maintain information on drinking water facilities, wastewater treatment  
98 facilities, solid and hazardous waste facilities, and phosphogypsum stacks.  
99
- 100 d. Participate in ESF 10 and SERT meetings, training, conferences and exercises.  
101
- 102 e. Maintain and update the OER Emergency Response Plan.

- 103  
104 f. Ensures DEP maintains and exercises the agencies Continuity of Operations Plan  
105 (COOP).  
106  
107 g. Coordinate a DEP personnel notification system to support SERT activation.  
108  
109 h. Assist with the development of response procedures for field assessments to include  
110 RECON teams, facility damage assessments, hazardous materials releases, debris  
111 disposal assessments, and water and wastewater system assessments.  
112  
113 i. Plan and prepare for the usage of notification systems to support disaster efforts. The  
114 notification systems should address securing water and wastewater systems,  
115 suspension of vessel traffic in ports and navigable waterways, securing solid waste  
116 facilities, and ensuring phosphate gypsum wastewater stacks have adequate  
117 freeboards.  
118  
119 j. Initiate appropriate DEP emergency orders to facilitate preparation, response, and  
120 recovery  
121  
122 k. Develop an Emergency Final Order for impacted counties to streamline permitting  
123 requirements to allow for speedy recovery operations.  
124

## 125 2. Response Objectives

126  
127 When a state of emergency is declared by the Governor, an emergency exists, or a disaster is  
128 imminent, ESF 10 will initiate response Operations to assist communities impacted by the event.  
129 ESF 10 will initiate the following response objectives:  
130

- 131 a. Participate with the State Evacuation Coordination Team (determine state park closures  
132 and coordinate with county evacuations, respond to highway blockages involving  
133 hazardous materials).  
134  
135 b. Establish a department emergency tracking number to document response activities  
136 associated with the event.  
137  
138 c. Participate in the development of the SERT daily incident action plan (IAP).  
139  
140 d. Support search and rescue planning and Operations.  
141  
142 e. Conduct preliminary assessment of known hazardous materials facilities.  
143  
144 f. Track facility and incident status  
145  
146 g. Assess and report on the erosion status of beaches, breakwaters and jetties.  
147  
148 h. Track and follow-up on all reported hazardous material incidents and coordinate  
149 notification and response to active incidents with county Emergency Operations Centers  
150 (EOC) and with local responders.  
151  
152 i. Establish and maintain communication with the Florida Rural Water Association (FRWA)  
153 as it conducts its assessments.

- 154  
155 j. Support the restoration of potable water and wastewater systems through the  
156 coordination with FRWA and FlaWARN.  
157  
158 k. Complete regulatory reports as required.  
159  
160 l. Establish and maintain communication with federal counterparts (USCG, EPA and  
161 FEMA)  
162  
163 m. Assist ESF 14 to provide a clear and coordinated message to the public.  
164  
165 n. Coordinate Operations of ESF 10 in the SEOC and other locations as required.  
166  
167 o. Conduct credentialing (if necessary) and verification of training for volunteers and EMAC  
168 state professionals brought in to assist ESF 10 during extended activations.  
169  
170 p. Support the SERT in various areas of field Operations (RECON team, State  
171 Management Team, Area Command, Preliminary Damage Assessment (PDA) Team,  
172 Joint Field Office (JFO) Operations, Recovery Center Operations, intrastate and/or  
173 interstate mutual aid assistance, etc.).  
174  
175 q. Support the Forward State Emergency Response Team (FSERT) with coordination of  
176 response and recovery missions within a defined area. See FSERT Standard Operating  
177 Guidelines for specific authority, roles, and responsibilities.  
178  
179 r. Assist and support ESF 17 with deceased animal disposal options and with vector  
180 control issues.  
181  
182 s. Coordinate environmental sampling Operations with ESF 8 to ensure public safety.  
183  
184 t. Generate response information in a timely manner to be included in SERT briefings,  
185 situation reports, and incident action plans.  
186  
187 u. Assist ESF 12: Fuels  
188  
189 v. Provide information and feedback to agency leadership regarding status, impact and  
190 involvement of DEP in any incident.  
191

### 192 3. Recovery Objectives

193  
194 The recovery phase of an event begins immediately after it is safe to make entry into the  
195 impacted area. Recovery actions consist of short-term and long-term activities. ESF 10 and  
196 DEP play a part in both short-term and long-term recovery activities through assisting local  
197 government with restoring essential services and ensuring the safety of citizens.  
198

199 There are a number of disaster recovery programs available to assist the impacted county(ies)  
200 after a disaster event. The specific programs that are implemented are entirely dependent upon  
201 the magnitude of the disaster event, the needs of the impacted county(ies), and the decision of  
202 the State Coordinating Officer (SCO) or Deputy SCO. Certain DEP programs will need to  
203 provide personnel to assist with the proper delivery and administration of these disaster  
204 recovery programs as follows:



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- a. One of the first focuses of DEP shall be to attempt to establish communications with the impacted area to assess the safety of district personnel, their families, and property. The DEP Emergency Coordinating Officer (ECO) will be responsible for initiating these actions; however, it will be the responsibility of district supervisors to follow through and make contact with their individuals.
  - b. Provide and maintain personnel support for the Disaster Field Office and Disaster Recovery Center, as needed.
  - c. Assist the SERT with coordinating and providing personnel for PDA teams to collect and report impact status. PDA teams collect and report information on the status of facilities and State lands after a natural disaster. Damage assessments may be ongoing for a number of weeks, depending on the severity of the natural disaster. DEP divisions and 6 district regulatory offices, have personnel who can assist with the following functions:
    - Division of Air Resource Management
    - Division of Recreation and Parks
    - Division of State Lands
    - Division of Waste Management
    - Division of Water Resource Management
    - DEP Beaches & Costal Systems
  - d. Support county and regional hazardous materials response teams until the county government is self-sustaining. Ensure proper cleanup of oil and hazardous material releases, debris removal, and any other contaminants that could affect human health or the environment.
  - e. Develop an Emergency Final Order for impacted counties in order to streamline permitting requirements allowing for speedy recovery Operations.
  - f. Continue to monitor the status of ports and navigable waterways, sovereign state lands.
    - Reporting of Port Status to the SERT comes from ESF 1/3
  - g. Assist the county with collection and disposal of household hazardous waste.
  - h. Coordinate with FEMA to identify and document all eligible response actions for federal reimbursement.
  - i. Support and coordinate activities with FLWARN and FRWA to assist water and wastewater plants become Operational. This includes the coordination for distribution of portable generators where power has not been restored.
  - j. Assist ESF 1 with clearing hazardous materials from transportation routes in order to facilitate a speedy response to the impacted area.
  - k. Assist impacted counties with identifying debris storage areas.
  - l. Coordinate debris removal from state lands and parks.

- 254 m. Assist federal and state recovery officials with establishing a JFO. The JFO serves as  
255 the hub for the coordination of federal and state disaster assistance as well as a focal  
256 point for associated recovery and reconstruction.

257

#### 258 **4. Hazard Mitigation**

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260 The State Hazard Mitigation Officer is responsible for coordinating the preparation and  
261 implementation of the State Hazard Mitigation Grant Plan (pursuant to Section 409 of the  
262 Stafford Act), and the Hazard Mitigation Grant Program (pursuant to Section 404 of the Stafford  
263 Act). The State Hazard Mitigation Grant Plan will coordinate the State Hazard Mitigation and  
264 Recovery Team, who are responsible for development of a hazard mitigation plan. The team  
265 consists of representatives from key state agencies, local governments, and other public and  
266 private sector organizations that influence development and hazards management policies  
267 within the state. DEP OER and their Division of Environmental Resources Permitting, from the  
268 impacted district office provides personnel for the team.

269

270 Mitigation Objectives (but are not limited to the following):

271

- 272 a. Provide personnel with the appropriate expertise to participate in activities designed to  
273 reduce or minimize the impact of future disasters. Typical areas of expertise are storm  
274 water management, beaches, state lands, water and wastewater facilities, solid and  
275 hazardous waste management, debris disposal, and facilitating environmental permitting  
276 issues.

277

- 278 b. Identify long-term hazard mitigation measures that may reduce the risk of future damage  
279 and coordinate these measures with Federal Agency Partners, (i.e. FEMA, EPA,  
280 USCG).

281

282

- 283 c. Provide oversight for the restoration of natural resources damaged in the event.

284

- 285 d. Identify beaches that have suffered extensive erosion for sand renourishment projects.

286

287

#### 288 **D. DIRECTION AND CONTROL**

289

290 DEP OER is responsible for providing the overall direction and control of ESF  
291 10. During an activation of the SERT, ESF 10 reports directly to the Emergency  
292 Services Branch Chief who ultimately reports to the Operations Section Chief.

293

- 294 1. During activations of the SERT, ESF 10 activities will be coordinated from the SEOC.

295

- 296 2. Emergency Support Function 10 actions are coordinated through DEPs ECO.

297

- 298 3. During non-emergencies, DEPs ECO is responsible for planning, training, equipping and  
299 exercising activities of ESF 10.

300

- 301 4. OER maintains the all hazards Emergency Response Plan to coordinate State resources  
302 and is in compliance and compatible with the NRF, the National Contingency Plan, the  
303 Regional Contingency Plan, the Area Contingency Plans and the State of Florida CEMP.

- 304  
305 5. ESF 10 supports field Operations coordinated from the SEOC that includes FSERT,  
306 RECON Teams, JFO Operations, and EMAC requests.  
307  
308 6. Should federal assistance be necessary, ESF 10 coordinates federal assistance through  
309 the State Coordinating Officer (SCO) and the Federal Coordinating Officer (FCO) and  
310 Federal OSC in compliance with the Federal Response Plan and National Contingency  
311 Plan (NCP).  
312

### 313 III. RESPONSIBILITIES

#### 314 A. PRIMARY AGENCY - DEPARTMENT OF ENVIRONMENTAL PROTECTION

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316  
317 1. The lead agency of ESF 10, DEP, provides the leadership for directing, coordinating and  
318 integrating response efforts of support agencies and organizations.  
319  
320 2. Coordinate the drafting and execution of emergency orders consistent with Governor's  
321 executive orders and presidential directives.  
322  
323 3. Assign DEP personnel to assist ESF 10 when the SEOC is activated at Level 1 or 2.  
324 Assigned staff must be National Incident Command System compliant.  
325  
326 4. Assist ESF 14 (Public Information) with coordination of press releases and public  
327 announcements concerning State SERT and ESF10 functions.  
328  
329 5. Provide a financial officer to assist the SERT Finance Section with tracking agency  
330 expenses and coordinate FEMA or responsible party reimbursement.  
331  
332 6. Issues directives for closures/ COOP Operations of DEP offices, facilities, and parks.  
333  
334 7. Provide assistance with coordinating disposal issues. This may include woody debris,  
335 construction and demolition debris, household hazardous waste, pollutants, or biological.  
336  
337 8. Assist with the issuing of emergency permits to assist with the stabilization of an event.  
338 a. Emergency burn permits  
339 b. Emergency coastal construction permits  
340 c. Dredge and fill permits  
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342 9. Provide assistance to drinking and wastewater facilities to restore function and service.  
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355 **B. SUPPORT AGENCIES**  
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Agency	Responsibilities
<p><b>1. Division of Emergency Management (DEM)</b></p>	<ul style="list-style-type: none"> <li>a. Establish and maintain direct communication and coordination with local government units and/or citizens affected by a major discharge, natural disaster, or pollution incident. These actions will be taken in accordance with the State CEMP.</li> <li>b. Serve as the State notification point for all releases or discharges.</li> <li>c. Coordinate assistance from other State Agencies as requested by DEP.</li> <li>d. Provide generators via the Logistics branch to support drinking and waste water facilities once FlaWARN and the their mutual aid capability is capped.</li> </ul>
<p><b>2. Department of Transportation (DOT)</b></p>	<ul style="list-style-type: none"> <li>a. Upon issuance of an Executive Order by the Governor, suspend tolls on State highways to facilitate traffic movement.</li> <li>b. Determine load variances on State roads to assist with the movement of heavy equipment during an oil or hazardous material spill event.</li> <li>c. Coordinate and assist with the containment and cleanup of any discharge that occurs on a State maintained road or right-of-way.</li> <li>d. Upon the issuance of an Executive Order by the Governor, provide vehicles and drivers to be used in the transporting of debris from the scene, to staging or disposal sites.</li> <li>e. Coordinate and assist with the delivery of bulk absorbents to the scene of a pollutant or hazardous material discharge incident that occurs on, or may impact, a state road or right-of-way.</li> </ul>
<p><b>3. Department of Highway Safety and Motor Vehicles (HSMV)</b></p>	<ul style="list-style-type: none"> <li>a. Provide traffic supervision and control for all surface transportation routes adversely affected by a pollutant or hazardous material incident.</li> <li>b. Provide security and crowd control within the affected area of the pollutant or hazardous material incident.</li> <li>c. Provide vehicle escort service for heavy over-the-road shipments of containment and/or cleanup equipment.</li> <li>d. Make available the use of aircraft assigned to HSMV.</li> </ul>
<p><b>4. Florida Department of Law Enforcement (FDLE)</b></p>	<ul style="list-style-type: none"> <li>a. Provide assistance with conducting criminal investigations at the site of a pollutant or hazardous substance discharge incident.</li> <li>b. Provide general site security and control.</li> <li>c. Coordinate law enforcement support for DEP hazardous materials assessment teams making entry into the impact area.</li> </ul>
<p><b>5. Department of Military Affairs</b></p>	<ul style="list-style-type: none"> <li>a. Upon request of the Governor, provide predetermined staff and logistical support for the containment and cleanup of a pollutant incident.</li> <li>b. Upon request of the Governor, provide water tankers and tractors during a pollutant or hazardous material discharge incident, or a natural disaster.</li> <li>c. Provide assistance from the Forty-fourth or 48th Civil Support Team when activated.</li> </ul>

<p><b>6. Florida Fish and Wildlife Conservation Commission (FWC)</b></p>	<ul style="list-style-type: none"> <li>a. Upon request of the ECO, prepare an assessment of damages to wildlife populations and habitats resulting from a pollutant or hazardous material discharge incident. In the event that wildlife area is affected by an incident, coordinate with the appropriate federal and state authorities to oversee the capture, cleaning and rehabilitation of these affected wildlife as well as all other wildlife under the jurisdiction of the Commission.</li> <li>b. Assist with identifying resources at risk during a hazardous material or oil spill incident.</li> <li>c. Provide aerial reconnaissance and security of affected wilderness areas.</li> <li>d. Assist with the investigation of oil or hazardous material releases involving surface waters.</li> <li>e. Provide traffic supervision and control for water transportation routes adversely affected by a hazardous material release or natural disaster.</li> <li>f. Determine if motorized equipment may be used on the beaches or shores of an area affected by a hazardous material release during turtle nesting and hatching season.</li> <li>g. Assist DEP with damage assessment activities when fish and wildlife have been impacted by a hazardous material release.</li> <li>h. Identify derelict vessel(s) and provide the funds to counties for their removal.</li> <li>i. Provide law enforcement support to ESF 10 missions as needed.</li> <li>j. Coordinate displaced vessel removal efforts that are a result of an event.</li> </ul>
<p><b>7. Department of Health (DOH)</b></p>	<ul style="list-style-type: none"> <li>a. Provide assistance with sampling private water supplies when they are suspected of being contaminated by a pollutant or hazardous material.</li> <li>b. Provide health-related statements to the public.</li> <li>c. Serve as the lead State agency for all radiological incidents.</li> <li>d. Provide medical guidance in response to a pollutant or hazardous material incident.</li> <li>e. Provide the resources of the Human Resource Services laboratories in response to pollutant or hazardous material incident.</li> <li>f. Assist with the identification and disposal options for bio-hazardous waste.</li> </ul>
<p><b>8. Department of Agriculture and Consumer Services (FDACS)</b></p>	<ul style="list-style-type: none"> <li>a. Provide water tankers and tractors for bulk water deliveries during natural disasters or hazardous material incidents</li> <li>b. Provide technical assistance for pesticide related incidents.</li> <li>c. Provide laboratory support for analyzing pollutant samples obtained during the investigation of pollutant or hazardous material incidents.</li> <li>d. Assist with the disposal of livestock killed or contaminated during a hazardous material release or natural disaster.</li> <li>e. Provide veterinarian animal care for those injured by a hazardous materials event.</li> </ul>

	<ul style="list-style-type: none"> <li>f. Provide shellfish evaluation and sampling assistance.</li> <li>g. Coordinate vector control efforts on and near State Lands</li> </ul>
<p><b>9. Department of Financial Services, Division of State Fire Marshal (SFM)</b></p>	<ul style="list-style-type: none"> <li>a. Assist in sharing response resources under a Memorandum of Understanding between SFM, the Florida Fire Chiefs’ Association (FFCA), and DEP.</li> </ul>
<p><b>10. Water Management Districts (WMD)</b></p>	<ul style="list-style-type: none"> <li>a. There are five WMDs in Florida, and each is responsible for various water-related activities in their geographic area. This includes:                         <ul style="list-style-type: none"> <li>i. Maintenance of rivers and canals under their jurisdiction;</li> <li>ii. Flood control;</li> <li>iii. Well permitting;</li> <li>iv. Inventory dredge, and;</li> <li>v. Fill activities.</li> </ul> </li> <li>b. Some WMDs keep basic spill control supplies on hand for incidents on their water bodies, such as booms and absorbent pads.</li> <li>c. They also have boats, maps, knowledge and control of surface water systems and control structures such as floodgates, vehicles; some have heavy equipment, aerial capabilities, laboratories and a 24-hour telephone number.</li> <li>d. WMDs have biologists, chemists, and other professionals that may have useful knowledge and expertise.</li> <li>e. The district emergency response coordinators are encouraged to meet with the WMD coordinator in their area to discuss the mutual assistance that each agency can provide for spills and abandoned materials.</li> <li>f. Provide available pumps to be used as FlaWARN resources.</li> </ul>
<p><b>11. Florida Rural Water Association</b></p>	<p>A non-profit trade association for public drinking water and wastewater utilities across Florida. The FRWA has over 1,400 members that:</p> <ul style="list-style-type: none"> <li>a. Provides services such as on-site technical assistance and training at no charge to the 7,000 public water systems and 3,500 wastewater systems across Florida. This assistance is in all areas of management, finance, Operations, maintenance, compliance, emergency preparedness and response.</li> <li>b. Partners with DEP on programs like compliance improvement, training and hurricane response.</li> <li>c. Supported under an agreement with DEP. This agreement has made FRWA a member of the SERT and they have participated through ESF 10 since 1989.</li> </ul>
<p><b>12. Florida Fire Chiefs’ Association (FFCA)</b></p>	<ul style="list-style-type: none"> <li>a. Lead management education organization for fire and emergency services professionals, specializing in promoting and supporting excellence in fire and emergency services management.</li> <li>b. Help members maintain and develop management and leadership skills.</li> </ul>

	<ul style="list-style-type: none"> <li>c. During an emergency, maintain and support activities under the State Emergency Response Plan.</li> <li>d. Assist in sharing response resources under a Memorandum of Understanding between SFM, FFCA, and DEP.</li> </ul>
<p><b>13. Florida’s Water/Wastewater Agency Response Network (FlaWARN)</b></p>	<ul style="list-style-type: none"> <li>a. Assist ESF 10 by coordinating mutual aid responses to Drinking Water and Waste Water Facilities that have been damaged or impacted by disasters and other emergency situations.</li> <li>b. Help utilities address mutual aid during emergency situations.</li> <li>c. Manage a secure web-based data bank of available resources and a practical mutual aid agreement designed to expedite assistance to utilities during emergencies.                         <ul style="list-style-type: none"> <li>• This includes generator coordination and working with DEP Division of Water to provide ESF 10 with utility status updates.</li> </ul> </li> </ul>

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**C. OTHER GOVERNMENT AGENCIES**

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**1. Federal Government Responsibility**

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a. DEP OER works closely with the EPA and the USCG to assure all emergency incidents involving pollutants and hazardous materials are investigated promptly and proper cleanup actions are taken.

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b. The NRF and the EPA Region IV Oil and Hazardous Substances Contingency Plan provides a mechanism which defines the Regional Response Team and enables federal, state and local government agencies to participate in planning and response actions involving pollution incidents. The OER of DEP, along with the DEM, represents the State of Florida on the Region IV Regional Response Team. The Regional Response Team is comprised of the following federal agencies and states:

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- The United States Coast Guard
- U.S. Environmental Protection Agency
- U.S. Department of Agriculture
- U. S. Department of Commerce
- U. S. Department of Defense
- U. S. Department of Energy
- U. S. Department of Health and Human Services
- U. S. Department of Interior
- U. S. Department of Justice
- U. S. Department of Labor
- U. S. Department of State
- U. S. Department of Transportation
- Federal Emergency Management Agency
- General Services Administration
- Nuclear Regulatory Commission
- Tennessee Valley Authority

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- 388 • State of Alabama
- 389 • State of Florida
- 390 • State of Georgia
- 391 • Commonwealth of Kentucky
- 392 • State of Mississippi
- 393 • State of North Carolina
- 394 • State of South Carolina
- 395 • State of Tennessee
- 396

397 c. The EPA Region IV Regional Response Team acts as an advisory body to the Federal On-  
398 Scene Coordinator and enables federal, state and local government agencies to participate in  
399 the planning and response actions involving pollution incidents and brings the resources of the  
400 federal government to bare upon the incident. When activated, Regional Response Team  
401 members' responsibilities include:

- 402 1. Provide advice and recommend courses of action to the Federal On-Scene  
403 Coordinator.
- 404 2. Advise the Federal On-Scene Coordinator on the duration and extent of the  
405 federal response.
- 406 3. Monitor and evaluate reports from the Federal On-Scene Coordinator.
- 407 4. Advise the Federal On-Scene Coordinator of any regulatory conflicts or concerns  
408 under state jurisdiction.
- 409 5. Advise the Federal On-Scene Coordinator with disposal options.
- 410 6. Advise the Federal On-Scene Coordinator on chemical dispersant use or in-situ  
411 burning as oil spill response tools.
- 412 7. Provide the Federal On-Scene Coordinator with any regulatory state standards,  
413 and
- 414 8. Identify vulnerable state resources that may be threatened or damaged.
- 415

## 416 **2. Local Government Responsibility**

417

418 DEP OER works closely with municipal and county governments during an incident. Since local  
419 public safety organizations are generally the first government representatives at the scene of a  
420 discharge or release, they would be expected to initiate public safety measures necessary to  
421 protect public health and welfare. These responsibilities include directing evacuations, fire  
422 suppression and hazardous material support where available, identification of drum or  
423 contaminated debris staging areas, arranging disposal of abandoned containers that contain  
424 non-hazardous waste such as rainwater and such responsibilities as described in the  
425 State of Florida CEMP.

426

427 Some local governments or counties have active household hazardous waste programs and or  
428 environmental response programs. DEP will assist these programs and may, on a case-by-case  
429 basis, enter into response agreements with them.

430 Local governments may participate in activities of the EPA Region IV Regional Response Team  
431 upon invitation by the state representative. The local government designee to the Regional  
432 Response Team is expected to coordinate all internal communication at his/her level of  
433 government and be able to commit local government resources if required.

434

## 435 **IV. FINANCIAL MANAGEMENT**

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437 DEP is responsible for managing the financial affairs of ESF 10 during activation. Travel and  
438 Operational expenses incurred prior to a disaster declaration, or during meetings, briefings or



439 training events by ESF 10 and any supporting agencies or organizations may be the  
440 responsibility of those agencies and organizations unless agreed to in advance. ESF 10 and  
441 supporting agencies and organizations shall maintain adequate personnel and financial records  
442 in the event reimbursement is available in the future.

443

444 Immediately upon notification that a Declaration of a State of Emergency has been signed by  
445 the Governor, the OER will notify DEP's Division of Administrative Services and request that a  
446 specific grant/module number be established to assist in tracking event related expenditures  
447 and activities for the staff of DEP. This grant/module number will be distributed to all DEP  
448 divisions with specific instructions to track all Department efforts directed toward the event  
449 response and recovery efforts. During an activation of the SERT, ESF 10 supporting agencies  
450 are responsible for recording and tracking their own expenditures and seeking reimbursement  
451 from the appropriate channels after the event.

452

453 OER also routinely tracks all costs associated with day-to-day oil and hazardous substance  
454 incidents in an effort to seek appropriate reimbursement from those responsible for the incident.  
455 Detailed guidance for documenting staff efforts and contractor expenditures are given in the  
456 Emergency Response Plan under the Operational Response Section.

457

458 DEM will assist ESF 10 and supporting agencies and organizations with obtaining federal  
459 reimbursement for personnel, travel, lodging and meal expenses for staff providing assistance  
460 to ESF 10, in accordance with federal guidelines. Where reimbursement will be provided by or  
461 administered through DEM, reimbursement claims shall be submitted to the Division in  
462 accordance with its instructions. In the event federal and state reimbursement is not available,  
463 DEM will provide guidance and instructions for seeking any other sources of reimbursement.

464 Specific reimbursable items are:

- 465 • Personnel hours
- 466 • Vehicle hours/miles
- 467 • Trailer hours/miles used for logistic support
- 468 • All-terrain vehicle hours/miles
- 469 • Boats or other vessels
- 470 • Specialized equipment (meters, calibration gas, etc.)
- 471 • Contractor costs
- 472 • Travel (including airfare), lodging, meals and fluids (Per Diem)
- 473 • Fuel for generators or other equipment used in the response
- 474 • Personnel, equipment and parts used for vehicle repairs attributed to the event
- 475 • Parking and storage fees
- 476 • Sampling jars and sampling equipment
- 477 • Laboratory analyses costs related to the event

478

## 479 **V. REFERENCES AND AUTHORITIES**

480

481 DEP, pursuant to Section 376.021, 376.30, 376.303, 376.305, and 376.307, 403.061, 403.1655,  
482 403.726, Florida Statutes, is delegated the power and duty to control, prohibit and respond to  
483 pollution of the air, surface waters, groundwater, and lands of the State, and protect the public  
484 health, safety and welfare from the effects of releases of hazardous substances.

485

486 The Clean Water Act of 1977, and amended in 1990 (formerly the Federal Water Pollution  
487 Control Act of 1972), established the National Oil and Hazardous Substances Pollution  
488 Contingency Plan as the base for providing a federal response to major pollutant discharges.

489

490 The NRF has been supplemented on a regional basis. As part of the regional concept, the  
491 Atlanta Coastal Region IV Contingency Plan has been developed for application in Florida.  
492 Other states under the Region IV Plan include North Carolina, Georgia, Alabama, and  
493 Mississippi. Within the discharges, the Area Response Plan for the coastal region has been  
494 developed. The inland plan has been developed and is being maintained by the EPA.  
495

496 DEP Emergency Response Plan supports these goals and is required by Sections 376.97(2)(e)  
497 and 376.303(1)(6), Florida Statutes, and 40 CFR Part 311. This Emergency Response Plan  
498 complements and supports the NRF and the Region IV Oil and Hazardous Substances  
499 Regional Contingency Plan.

500  
501 Amendments to this Emergency Response Plan shall be coordinated with members of DEP-  
502 OER, DEM, EPA, USCG, the FEMA, and other interested parties.  
503

DRAFT

## APPENDIX XI: EMERGENCY SUPPORT FUNCTION 11 - FOOD AND WATER

**PRIMARY AGENCY:** Department of Agriculture and Consumer Services

**SUPPORT AGENCIES:** United States Department of Agriculture, American Red Cross, The Salvation Army, School Districts (School Nutrition Services), Department of Children and Families, Department of Business and Professional Regulation; Governor's Commission on Volunteerism (Volunteer Florida)

### I. INTRODUCTION

The purpose of Emergency Support Function 11 (ESF 11) is to identify food, water, and ice needs in the aftermath of a disaster or emergency; obtain these resources; and transport them to the impact area. Food supplies obtained and distributed by ESF 11 will be dispensed to disaster survivors through the agencies of ESF 6 (Mass Care).

### II. CONCEPT OF OPERATIONS

#### A. GENERAL

1. ESF 11 will operate under existing United States Department of Agriculture (USDA) authority and regulations as well as Public Law 93-288, as amended, and the State Comprehensive Emergency Management Plan (CEMP), to provide disaster food supplies to designated disaster staging areas and mass feeding sites.
2. Following a notification of an impending major disaster or emergency, ESF 11 will be staffed at the State Emergency Operations Center (SEOC) on a 24-hour basis as needed.
3. ESF 11 will use damage projection models to calculate the number of people who may be affected in order to assess the amount of food, water and ice needed to meet the anticipated demand. Warehouse inventories will be tabulated and if additional food supplies are needed, ESF 11 will obtain the food, primarily through the USDA, and coordinate the transport of such supplies to the disaster feeding organizations or staging areas.
4. ESF 11 will provide food for the mass feeding sites from the inventory USDA Foods for the National School Lunch Program. Meal compilation tool will be used to address serving sizes and quantities needed. These tables will be used for the purpose of ordering, forecasting, and supplying data. Other mass care organizations with food resources will supplement the food supply.
5. ESF 11 will provide staff where needed to oversee the inventory of food, water and ice resources and to assess the effectiveness of the food distribution network. ESF 11 will coordinate with ESF 6 and the State Emergency Response and Recovery Team (SERT) Logistics Section to ensure ample and timely deliveries of food, water and ice supplies.

6. ESF 11 will coordinate with the federal ESF 3 (Public Works), which is responsible for providing potable water and ice at the federal level.

## **B. ORGANIZATION**

During an emergency or disaster, the primary agency of ESF 11 will assign personnel to the SEOC. ESF 11 will respond directly to the Human Services Branch Director who reports to the Operations Section Chief (**see Chapter 4, Section M of the Basic Plan**). The following organization will be adhered to by ESF 11:

1. The Florida Department of Agriculture and Consumer Services (FDACS) has primary responsibility for all ESF 11 activities. The ESF 11 Emergency Coordinating Officer (ECO), Alternate ECO and/or Incident Commander will direct response and recovery activities for this ESF from the SEOC.
2. Upon activation of ESF 11, the ESF 11 ECO/Incident Commander or designee will be responsible for ensuring all food, water and ice concerns are addressed. Additional support agencies, organizations and vendors may be utilized and will either be tasked to provide a representative to the SEOC or to provide a representative who will be immediately available via telecommunications means (telephone, facsimile, conference call, etc.).

## **C. OPERATIONAL OBJECTIVES**

1. Preparedness Objectives:
  - a. Maintain an accurate roster of personnel assigned to perform ESF 11 duties during a disaster.
  - b. Identify and schedule periodic disaster response training for ESF 11 assigned personnel.
  - c. Obtain information annually regarding the number of infants born in Florida per year/per county from the Department of Health (DOH), Bureau of Vital Statistics.
  - d. As needed, acquire from the Division of Food Safety a list of certified water and ice plants in Florida.
2. Response Objectives:
  - a. Immediately activate an ESF 11 coordinating officer able to assess and coordinate the operational requirements and shortfalls, and request additional Federal/state resources as needed.
  - b. Obtain inventory of USDA food supplies available in the state-contracted warehouse(s) and, if needed, school district- owned or leased warehouses.

- c. Notify USDA of the SEOC activation.
- d. Contact water and ice vendors on state term contract. Locate other water and ice vendors and obtain availability, delivery and pricing information, if additional sources needed.
- e. Work with Logistics Section to ascertain anticipated number of Points of Distribution (POD) to determine the volume of water and ice needed to support the PODs and affected population.
- f. Once an Executive Order is issued and in coordination with Logistics section, place orders for water and ice. Determine location of pre-mobilization areas, if established, for initial receipt and subsequent dispatching of trucks of water and ice.
- g. Authorize the release of USDA foods to disaster feeding organizations for feeding of sheltered population. Notify USDA that USDA foods are being released for mass feeding.
- h. Provide and obtain a signed USDA Foods for Disaster Feeding Application from the pertinent disaster feeding organizations.
- i. Work with the vendors and the ESF 11 Staff, SLRC team/LSA team team to monitor the arrival and staging of trucks of water and ice at the pre- mobilization area and maintain an inventory to determine replenishment requirements.
- j. Determine quantities of baby formula and food necessary for the event. Coordinate with USDA and submit Resource Request Forms for baby food and formula. As needed, acquire additional supplies of baby food, formula, food supplements for infants and children, and other baby supplies from commercial sources for distribution through mass feeding sites and other appropriate outlets.
- k. Initiate plan for deployment of ESF 11 State Logistics Response Center (SLRC) team and, if needed, Logistical Staging Area team(s) and determine departure time and destination(s).
- l. Work with ESF 12 (Energy) and/or use WebEOC to determine power outages for estimated ice needs and quantities.
- m. Work with ESF 8 (Health and Medical) and ESF 10 (Hazardous Materials) to monitor water contamination and boil water orders in the disaster area and estimate water needs and quantities.
- n. In collaboration with Logistics Section, deploy trucks of water and ice to the designated Logistical Staging Area(s), PODs and the SLRC. Deploy water and ice direct to mission requestors as needed.
- o. Coordinate with ESF 6 to obtain the locations of all kitchens and mass feeding sites. Update daily as needed.

- p. Provide USDA foods to the disaster feeding organizations, as requested, for mass feeding purposes.
- q. On a daily basis, obtain from ESF 6, the total number of meals served the previous day by the disaster feeding organizations. Submit the information to the USDA Southeast Regional Office designated staff.
- r. Coordinate with Logistics Section or submit a Resource Request Form to FEMA, as appropriate, to obtain additional food, water, and ice resources, if needed.
- s. Direct offers of donated supplies, particularly food items for home consumption, with ESF 15 for non-profit organizations serving those in need.
- t. Coordinate with ESF 15 to fulfill mission requests with donated supplies when available in sufficient quantities.
- u. Monitor and coordinate the flow of food, water and ice supplies into the impact area.
- v. Monitor inventories at SLRC and Logistical Staging Area(s); order replenishment as needed.
- w. Monitor inventories of USDA foods in state warehouses and, as needed, request additional foods from the USDA.
- x. Coordinate with the SERT Logistics Section and/or the federal ESF 3 for additional quantities of water and ice, if appropriate.
- y. Coordinate with ESF 6 and disaster feeding organizations to determine need for other, non-USDA, foods and related items to support the kitchens, especially in a catastrophic event.
- z. Work with the State Multi-Agency Feeding Task Force and commercial food vendors to identify and determine amounts of commercial food required; acquire food and related items as needed and appropriate.
- aa. Determine need for and amount of adult food supplement necessary for the event. Work with commercial vendors to acquire adequate quantities for distribution through mass feeding organizations, and other outlets.
- bb. Evaluate the need to demobilize resources (personnel and assets).
- aa. In a catastrophic event, secure authorization from USDA to make foods available for household distribution and consumption.

3. Recovery Objectives:
  - a. Assess special food concerns of the affected residents.
  - b. Document and report all emergency-related response activities and their costs to appropriate personnel.
  - c. Assess the need for any sustained, long-term food, water or ice provisions.
4. Mitigation Objectives:
  - a. None

#### **D. DIRECTION AND CONTROL**

1. Policies:
  - a. Activate upon notification of a potential or actual disaster or emergency.
  - b. Provide suitable food, water and ice for congregate meal service, as appropriate.
  - c. Encourage the use of congregate feeding arrangements as the primary outlet for disaster food supplies.
  - d. If authorized in writing by the USDA, secure and make available for distribution, sufficient amounts of food suitable for household consumption.
  - e. Consult with the Florida Department of Children and Families (DCF) concerning issuance of Disaster Supplemental Nutrition Assistance Program benefits (D-SNAP).
2. Decision making authority
  - a. The ESF 11 ECO has the authority to allocate resources, expend funds and direct personnel to meet the responsibilities outlined for ESF 11 in the Plan or to complete missions assigned to ESF 11 by the State Coordinating Officer (SCO) or his/her designated representative in the SEOC.
  - b. The ESF 11 ECO will designate, in writing, a Shift Leader for each ESF 11 shift operating in the SEOC, and a Team Leader for the ESF 11 component of the SLRC, Logistical Staging Area Team or Forward State Emergency Response Team (FSERT), if deployed, operating in the disaster area.
  - c. The designated shift/team leader has the authority, in consultation with the ESF 11 ECO, to take those actions necessary to meet the responsibilities outlined for ESF 11. This would include completing all missions assigned by the SCO or designee.

3. Coordination
  - a. All actions taken by ESF 11 will be guided by and coordinated with the SERT Chief and local disaster officials.
  - b. ESF 11 will coordinate with, and provide support, as appropriate, to ESF 6.
  - d. The ESF 11 ECO or designated representative (Shift/Team Leaders) will coordinate the activities and requirements of the various ESF 11 support agencies.
  - e. In case of federal activation, the ESF 11 ECO or designated representative (Shift/Team Leaders) will coordinate the allocation of appropriate federal ESF 11 resources.
  - f. Support agencies of ESF 11 may serve the SERT in various areas of any forward operations teams.

### III. RESPONSIBILITIES

#### A. PRIMARY AGENCY – DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

1. Determine the availability of USDA foods that are safe for human consumption within the disaster area.
2. Coordinate with DEM, ESF 6 (Mass Care), and local officials to determine food, water, and ice needs for the population in the impact areas.
3. If authorized by the USDA and in the absence of Disaster Supplemental Nutrition Assistance Program benefits (D-SNAP), provide emergency food supplies for distribution to eligible households for home consumption.
4. Provide appropriate information to the designated section(s) of the SEOC on a regular basis.
5. Develop a plan of operation that will ensure timely distribution of food supplies to mass care locations.
6. Maintain records of the cost of supplies, resources, and employee-hours expended in response to the disaster.
7. Monitor the number of mass feeding sites providing food to disaster survivors.

#### B. SUPPORT AGENCIES

1. American Red Cross



- a. Assist in identifying and assessing the requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
  - b. Assist with the distribution of coordinated disaster relief supplies.
  - c. Per established agreements with private vendors, supplement USDA food inventory.
  - d. Provide meal counts, excluding snacks, by county, on a daily basis, through ESF 6.
2. Department of Children and Families
- a. Authorize and coordinate the issuance of Disaster Supplemental Nutrition Assistance Program benefits (D-SNAP).
3. School Districts (School Nutrition Services)
- a. Provide inventories of readily identifiable USDA food supplies available in their warehouses.
  - b. School Nutrition Services Directors in the impacted counties will work with ESF 11 to provide available USDA food to designated disaster feeding organizations.
  - c. Report quantities and types of USDA Foods utilized for disaster feeding to appropriate FDACS staff after the disaster.
4. The Salvation Army
- a. Assist in identifying and assessing the requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
  - b. Assist with the distribution of coordinated disaster relief supplies.
  - c. Per established agreements with private vendors, supplement USDA food inventory.
  - d. Provide meal counts, excluding snacks, by county, on a daily basis, through ESF 6.
5. Department of Business and Professional Regulation
- a. Report the locations, status, and populations of all shelters

in the state.

- b. Coordinate the allocation of state and federal resources necessary to augment the mass care feeding capabilities of the ARC, TSA, and other organizations.
  - c. Report on mass care org feeding activities in a timely manner.
6. Volunteer Florida
- a. Communicate available donated food, water, and ice resources.

#### IV. FINANCIAL MANAGEMENT

##### A. DOCUMENTATION OF EXPENDITURES

1. The ESF 11 ECO or designated representative (Shift/Team Leaders) will be responsible for approving all expenditures incurred by ESF 11 related to the incident.
2. With the activation of the SEOC at Level 1, the ESF 11 ECO will appoint, in writing, an ESF 11 Financial Officer. The ESF 11 Financial Officer will have the following responsibilities:
  - a. Obtain from FDACS the budgetary organization code and necessary budget authority for the particular incident. Document all expenditures by the ESF 11 using this organization code for cost recovery subsequent to the incident period.
  - b. Supervise the maintenance of a personnel log that tracks the hours worked by all ESF 11 personnel during the incident period.
  - c. Every 24 hours during the incident period, prepare a report summarizing the dollar costs and personnel hours expended during the previous 24 hours, and during the incident to date. This report will be delivered on a daily basis to the ESF 11 ECO and appropriate personnel of FDACS including the Director of the Division of FNW or his/her designee, designated personnel in the Bureau of Finance and Accounting, and other appropriate personnel.
  - d. Notify appropriate personnel in the Bureau of Finance and Accounting of the time and telephone number for reporting expenditures to the SEOC Finance Section. Provide copy of purchasing documents( i.e., field purchase order, Purchasing-card documentation, invoices, etc.) to the Bureau of Food Distribution Accountant, Department's Purchasing Director, and the Bureau of Finance and Accounting, as expenditures are made
  - e. Obtain a copy, when issued, of the Governor's Executive

Order/Declaration of Emergency for the incident and transmit to specific departmental personnel, including Commissioner's office, as required.

**B. COMMUNICATING EXPENDITURES TO THE AGENCY**

FDACS, Division of Food, Nutrition, and Wellness, will be responsible for communicating the level of expenditures related to the incident to the Director, Division of Administration, FDACS.

DRAFT

## APPENDIX XII: EMERGENCY SUPPORT FUNCTION 12 - Energy

**PRIMARY AGENCIES:** Public Service Commission and the Florida Division of Emergency Management

### I. GENERAL INTRODUCTION

The purpose of this Emergency Support Function is to promulgate the policies and procedures to be used by the Public Service Commission, the Division of Emergency Management and the other support agencies and organizations listed above in responding to and recovering from shortages and disruptions in the supply and delivery of transportation fuels, electricity, natural gas, and other forms of energy and fuels that, impact or threaten, significant numbers of citizens and visitors. Shortages and disruptions in the supply of electricity may be caused by such events as unusually cold or hot weather, storms, power generation fuel supply disruptions, electric transmission and distribution disruptions. Other energy and fuel shortages affecting the private sector may be caused by such events as severe weather, flooding, and labor strikes.

ESF-12 partitions responsibilities into two branches; ESF-12 Fuels and ESF-12 Energy. The lead agencies of each branch jointly serve as ESF lead.

### SECTION I: EMERGENCY SUPPORT FUNCTION 12 - FUELS

**PRIMARY AGENCIES:** Florida Division of Emergency Management

**SUPPORT AGENCIES:** Florida Department of Agriculture and Consumer Services, Florida Department of Environmental Protection, Florida Department of Health, Florida Department of Management Services, Florida Department of Transportation, Florida National Guard, Florida Petroleum Council, Florida Petroleum Marketers Association, Florida Propane Association, Florida Trucking Association, and Industry Trade Groups and Associations

### I. ESF-12 FUELS INTRODUCTION

Emergency Support Function 12-Fuels coordinates with private sector providers of energy and transportation fuels such as propane, fuel oil, diesel fuel, and gasoline. The Division of Emergency Management will have primary responsibility to monitor and coordinate with the private sector suppliers of such fuels to ensure that adequate supplies of fuels are available and deliverable for normal community functioning.

### II. ESF-12 FUELS CONCEPT OF OPERATIONS

#### A. GENERAL

When transportation fuels are disrupted, an appraisal of the situation is made by the designated authorities and personnel, and action is taken in accordance with this Emergency Support Function-12 Fuels. Emergency organization personnel are notified and mobilized to direct and coordinate relief efforts, to communicate

52 with the public and appropriate governmental agencies, and to restore normal  
53 service when the emergency is over. These response actions are carried out to  
54 maintain energy system integrity and to minimize the impact on Florida citizens  
55 and visitors to the degree possible.

## 56 **B. ORGANIZATION**

57  
58  
59 1. The Division of Emergency Management is the lead agency for  
60 Emergency Support Function (ESF) 12-Fuels. Other agencies and  
61 entities supporting Emergency Support Function 12-Fuels are:

- 62
- 63 • Florida Department of Agriculture and Consumer Services
- 64 • Florida Department of Environmental Protection
- 65 • Florida Department of Health
- 66 • Florida Department of Management Services
- 67 • Florida Department of Transportation
- 68 • Florida National Guard
- 69 • Florida Petroleum Council
- 70 • Florida Petroleum Marketers Association
- 71 • Florida Propane Association
- 72 • Industry Trade Groups and Associations
- 73

74 2. During an emergency or disaster, the primary and support agencies of  
75 Emergency Support Function 12-Fuels will assign personnel to the State  
76 Emergency Operations Center. Emergency Support Function 12-Fuels  
77 will respond directly to the Infrastructure Branch Director, who reports to  
78 the Operations Section Chief.

## 79 **C. OPERATIONAL OBJECTIVES**

80  
81 1. Preparedness

- 82
- 83 a. The Division of Emergency Management and other support  
84 agency personnel designated to serve in Emergency Support  
85 Agency 12-Fuels as emergency operations center representatives  
86 shall be given an initial orientation class of at least 2 hours of  
87 familiarization training, which shall include a review of the  
88 Standard Operating Guide and a physical tour of the State  
89 Emergency Operations Center.
- 90
- 91
- 92 b. Training and exercises should take place after the January update  
93 of the guide, and prior to the end of May before the start of  
94 hurricane season.
- 95
- 96 c. All staff responsible for interacting with the Division of Emergency  
97 Management/State Emergency Operations Center will complete a  
98 review of the Comprehensive Emergency Management Plan each  
99 year to ensure their familiarization with any changes in the  
100 procedures and/or data.
- 101

- 102 d. In preparation for an emergency/disaster situation, Emergency  
103 Support Function 12-Fuels will coordinate support agencies and  
104 organizations in an attempt to:  
105
- 106 1) Maintain overall awareness of the fuel industry to  
107 determine response and recovery needs;
  - 108 2) Maintain communication with major fuel and other energy  
109 providers to determine response and recovery needs; and  
110 3) Assist State Emergency Response Team and local  
111 emergency operations centers to identify emergency fuel  
112 needs.  
113  
114  
115
- 116 2. Response  
117
- 118 a. Emergency Support Function 12-Fuels' Standard Operating Guide  
119 will be implemented when notified by the Division of Emergency  
120 Management. The Division of Emergency Management and other  
121 Emergency Support Functions support agencies and  
122 organizations will cooperate with local, state and federal agencies  
123 and public or private entities in achieving the purposes or activities  
124 of Emergency Support Function 12-Fuels.  
125
  - 126 b. The assets available to Emergency Support Function 12-Fuels will  
127 be used to assist county emergency operations agencies and  
128 other Emergency Support Functions with their life saving  
129 emergency efforts to provide fuel, and other resources as  
130 necessary. In response to an emergency, Emergency Support  
131 Function 12-Fuels will coordinate with support agencies and  
132 organizations in an attempt to:  
133
    - 134 1) Provide sufficient fuel supplies to state agencies, emergency  
135 response organizations, and areas along evacuation routes;
    - 136 2) Provide, to the extent possible, resources for the support of  
137 emergency activities being conducted by local Emergency  
138 Operations Centers or State Emergency Support Functions as  
139 requested through the State Emergency Operations Center;
    - 140 3) Maintain communication with major fuel and other energy  
141 providers to determine response and recovery needs;
    - 142 4) Provide current fuel shortage and supply information to the  
143 State Emergency Operations Center; and  
144 5) Assist local governments and agencies with identifying fuel  
145 providers.  
146  
147  
148  
149  - 150 c. Agencies of Emergency Support Function may serve the State  
151 Emergency Response Team in various areas of Field Operations  
152

- 153 (i.e., the Forward State Emergency Response Team, Impact
- 154 Assessment Teams, Rapid Response Team, Preliminary Damage
- 155 Assessment Team, Joint Field Operations, Disaster Recovery
- 156 Centers operation, intrastate and/or interstate mutual aid
- 157 assistance, etc.);
- 158
- 159 d. Develop strategies for meeting local and state fuel energy needs;
- 160
- 161 e. Receive and assess requests for assistance from local, state and
- 162 federal agencies, energy offices, energy suppliers and distributors;
- 163
- 164 f. Work with the State Coordinating Officer and other state and local
- 165 emergency agencies to assess and coordinate accelerated energy
- 166 restoration for unique situations that may arise during an individual
- 167 emergency; and
- 168
- 169 f. Keep accurate logs and other records of emergency response
- 170 activities and their costs.
- 171
- 172 3. Recovery
- 173
- 174 Continue to keep accurate logs and other records of emergency response
- 175 activities and their costs.
- 176
- 177
- 178 4. Mitigation
- 179
- 180 Emergency Support Function 12-Fuels will work cooperatively with other
- 181 Emergency Support Functions to mitigate the effects of any emergency.
- 182

183 **D. DIRECTION AND CONTROL**

184

185 In the wake of a disaster, many of the local resources will be unavailable due to

186 damage, inaccessibility or insufficient supply. The Division of Emergency

187 Management representatives in Emergency Support Function 12-Fuels will

188 coordinate a response to non-utility sector energy and transportation fuel related

189 requests with assistance from the other Emergency Support Function 12 support

190 agencies and organizations as well as with assistance from other Emergency

191 Support Functions. When the State Emergency Operations Center has been

192 activated, the Florida Division of Emergency Management will staff the

193 Emergency Support Function work stations in the State Emergency Operations

194 Center, identify which support agencies for Emergency Support Function 12-

195 Fuels which are needed, and take necessary steps to assure that these agencies

196 are activated, or at least placed on alert status, as appropriate.

197

198

199 **III. ESF-12 FUELS RESPONSIBILITIES**

200

201 **A. PRIMARY AGENCY - DIVISION OF EMERGENCY MANAGEMENT**

202

203

- 204 1. The Division of Emergency Management  
205  
206 a. Will monitor and/or address situations affecting the supply of non-  
207 utility sector energy resources and transportation of fuels.  
208  
209 b. Will monitor energy concerns upon activation of the State  
210 Emergency Operations Center.  
211  
212 c. Will maintain communications with all stakeholders of ESF 12-  
213 Fuels in responding to and recovering from emergencies regarding  
214 shortages and disruptions in the supply of other private sector  
215 energy and transportation fuels affecting the public.  
216  
217 d. Will communicate and coordinate with local, state and federal  
218 agencies and organizations in responding to energy emergencies  
219 and energy restoration.  
220  
221 e. Will direct efforts to obtain needed fuel supplies in case of a  
222 shortage of automotive transportation fuels or non-utility fuels  
223 needed for lifesaving, life sustain and public safety purposes.  
224  
225 f. Will coordinate with the industry trade groups and associations in  
226 the effort of response and recovery from emergencies regarding  
227 shortages and disruptions in the supply of transportation fuels for  
228 other residential, commercial, or industry.  
229  
230 g. Will coordinate with Emergency Support Function 14 on State and  
231 local news issues to keep them apprised of energy shortfalls.  
232

## 233 **B. SUPPORT AGENCIES**

234  
235 Florida Department of Agriculture and Consumer Services, Florida Department of  
236 Environmental Protection, Florida Department of Health, Florida Department of  
237 Management Services, Florida Department of Transportation, Florida National  
238 Guard, Florida Petroleum Council, Florida Petroleum Marketers Association,  
239 Florida Propane Association, Florida Trucking Association, and Industry Trade  
240 Groups and Associations.  
241  
242  
243

## 244 **SECTION II: EMERGENCY SUPPORT FUNCTION 12 - POWER**

245  
246 **PRIMARY AGENCIES:** Public Service Commission  
247

### 248 **SUPPORT AGENCIES, ORGANIZATIONS AND UTILITIES:**

249 Nuclear Regulatory Commission, Florida Rural Electric  
250 Cooperative Association, Florida Municipal Electric Association,  
251 Florida Reliability Coordinating Council, Investor Owned Electric  
252 Utilities, Natural Gas Operators, Florida Department of  
253 Environmental Protection, and Florida Department of Health  
254



**I. ESF-12 POWER INTRODUCTION**

The purpose of Emergency Support Function 12 - Power is to promulgate the policies and procedures used by the Public Service Commission (PSC/ESF 12-Power), and the other support agencies, and entities listed above in recovering from shortages or disruptions in the supply and delivery of electricity or natural gas.

ESF 12-Power has primary responsibility to monitor and coordinate the availability of electric utility generating capacity and reserves, the availability and supply of natural gas, and the supply of power plant generation fuels.

ESF 12-Power coordinates with the electric and natural gas utilities to ensure the power generation systems and natural gas supplies are restored in an efficient and expedient manner. ESF 12-Power will also monitor and coordinate the restoration of electric and natural gas services to normal community functioning.

**II. ESF-12 POWER CONCEPT OF OPERATIONS****A. GENERAL**

When the Emergency Operations Center is activated, the Public Service Commission will staff ESF 12-Power until notified by the Department of Emergency Management to discontinue operation.

**B. ORGANIZATION**

1. The PSC is the lead agency for Emergency Support Function 12-Power. Other agencies and entities supporting ESF 12-Power:

- Nuclear Regulatory Commission
- The Florida Reliability Coordinating Council
- Florida Rural Electric Cooperative Association
- Florida Municipal Electric Association
- Investor Owned Electric Utilities
- Natural Gas Operators
- Florida Department of Environmental Protection
- Department of Health (Nuclear)

2. During an emergency or disaster, the primary and support agencies of ESF 12-Power will assign personnel to the State Emergency Operations Center. Emergency Support Function 12 will respond directly to the Infrastructure Branch Director, who reports to the Operations Section Chief.

**C. OPERATIONAL OBJECTIVES**

1. Preparedness

- 304 a. All Public Service Commission personnel designated to serve as  
305 emergency operations center representatives shall be trained by  
306 attending ESF 12-Power during exercises or activations with  
307 experienced personnel.  
308
- 309 b. In preparation for an emergency/disaster situation, ESF 12-Power  
310 will maintain contact with the support agencies and entities to  
311 initiate:  
312
- 313 1. Obtain information regarding utilities staging areas, estimated  
314 number of restoration personnel, and determine any unmet  
315 needs.  
316
  - 317 2. When to start reporting outage and restoration information.  
318
  - 319 3. Establish a mission to place a link to the outage and estimated  
320 restoration information.  
321
- 322 2. Response  
323
- 324 a. ESF 12-Power procedures will be implemented when notified by  
325 the Division of Emergency Management. The PSC, Division of  
326 Emergency Management and other Emergency Support Function  
327 utility partners, support agencies and organizations will cooperate  
328 with local, state and federal agencies and public or private entities  
329 in achieving the purposes or activities of Emergency Support  
330 Function 12.  
331
- 332 b. ESF 12-Power will coordinate with support agencies and  
333 organizations to:  
334
- 335 1. Restore power and natural gas to entities that are determined  
336 by the local emergency operations centers in coordination with  
337 the utilities in each county as priority such as hospitals, police,  
338 and possible loss of life situations.  
339
  - 340 2. Maintain communication with utility representatives to  
341 determine response and recovery needs.  
342
  - 343 3. Provide current electrical power outage and restoration  
344 information to State Emergency Operations Center.  
345
  - 346 4. When electric utility operating reserves are nearly exhausted,  
347 the FRCC will send a notification to ESF 12-Power. ESF 12-  
348 Power will notify the DEM staff of the status and estimated  
349 time when the reserves are back to normal. The utilities will  
350 implement load demand shedding and their Emergency Fuels  
351 Plans on file with the PSC.  
352  
353

354 **D. DIRECTION AND CONTROL**

355  
356 In the wake of a disaster, many of the local resources will be unavailable due to  
357 damage, inaccessibility, or insufficient supply. The Public Service Commission  
358 will coordinate a response to electric and natural gas energy related requests  
359 with assistance from the Emergency Support Function 12 support agencies and  
360 organizations as well as with assistance from other Emergency Support  
361 Functions. When the Public Service Commission is notified by the Division of  
362 Emergency Management that the State Emergency Operations Center has been  
363 activated, the Public Service Commission will staff the Emergency Support  
364 Function 12 work station in the State Emergency Operations Center, identify  
365 which support agencies for Emergency Support Function 12 are needed, and  
366 take the necessary steps to assure that these agencies are activated, or at least  
367 placed on alert status, as appropriate.  
368

### 369 370 **III. ESF-12 POWER RESPONSIBILITIES**

#### 371 372 373 **PRIMARY AGENCIES - PUBLIC SERVICE COMMISSION AND DIVISION OF EMERGENCY** 374 **MANAGEMENT**

375  
376 The Public Service Commission:

- 377  
378 1. Will address issues pertaining to emergencies affecting electric and  
379 natural gas utility services to the public.  
380
- 381 2. Upon activation of the State Emergency Operations Center, will  
382 ensure that energy concerns are addressed.  
383
- 384 3. Will maintain communications with electric utilities and other support  
385 agencies and organizations in responding to and recovering from  
386 emergencies regarding electric generating capacity shortages, electric  
387 generating fuel shortages, transmission and distribution line outages,  
388 and electrical service outages affecting the public.  
389
- 390 4. Will make contact with electric, gas, and industry coordinating groups  
391 serving the emergency area to obtain information about damage  
392 and/or assistance needed in their area of operations.  
393
- 394 5. Will monitor the procedures followed by the individual utilities during a  
395 generating capacity shortage on their systems and the procedures  
396 followed by all utilities to ensure coordinated statewide action and  
397 communication.  
398
- 399 6. Coordinate and communicate with the Florida Reliability Coordinating  
400 Council and report to the State Emergency Operations Center  
401 information regarding:
  - 402 • Florida electric generating capacity
  - 403 • Florida expected electric peak load
  - 404 • Geographic areas and number of customers that are  
405 impacted, if available

- 406 • Status of major generating unit outages
- 407 • Expected duration of event
- 408 • Explanation of utilities planned actions; and
- 409 recommendations of agency actions in support of the
- 410 utilities.
- 411
- 412 7. Will administer regulatory authorities for generating capacities and
- 413 shortages of natural gas.
- 414
- 415 8. Will coordinate with Emergency Support Function 14 on state and
- 416 local news issues to keep them apprised of energy shortfalls.
- 417
- 418 9. Will maintain communications with the Nuclear Regulatory
- 419 Commission, the Department of Health, and nuclear facilities in
- 420 responding to and recovering from radiological nuclear power plant
- 421 emergencies.
- 422

423 **V. REFERENCES AND AUTHORITIES**

424  
 425 Emergency Support Function 12, Energy Annex,  
 426 Procedures for Response to an Energy Emergency  
 427 National Response Framework  
 428 Chapter 252, Florida Statutes  
 429 377.703 (2)(a) Florida Statutes  
 430 377.701 Florida Statutes  
 431 377.701(2)(b) Florida Statutes  
 432 377.703 (2)(m) Florida Statutes  
 433 526.143(2) Florida Statutes  
 434 526.143(3) Florida Statutes  
 435 Rule 25-6.0183, Florida Administrative Code  
 436 Rule 25-6.0185, Florida Administrative Code  
 437 366.05, Florida Statutes  
 438 366.04, Florida Statutes  
 439 368, Florida Statutes  
 440  
 441  
 442  
 443  
 444

## APPENDIX XIII: EMERGENCY SUPPORT FUNCTION 13 - MILITARY SUPPORT

**PRIMARY AGENCY:** Department of Military Affairs, Florida National Guard

**SUPPORT AGENCY:** None

### I. INTRODUCTION

The purpose of Emergency Support Function 13 is to provide Military Support (Florida National Guard) to the State of Florida in times of a major or catastrophic disaster and/or civil unrest. See the *Florida National Guard Joint Operations Plan for Defense Support to Civil Authorities/Homeland Defense*.

### II. CONCEPT OF OPERATIONS

#### A. GENERAL

##### 1. **Mission:**

In response to an emergency or disaster, and when directed by lawful authority, the Adjutant General of Florida coordinates, employs and controls National Guard forces and military resources in order to assist civil authorities with the protection of life and property, and to maintain peace, order and public safety.

##### 2. **Execution:**

The Florida National Guard provides Defense Support to Civil Authorities by leveraging military competencies, equipment and training in accordance with the existing Florida National Guard Joint Operations Plan for Defense Support to Civil Authorities/Homeland Defense.

##### 3. **Concept of Operations:**

As a potential disaster develops, or upon the occurrence of a disaster, the Florida National Guard dispatches the Emergency Coordinating Officer for Emergency Support Function 13 and his/her team. The Emergency Coordinating Officer will advise the State Coordinating Officer on Florida National Guard capabilities and resources, ongoing mission status, troop numbers, estimated daily costs, and legal considerations. The State Emergency Operations Center receives official mission requests. When deemed appropriate by the State Emergency Response Team Chief, the mission request will be assigned to Military Support. Military Support will vet the mission to ensure the mission request is appropriate and meets Florida National Guard guidelines. Once approved for support by Emergency Support Function 13 the mission request will be passed to the Florida National Guard Joint Operations Center for assignment to appropriate Florida National Guard forces.

##### 4. **Executive Order:**

Upon the issuance of the Governor's Executive Order and prior to an imminent disaster, the Adjutant General will mobilize and stage personnel and equipment to restore/preserve law and order and provide support to

52 other Emergency Support Functions respectively as directed by the State  
53 Emergency Response Team Chief and within Florida National Guard  
54 capabilities.  
55

56 **5. Mission Assignment:**

57 As the State Coordinating Officer (SCO) and the State Emergency  
58 Response Team determine that all available state resources are  
59 exhausted and/or a mission exceeds the Emergency Support Functions'  
60 capabilities, or that the Florida National Guard is the best resource to  
61 fulfill a request, the State Emergency Response Team Chief will assign  
62 the request to Emergency Support Function 13 in the form of a "Mission."  
63 The request needs to include the scope of the requirement, when it is  
64 needed, where it is needed and the local point of contact information.  
65 The 5 W's (Who, What, Where, When and Why) are preferred. The  
66 mission will then be tasked to the Florida National Guard Joint Operations  
67 Center (JOC) for immediate staffing and determination of the ability to  
68 support the request. If the Florida National Guard can support the  
69 requested mission, the Adjutant General or his designated representative  
70 will determine the number of personnel and type of equipment required.  
71 The mission will then be re-tasked to the appropriate command who will  
72 immediately contact the supported agency's local point of contact for  
73 mission coordination. The tasked Commander/staff will be responsible for  
74 updating the status within the mission tracking system and/or through the  
75 chain of command up to the JOC.  
76

77 **6. United States Department of Defense:**

78 In major or catastrophic disasters requiring a federal Department of  
79 Defense response, the Adjutant General and his staff will serve in a  
80 liaison role between the State of Florida and the Active Component  
81 Commander in charge. The Defense Coordinating Officer (DCO) will  
82 normally be in charge of the federal military response unless the disaster  
83 requires the employment of a federal Joint Task Force. Under certain  
84 circumstances, when approved by the Governor and President, National  
85 Guard and/or Active Component officers may be appointed as dual-status  
86 commander to ensure unity of command. As the state's first line military  
87 response in times of disaster and civil emergency, the National Guard will  
88 closely coordinate with the active federal military and vice versa to ensure  
89 mutual support during federal disaster relief operations.  
90

91 **B. ORGANIZATION**

92  
93 The Florida National Guard is a support agency for the State Emergency  
94 Response Team.  
95

96 **C. NOTIFICATION**

- 97  
98 1. Emergency Support Function 13 will be activated upon notification by the  
99 Florida Division of Emergency Management (FDEM) that an emergency  
100 condition is imminent or exists that requires personnel and resources of  
101 the Florida National Guard. The State Watch Office will make initial  
102 notification to the Emergency Support Function 13 Emergency

- 103 Coordinating Officer or alternate. If the Emergency Coordinating Officer  
104 cannot be reached by the alert system they will be notified by email and  
105 then telephonically.  
106
- 107 2. Upon notification of imminent or existing emergency conditions, the  
108 Emergency Support Function 13 Emergency Coordinating Officer will  
109 notify the Joint Directorate of Military Support and Joint Operations  
110 Center for initial response planning. The Joint Operations Center will  
111 notify key Florida National Guard staff and the Adjutant General. The  
112 Adjutant General will then order the activation of personnel and  
113 equipment as necessary to provide military support.  
114
- 115 3. Based upon the magnitude of the Florida National Guard activation,  
116 directors and staff will be activated and advised to report to the Florida  
117 National Guard Joint Operations Center located at the Robert F. Ensslin  
118 Jr. Armory, SR 207 in St. Augustine, Florida. The staffing of the Florida  
119 National Guard Joint Operations Center will be dictated by mission  
120 requirements.  
121
- 122 4. As Florida National Guard units are activated, the Adjutant General may  
123 appoint a Joint Task Force-Florida Commander and subordinate Joint  
124 Task Force commanders as required. The Joint Task Force – Florida will  
125 normally be commanded by a Brigadier General who will assume  
126 operational command and control of all Florida National Guard assets  
127 operating during the activation. Missions will flow from the State  
128 Emergency Response Team through Emergency Support Function 13 to  
129 the Florida National Guard Joint Operation Center to the Joint Task Force  
130 - Florida Commander. Mission tasks may be given directly from the State  
131 Coordinating Officer, State Emergency Response Team Chief or Multi-  
132 Agency Coordination Group operating in the area of operations.  
133 The Joint Operations Center maintains status of these missions and  
134 provides updates to the Joint Task Force - Florida Commander and  
135 Emergency Support Function 13.  
136
- 137 5. Florida National Guard units will utilize existing unit alert plans to  
138 assemble troops at their home station. Orders for deployment will be  
139 forwarded through military channels to the Commanding Officer of the  
140 unit or units mobilized.  
141

#### 142 **D. OPERATIONAL OBJECTIVES**

##### 143 1. Preparedness

144  
145  
146 The Florida National Guard conducts planning, coordination and training  
147 to be prepared to respond to natural or man-made emergencies. Major  
148 Commands (Army/Air) ensure training is coordinated and performed to  
149 prepare their forces to undertake assigned missions. The Florida National  
150 Guard prepares operational plans in preparation of providing support  
151 during different emergencies. The Florida National Guard is not the lead  
152 agency in any emergency response so the planning process must be a  
153 joint/inter-agency venture. The Florida National Guard publishes specific

154 plans and orders for each operation designating the task organization and  
155 operational areas for the specified mission. Missioned subordinate  
156 commands are tasked to perform further planning, coordination and to  
157 develop plans to support these specified missions. Day to day  
158 coordination with civil authorities is essential. The Florida National Guard  
159 must continually educate civil authorities on our capabilities and  
160 limitations. Florida National Guard Major Commands are also tasked with  
161 conducting State Emergency Response Team unique training, such as  
162 State Emergency Response Team Liaisons, Points of Distribution,  
163 Reconnaissance Teams and Logistical Staging Areas. The Florida  
164 National Guard trains throughout the year on its wartime mission which  
165 also increases the readiness of the Florida National Guard to conduct  
166 Defense Support to Civil Authorities.  
167

## 168 2. Response

169  
170 All Florida National Guard units are potentially available to support civil  
171 authorities during times of emergency. The Florida National Guard is task  
172 organized to support minor, major, or catastrophic emergencies/disasters.  
173 Task force organizational integrity will be retained when operational  
174 requirements permit. However, any Florida National Guard element may  
175 be modified to create special task force organizations and attached to  
176 other units to enhance the capability to provide greater support during  
177 major/catastrophic emergencies. Response operations focus on those life  
178 saving functions required by the population in the disaster area and  
179 generally follow the following steps:  
180

- 181 a. Activate the Joint Operation Center at Ensslin Armory in St.  
182 Augustine.
- 183 b. Activate Emergency Support Function 13 at the State Emergency  
184 Operation Center.
- 185 c. Activate planning cells throughout the State as needed.
- 186 d. The Florida National Guard will task organized forces to  
187 accomplish assigned missions. Example of missions the Florida  
188 National Guard can provide during a state of emergency include:
  - 189 • Evacuation
  - 190 • Impact Assessment
  - 191 • Staffing State Emergency Operations Center
    - 192 a. ESF13
    - 193 b. Plans (ESF5, Recon, Meteorology)
    - 194 c. Air Operations Branch Liaisons
    - 195 d. ESF12 (Fuels) Liaison
    - 196 e. Logistics
  - 197 • Recon
  - 198 • Search and Rescue
  - 199 • Debris removal



- 204 • Transportation of Supplies and Services
- 205 • Points of Distribution
- 206 • Communications
- 207 • Clear Roads and Bridges
- 208 • Aviation Operations
- 209 • Law Enforcement and Security
- 210 • Engineer Support
- 211 • Logistical Staging Areas
- 212 • Staffing Support to the State Logistics Response Center
- 213 • Shelter Staffing Support
- 214 • Civilian acquired skills

215  
216 e. Plan and initiate demobilization of Guard and equipment.

217  
218 3. Recovery

219  
220 Recovery operations begin the process of restoring community  
221 infrastructure and services to pre-disaster status.

222  
223 a. The Florida National Guard will continue to provide military  
224 support to lead agencies during the recovery phase until  
225 local/state agencies can sustain support on their own or services  
226 can be contracted to the civilian sector and the response is  
227 stabilized.

228  
229 b. The Florida National Guard forces will “right-size” as operations  
230 transition from the response to the recovery.

231  
4. Mitigation

Mitigation actions are not applicable to Emergency Support Function 13.

**E. DIRECTION AND CONTROL**

1. **Adjutant General of Florida:**

Command of the National Guard is exercised through the Adjutant General of Florida or his designated military representative at the Joint Force Headquarters located in St. Augustine. Command and Control is normally exercised from the Adjutant General of Florida through the Florida National Guard Joint Operations Center to the Major subordinate commands in accordance with the Florida National Guard Joint Operation Plan for Defense Support to Civil Authorities and Homeland Defense. Task Forces/Joint Task Forces created specifically for response to a disaster maintain the same command relationships as Major Commands.

2. **Emergency Management Assistance Compact:**

Out-of-state National Guard units and organizations brought into the state through Emergency Management Assistance Compact will fall under the Command and Control of the Adjutant General of Florida. Specific guidance for Emergency Management Assistance Compact forces is

found both in Emergency Management Assistance Compact agreements and additional Memorandums of Agreement and/or Memorandums of Understanding mutually agreed to by both states' Adjutants General.

### III. RESPONSIBILITIES

#### A. PRIMARY AGENCY – THE DEPARTMENT OF MILITARY AFFAIRS, FLORIDA NATIONAL GUARD

1. Provide Emergency Coordinating Officer representation on the State Emergency Response Team.
2. Provide Defense Support to Civil Authorities on a mission request basis, within the Florida National Guard's capability, and within the limitations of existing state law, military regulations, and the applicable Governor's Executive Order.

#### B. POLICIES

In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility for disaster relief shall be with local and/or state government, and those federal agencies designated by statute.

1. When the situation is so severe and widespread that effective response support is beyond the capacity of local and state government, and all civil resources have been exhausted, assistance is provided.
2. When required resources are not readily available from commercial sources, National Guard support will be furnished if it is not in competition with private enterprise or the civilian labor force.
3. National Guard resources will normally be committed as a supplement to civil resources that are required to cope with the humanitarian and property protection requirement caused by a civil emergency or mandated by law.
4. Assistance will be limited to the task that, because of experience and the availability of organic resources, the National Guard can accomplish more effectively and/or efficiently than other agencies.
5. When an emergency occurs and waiting for instructions from higher authority would preclude an effective response, a National Guard commander may do what is required and justified to save human life, prevent immediate human suffering, or lessen major property damage or destruction. The commander will report the action taken to higher military authority and to civil authority as soon as possible. Support will not be denied or delayed solely for lack of a commitment for reimbursement or certification of liability from the requester.

6. The National Guard will be employed with adequate resources to accomplish the mission when conducting civil disaster/emergency relief operations. The on-scene commander or the senior officer present will make that determination. Military support to civil authorities will terminate as soon as possible after civil authorities are capable of handling the emergency.
7. When a public service is lost or withdrawn, and an immediate substantial threat to public health, safety, or welfare is evident, the National Guard may be called to restore and/or continue that public service. It is desirable that supervisors, managers, and essential personnel of the public service are available to provide technical assistance to National Guard personnel. In the absence of key public service personnel, the state Adjutant General will make plans and coordinate with appropriate civil authorities to perform the mission within the capabilities and limitations of the National Guard.
8. The capability of the National Guard to assist in the restoration/continuation of public services depends primarily on the degree of military or civilian skills possessed by National Guard personnel.

#### **C. MILITARY CODE**

Chapter 250 of the Florida Statutes designates the Governor, as the Commander in Chief of all militia (Florida National Guard) of the state, to preserve the public peace, execute the laws of the state, and respond to State emergencies. The Governor, at his discretion may order all or part of the militia into active service of the state. Activation of the militia is accomplished through the issuance of a Governor's Executive Order.

### **IV. FINANCIAL MANAGEMENT**

The State Quartermasters Office, located at the St. Francis Barracks, St. Augustine, Florida, will deploy members of its office to the affected areas with the Task Force and the Staff Coordination and Assistance Team. These personnel track all state Active Duty expenses incurred by the Florida National Guard during state Active Duty. An estimated cost projection is kept for each and an accrued balance is reported to the Florida Division of Emergency Management budget agent.

### **V. REFERENCES AND AUTHORITIES**

#### **A. REFERENCES**

1. Department of Defense Directive 3025.12, Use of Military Resources during Peacetime Civil Emergencies within the U.S., Its Territories and Possessions.
2. National Guard Regulation 500-1, Defense Support to Civil Authorities.
3. Headquarters, Florida National Guard, Joint Operations Plan for Defense Support to Civil Authorities/Homeland Defense.

4. Chapter 23, F.S., Florida Department of Law Enforcement, Florida Mutual Aid Plan and the Florida Mutual Aid Act.
5. Memorandum of Agreement Between The State of Florida and The Department of Defense for the Use and Establishment of a Dual-Status Commander Pursuant to Title 32, U.S. Code

**B. AUTHORITIES**

1. Governor's Executive Order.
2. Chapter 250, Florida Statutes, Military Code.
3. Chapter 252, Florida Statutes, Emergency Management.
4. U.S. Code, Title 32

DRAFT

## APPENDIX XIV: EMERGENCY SUPPORT FUNCTION 14 – EXTERNAL AFFAIRS - PUBLIC INFORMATION

**PRIMARY AGENCY:** Executive Office of the Governor, Office of Communications

**SUPPORT AGENCIES:** Florida Division of Emergency Management, Office of External Affairs, Agency for Persons With Disabilities, Department of Business and Professional Regulation, Department of Children and Families, Department of Economic Opportunity, Department of Corrections, Department of Education, Department of Elder Affairs, Enterprise Florida, Department of Environmental Protection, Florida Department of Law Enforcement, Department of Health, Agency for Health Care Administration, Department of Highway Safety and Motor Vehicles, Department of Juvenile Justice, Department of Management Services, Department of Lottery, Department of Revenue, Department of State, Department of Transportation, Department of Veterans Affairs, Agency for Workforce Innovation, Florida National Guard, Florida Fire Chiefs' Association, and WFSU-TV / The Florida Channel.

### I. INTRODUCTION

The purpose of Emergency Support Function 14 (ESF 14) is to coordinate with state, local and federal partners to develop messaging for the Florida State Emergency Response Team (SERT), as well as to amplify local messaging that is critical for Floridians to prepare for, respond to, recover from and mitigate against an emergency or disaster. Providing clear and consistent direction to citizens before, during and following a disaster is key to emergency preparedness and response. ESF 14 disseminates information through a variety of means, including: press conferences, press releases, social media, FloridaDisaster.org information page and the State Assistance Information Line (SAIL).

### II. CONCEPT OF OPERATIONS

#### A. GENERAL

ESF 14 is located in the State Emergency Operations Center (SEOC). The scope of information that must be provided to the media exceeds the resources of a single agency. Support from state agency communicators is critical. Information must be disseminated from a central source. ESF 14 serves as Florida's Joint Information Center (JIC).-This structure is consistent with the National Incident Management System (NIMS).

Should an event occur requiring the deployment of an Area Command or All Hazards Incident Management Team (AHIMT), a Public Information Officer (PIO) may be deployed.

50 ESF 14 disseminates information to the media and general public on all phases  
51 of an emergency or disaster event. Information regarding state actions and  
52 services during an event are collected from all SERT partners; messaging is  
53 coordinated with the Executive Office of the Governor. The SERT will support  
54 local jurisdiction messaging by amplifying via social media.  
55

## 56 **B. ORGANIZATION**

57  
58 The Executive Office of the Governor (EOG), Office of Communications, will  
59 direct all ESF 14 operations, led by the Governor's Communications Director,  
60 through the Division of Emergency Management's (DEM) Communication's  
61 Director, or his or her designee.  
62

63  
64 At the direction of the Governor's Communications Office, or DEMs Office of  
65 External Affairs, state agency communications offices will provide staff and  
66 support to ESF 14 operations. ESF 14 will adhere to the following organization:  
67

- 68 1. Agency communications staff will assist with incoming media requests for  
69 information, preparing for press conferences, drafting press releases and  
70 handling reporter and citizen calls.  
71
- 72 2. ESF 14 will be responsible for activating and deactivating the SAIL. At the  
73 request of the SERT Chief or Governor's Communications Office, DEM  
74 will coordinate oversight of SAIL operations during activation. ESF 14 will  
75 work directly with the Department of Management Services to execute  
76 activation of the SAIL.  
77
- 78 3. The Intergovernmental Relations Team will be led by the Governor's  
79 Legislative Affairs Office and DEM Office of External Affairs.  
80

## 81 **C. OPERATIONAL OBJECTIVES**

### 82 **1. Preparedness Objectives**

- 83 a. Prepared public service announcements in multi-lingual formats  
84 applicable to the impacted population.  
85
- 86 b. Emphasize family preparedness through a coordinated print and  
87 broadcast campaign.  
88
- 89 c. Train state agency public information personnel in ESF 14  
90 operations to ensure an adequate source of capable assistance  
91 during emergencies.  
92

### 93 **2. Response Objectives**

- 94 a. Serve as the primary external voice in communicating state  
95 information operating as the JIC.  
96

97  
98  
99  
100

- 101  
102  
103  
104  
105  
106  
107  
108  
109  
110
- b. Coordinate with local counterparts when disseminating information regarding State activities.
  - c. Coordinate with SAIL staff to ensure they have up-to-date information to share with the public.
  - d. Respond, coordinate and monitor media who accompany the AHIMT or other field operational teams.

111  
112

### 3. Recovery Objectives

- 113  
114  
115  
116  
117  
118  
119
- a. Provide up-to-date information on status of recovery, including damage assessments and status of disaster declarations.-Work with local, state and federal partners to identify and promote all available resources to support the recovery of those impacted.
  - b. Provide staff to support the JIC at the Disaster Field Office (DFO).

120  
121

### 4. Mitigation Objectives

122  
123  
124  
125  
126

At the direction of the Governor's Communications Office, and in coordination with the applicable federal and state agencies, DEM will publicize the status of disaster declarations, mitigation operations, funding opportunities and applicant briefings.

127  
128

### 5. Dissemination of Emergency Information Objectives

129  
130  
131

ESF 14 will disseminate information to the media/public in the following ways:

- 132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151
- a. **Press Conferences:** ESF 14 is solely responsible for coordinating and executing any press conferences involving the SERT.
  - b. **Emergency Updates:** ESF 14 will release periodic emergency updates to the media and public via traditional and social media, as well as statewide alert notification system where appropriate.
  - c. **Press Releases:** ESF 14 will coordinate and distribute all SERT press releases regarding the emergency event.
  - d. **Broadcast Interviews:** To meet the needs of television and radio reporters, ESF 14 will ask applicable State officials to serve as spokespersons for radio and TV interviews. SERT personnel who are contacted directly by the media for a broadcast interview should route that request to ESF 14.
  - e. **State Assistance Information Line (SAIL):** ESF 14 will regularly coordinate with SAIL staff to ensure call representatives have up-to-date information to share with citizens.

- 152 f. **Media in the State Emergency Operations Center (SEOC):**  
153 When a news reporter enters the SEOC or the Sadowski Building  
154 to cover emergency operations, ESF 14 should be notified  
155 immediately.
- 156
- 157 g. **The Florida National Guard's (FLNG) Multi-media assets on**  
158 **the ground** will support media transportation and serve as pool  
159 acquisition resources on behalf of the SERT. Liaison on the  
160 ground with the Guardsmen who are providing transportation will  
161 serve as spokesperson.
- 162

#### 163 D. DIRECTION AND CONTROL

164

- 165 1. **Management of Emergency Support Function 14 (SEF 14):** All ESF  
166 14 staff work is at the direction of the Governor's Communications  
167 Director, through DEMs Communications Director, or designee. The  
168 Communications Director oversees the information flow to the public  
169 through the media. DEM Communications Director falls within DEM Office  
170 of External Affairs. ESF 14 will be staffed by state agency  
171 communications personnel.
- 172
- 173 2. **Working with Radiological Emergency Preparedness (REP):** At the  
174 direction of the Governor's Press Office, ESF 14 staff will play a role in  
175 radiological exercises in power plants across the State. In coordination  
176 with DEM REP plant liaisons, ESF 14 may provide staff to deploy for  
177 exercises and/or staff the SEOC. Staff will help write press releases,  
178 disseminate information to the media, execute press conferences and  
179 work in coordination with the Florida Departments of Health, Agriculture  
180 and Consumer Services and county public information personnel.
- 181
- 182 3. **Joint Field Office (JFO) Operations:** ESF 14 will be responsible for  
183 providing a PIO to support JFO Operations.
- 184

#### 185 III. RESPONSIBILITIES:

186

187 ESF 14 is responsible for all media activity related to an emergency/disaster event and  
188 the way in which the media informs the public. To that end, ESF 14 must be the primary  
189 contact for all media who contact the Division regarding emergency activities. In  
190 addition, ESF 14 is tasked with the coordination and maintenance of Chapter 7 (Public  
191 Information and Education) of *The State of Florida Radiological Emergency*  
192 *Management Annex* (to the State of Florida Comprehensive Emergency Management  
193 Plan).

194

#### 195 A. PRIMARY AGENCY – EXECUTIVE OFFICE OF THE GOVERNOR, OFFICE OF

196 COMMUNICATIONS

197

198 The Governor's Communications Director will liaison with all applicable staff in  
199 regards to all external affairs functions involving SERT activities.

200

201

202



203 **B. SECONDARY AGENCY – FLORIDA DIVISION OF EMERGENCY MANAGEMENT, OFFICE**  
204 **OF EXTERNAL AFFAIRS**  
205

206 The Florida Division of Emergency Management Communication’s Director will  
207 liaison with all applicable staff to work jointly with the Governor’s  
208 Communications Director and team regarding all external affairs functions  
209 involving SERT activities.  
210

211 **C. SUPPORT AGENCIES**  
212

213 The following agencies may be asked to provide an agency PIO to assist with  
214 ESF 14 operations as needed:  
215

216 Florida Division of Emergency Management, Agency for Persons With  
217 Disabilities, Department of Business and Professional Regulation, Department of  
218 Children and Families, Department of Economic Opportunity, Department of  
219 Corrections, Department of Education, Department of Elder Affairs, Enterprise  
220 Florida, Department of Environmental Protection, Florida Department of Law  
221 Enforcement, Department of Health, Agency for Health Care Administration,  
222 Department of Highway Safety and Motor Vehicles, Department of Juvenile  
223 Justice, Department of Management Services, Department of Lottery,  
224 Department of Revenue, Department of State, Department of Transportation,  
225 Department of Veterans Affairs, Agency for Workforce Innovation, Florida  
226 National Guard, Florida Fire Chiefs’ Association, WFSU-TV / The Florida  
227 Channel.  
228  
229  
230  
231

## APPENDIX XV: EMERGENCY SUPPORT FUNCTION 15 - VOLUNTEERS AND DONATIONS

**PRIMARY AGENCY:** Governor's Commission on Volunteerism and Community Service (Volunteer Florida)

**SUPPORT AGENCIES:** ACTS World Relief, Adventist Community Services, American Red Cross, Billy Graham Evangelistic Association, Catholic Charities of Florida, Inc., Christian Contractors Association, Inc., Christian Disaster Response, Church of Jesus Christ of Latter-Day Saints, Church of Scientology Disaster Relief Team, Church World Service, Convoy of Hope, Corporation for National and Community Service, Crossroads Alliance, Episcopal Diocese of Central Gulf Coast, Episcopal Diocese of Florida, Episcopal Diocese of Southeast Florida, Florida Alliance of Information and Referral Services, Florida Association of Food Banks, Florida Association for Volunteer Resource Management, Florida Baptist Convention, Florida Conference United Church of Christ, Florida Conference of the United Methodist Church, Florida Department of Elder Affairs, Florida Goodwill Association, Florida Presbyterian Disaster Assistance Network, Florida Voluntary Organizations Active in Disaster, Knights Hospitallers (OSJ), Lutheran Services Florida, Inc., Mennonite Disaster Services, Operation Blessing International, Samaritan's Purse, The Florida State Conference National Association for the Advancement of Colored People, The Salvation Army, United Way of Florida, World Renew

### I. INTRODUCTION

The purpose of this Emergency Support Function (ESF) is to provide a central point for the coordination of information and activities of voluntary agencies responding in times of disaster and the effective utilization of donated cash, goods, and services. This Annex provides guidance to personnel coordinating the relief efforts of ESF 15 Support Agencies and the management of undesignated cash donations, unsolicited goods, and spontaneous volunteers. It will also provide guidance to nongovernmental organizations working in support of or in coordination with State Emergency Support Function 15.

Included in the Concept of Operations section of this Annex are brief descriptions of the State's plan for the management of spontaneous volunteers, the Florida Volunteers and Donations Portal, and the Multi-agency Donations Warehouse.

### II. ASSUMPTIONS

The following assumptions are applicable to this plan:

- All disasters are local, but may require state assistance.
- A disaster may occur with little or no warning and may escalate more rapidly than the jurisdiction and local response organizations can manage.
- Disasters will result in one or more of the following: loss of life; damage or destruction to public and private property; disruption of utilities (electric, telephone and water) and daily life activities; displacement of individuals and families; disruption of local services (sanitation, EMS, fire and police) shortages of

54 temporary or permanent housing; damage or destruction to public and private  
55 records; impacts on the environment; and social and economic disruption.

- 56 ▪ The most readily available resources in disasters are survivors. They are often first  
57 on the scene and provide instant assistance to other survivors.
- 58 ▪ Achieving and maintaining effective community preparedness reduces the  
59 immediate demands on response organizations. This level of preparedness  
60 requires regular public awareness and education programs to ensure people will  
61 take appropriate advance actions to reduce their vulnerability during the initial 72  
62 hours following a disaster.
- 63 ▪ Local government agencies will initiate actions toward saving lives and protecting  
64 property.
- 65 ▪ Counties may request assistance from other counties through the Statewide  
66 Mutual Aid Agreement and will use available resources and mutual aid before  
67 requesting state assistance.
- 68 ▪ All state resources available through the State Emergency Response Team  
69 (SERT) will be mobilized to mitigate the impact of the emergency or disaster.
- 70 ▪ When state resources and capabilities are exhausted, additional resources will be  
71 requested from FEMA through the Stafford Act and through the Emergency  
72 Management Assistance Compact (EMAC).
- 73 ▪ In a catastrophic event, resource shortfalls at all levels of government may impact  
74 the effectiveness and efficiency of the response. The need for out-of-area  
75 resources will be significant.
- 76 ▪ Eligible private nonprofits and voluntary organizations may document their  
77 disaster-related expenses and seek reimbursement, as available, for expenses  
78 incurred during disaster operations.

### III. 81 CONCEPT OF OPERATIONS

#### 82 83 A. GENERAL

- 84  
85 1. Emergency Support Function 15 (ESF 15) uses the National Incident  
86 Management System and promotes adoption of the National Incident  
87 Management System by ESF 15 Support Agencies. The primary function  
88 of ESF 15 is to coordinate the provision of donated resources to meet the  
89 needs of disaster impacted communities. The Volunteer and Donations  
90 Coordination Team, consisting of Volunteer Florida staff and  
91 representatives of ESF 15 Support Agencies, as needed, is activated by  
92 the State Emergency Response Team (SERT) Chief in disasters to ensure  
93 that coordination of donated resources and support to affected counties is  
94 available if needed. Upon verification that ESF 15 support is no longer  
95 required, staff and resources will be de-mobilized.
- 96  
97 2. **Spontaneous Volunteer Management Strategy** – The State recognizes  
98 the value and challenges of managing spontaneous volunteers. The  
99 State’s strategy for the management of this resource consists of the  
100 following:
  - 101  
102  
103 a. Pre-disaster – Volunteer Florida provides planning assistance to local  
104 jurisdictions and conducts training and functional exercises for local ESF  
105 15 stakeholders who have or should have roles in the management of  
106 spontaneous disaster volunteers. County governments should plan and

107 work to achieve a “whole community” response by engaging and  
108 supporting the large numbers of spontaneous local volunteers who wish to  
109 help after disasters.

110  
111 b. Post-disaster – ESF 15 will inform the public about appropriate ways to  
112 help the relief effort and discourage self-deployment of volunteers via the  
113 Florida Volunteer and Donations Hotline, the Florida Volunteer and  
114 Donations Portal and Volunteer Florida’s Website, and by coordinating with  
115 Emergency Support Function 14 Public Information. Volunteer Florida will  
116 assist county emergency management agencies to assess the need for  
117 spontaneous volunteer management. Local volunteer connector  
118 organizations, several ESF 15 Support Agencies and county government  
119 volunteer programs may participate in the operation of Volunteer Reception  
120 Centers, as needed and with the support of the Florida Association for  
121 Volunteer Resource Management (FAVRM). In the absence of local  
122 capacity to manage spontaneous volunteers, Volunteer Florida will train  
123 and assist a local organization and/or coordinate with FAVRM for staffing  
124 assistance from member organizations outside the impacted areas.

125  
126  
127 c. Catastrophic Event – In a catastrophic event all available resources must  
128 be utilized, including mobilizing local volunteers and disaster survivors to  
129 assist in the response and recovery operations in non-traditional roles. All  
130 available media, via ESF 14 Public Information, and all available voluntary  
131 agency networks will be utilized to let prospective volunteers know  
132 whether/where they are needed and to discourage self-deployment.  
133 Contact information for volunteer organizers in all communities where  
134 volunteers are needed (whether in impact or host communities) will be  
135 provided on an on-going basis via the media, Volunteer Florida’s Website,  
136 the Florida Volunteers and Donations Portal, and other formal and informal  
137 networks. Some ESF 15 Support Agencies may be deployed to host  
138 communities overwhelmed by an influx of evacuees, and could absorb,  
139 train and manage spontaneous host community volunteers to help meet  
140 the needs of these temporary residents.

141  
142  
143 It is anticipated that, to support large numbers of survivors remaining in the  
144 initial impact areas efficiently for more than a few days, it may be necessary  
145 to move some shelter residents into larger, congregate shelters. Volunteer  
146 Reception Centers may be established in the vicinity of large shelters, from  
147 which to recruit and train survivors to assist local authorities and relief  
148 organizations. In a catastrophic event where access to the impact areas is  
149 limited, ESF 15 Support Agencies may be instructed to send only  
150 experienced team leaders, capable of training and directing the activities  
151 of survivor volunteers recruited via volunteer connector organizations or  
152 Volunteer Reception Centers.

153  
154 3. In a major or catastrophic event local authorities and relief organizations in  
155 host communities serving Florida disaster evacuees, within or outside of  
156 Florida, may become eligible to request/receive goods offered to the State  
157 of Florida.

158

159 4. **The Multi-agency Donations Warehouse** serves as a central location for  
160 the management of unsolicited and, in some cases, solicited goods to  
161 address the needs of local relief agencies equitably and effectively. ESF  
162 15 is responsible for the establishment and operational activities of the  
163 Warehouse through a Memorandum of Understanding with Adventist  
164 Community Services and with the Florida Division of Emergency  
165 Management.

166  
167 ESF 15 will provide oversight of the Warehouse operations and will  
168 manage the flow of donated goods into Florida by identifying and informing  
169 the public of the needs via the Florida Volunteer and Donations Hotline,  
170 and the Volunteer Florida Website, as well as by coordinating with ESF 14  
171 Public Information. Any agency approved by the County ESF 15 and Multi-  
172 agency Donations Warehouse Supervisor may request donated goods.

173  
174 Adventist Community Services will provide a Donations Warehouse  
175 Management Team. The Donations Warehouse Management Team will  
176 identify leadership through its internal staff and will work with local  
177 volunteer connector organizations to recruit and train volunteers to support  
178 the donations warehouse operation. Guidance on packaging, labeling and  
179 shipping goods will be provided to donors to help coordinate the flow of  
180 incoming goods. The Donations Warehouse Management Team will  
181 supervise local volunteers in receiving, sorting, inventorying, packing, and  
182 shipping of donated goods; and make all goods available to organizations  
183 through coordination with the State ESF 15. The Donations Warehouse  
184 Management Team will identify, with the assistance of State and local ESF  
185 15, a local agency to which to transfer the operation of the Multi-agency  
186 Donations Warehouse if required.

187  
188 In advance of an anticipated **catastrophic event**, Florida will coordinate  
189 with other State Volunteer and Donations Management Teams to begin  
190 identifying locations for additional Multi-agency Donations Warehouses, to  
191 serve both multiple impact areas and host communities affected by a surge  
192 of evacuees, and may request additional Warehouse management  
193 assistance from Adventist Community Services through National Voluntary  
194 Organizations Active in Disaster (NVOAD).

195  
196 5. **International Donations** – If Florida receives offers of donations directly  
197 from foreign governments, the State may choose to accept the donations  
198 directly. Any donation accepted by the State must be correctly vetted,  
199 including ensuring that donations of food meet USDA Standards. Any  
200 international donation with which it needs assistance or which the State  
201 does not wish to accept, will be directed to the FEMA Regional Volunteer  
202 and Donations Specialist at the Regional Response Coordination Center.

203  
204 6. **Support Agency Disaster Activity Reports** – ESF 15 assists Support  
205 Agencies and County ESF 15 Coordinators to document disaster activities  
206 performed and resources provided during response and recovery by  
207 nongovernment organizations (NGO) (e.g., voluntary agencies, faith based  
208 organizations, businesses, private nonprofits). Documentation of activities  
209 and resources provided by nongovernment organizations will help validate  
210 the value and critical role voluntary organizations play. Support Agency  
211 Disaster Activity Reports are designed to help nongovernment

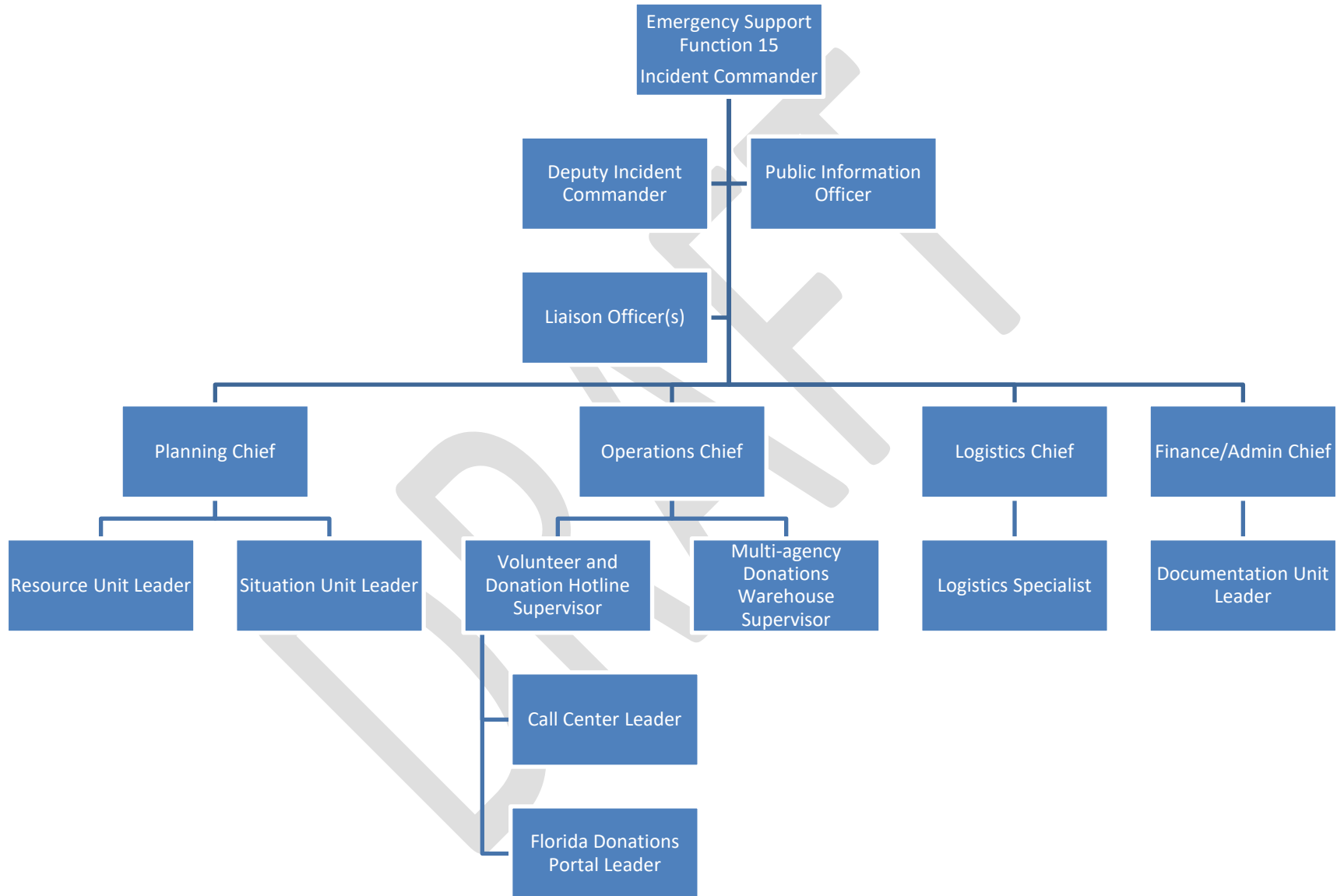
212 organizations provide Public Assistance applicants with accurate  
213 information on eligible emergency work done by volunteers following  
214 declared disasters. Applicants may be credited for volunteer labor,  
215 donated equipment, and donated materials used in the performance of  
216 eligible emergency work (Categories A and B) per Disaster Assistance  
217 Policy 9525.2.  
218  
219  
220

## 221 **B. ORGANIZATION**

- 222
- 223 1. State: Volunteer Florida is the Lead Agency for the coordination of all State  
224 Emergency Support Function 15 activities. State ESF15 supports County  
225 ESF 15 with preparedness activities (e.g., planning, training and  
226 exercises) to ensure the operational readiness of the County ESF 15 and  
227 to maximize coordination between the State and county. Support  
228 Agencies, corporations, volunteer groups, and individuals with local, state,  
229 and national NGO affiliation are the primary avenues for securing and  
230 distributing services, volunteers, and donated goods.  
231

232  
233 The organizational chart below identifies key positions that may be used in  
234 Emergency Support Function 15 operations. While all Incident Command  
235 System positions will be staffed, this structure is scalable to the scope and  
236 magnitude of each event. In some events, one person may manage the  
237 responsibilities of two or more positions, and one or more of the operations  
238 functions may not be needed. Additional positions may also be added as  
239 needed. More detailed information on each position's duties and  
240 responsibilities is located in the Emergency Support Function 15 Standard  
241 Operating Guidelines.  
242

### Emergency Support Function 15 Organization Chart



The Volunteer and Donations Coordination Team, under the direction of the ESF 15 Incident Commander, coordinates all ESF 15 operations. Operations may include a Florida Volunteer and Donations Hotline, the Florida Volunteer and Donations Portal, a coordinated media relations effort, effective liaison with other emergency support functions, and the management of such facilities as Volunteer Reception Center(s) and a Multi-agency Donations Warehouse.

The State ESF 15 will coordinate with the County ESF 15 to support the county's response and recovery activities. State ESF 15 may also deploy a liaison to impacted counties to provide additional assistance with local coordination of volunteers and donations.

The State ESF 15 will maintain liaison with the Corporation for National and Community Service (CNCS) to access Corporation resources, including AmeriCorps State and AmeriCorps National Direct, AmeriCorps Volunteers in Service to America (VISTA), AmeriCorps National Civilian Community Corps (NCCC), Foster Grandparents, Senior Companions, and Retired Senior Volunteer Programs (RSVP). The State ESF 15 will facilitate the engagement of local national service members, as appropriate, in local response; and will coordinate the activities of all national service participants deployed by CNCS from other states.

2. **Federal:** Under the National Response Framework Volunteer and Donations Management Support Annex, the coordinating agency is the Department of Homeland Security/Emergency Preparedness and Response, Federal Emergency Management Agency. The National Response Framework Volunteer and Donations Management Support Annex describes the coordinating process used to ensure the most efficient and effective utilization of spontaneous volunteers and unsolicited donated goods. The Annex provides guidance that applies to all agencies with direct and indirect volunteer and/or donations responsibilities under the National Response Framework. State, local, and tribal governments, in coordination with Voluntary Organizations Active in Disaster, have primary responsibility for the management of spontaneous volunteer services and unsolicited donated goods. The Federal Emergency Management Agency coordinates with other Federal agencies to ensure that spontaneous volunteers and unsolicited donated goods are effectively used. The Department of Homeland Security regional-level responsibilities include setting up a Volunteer and Donations Coordination Center and establishing a volunteer and donations hotline.
3. **Catastrophic Event Planning:** In a catastrophic event, Florida ESF 15 will ensure a continual flow of information on the needs for volunteers and donations to FEMA personnel in the State Emergency Operations Center and to the FEMA Regional Volunteer and Donations Specialist at the Regional Response Coordination Center. Regular updates on the status of Multi-agency Donations Warehouses, Volunteer Reception Centers and other volunteer and donations management entities will be provided to all local, State and federal partners to ensure consistent, accurate and timely public information.



### C. NOTIFICATION

1. Upon notification by the State Watch Office of a potential or actual event requiring response, ESF 15 will notify all Support Agency Emergency Coordinating Officers (ECO) by email or telephone.
2. All Support Agency ECOs will be instructed to notify their networks throughout the State to ensure all available resources are on standby.
3. Other potential sources of donated goods and services will be notified and asked to remain on standby.
4. **Catastrophic Event Planning:** Upon notice of a potential or actual catastrophic event, ESF 15 will immediately notify the FEMA Volunteer and Donations Management Specialist at the Regional Response Coordination Center to begin informally identifying potential state volunteer and donations management specialists for Emergency Management Assistance Compact (EMAC) deployment to Florida.
5. Emergency Support Function 15 will notify the Points of Light Institute/ HandsOn Network to:
  - a. Request identification of available trained Volunteer Reception Center strike teams from other states.
  - b. Notify local volunteer centers and HandsOn affiliates of the potential for an influx of evacuees and to begin making plans to provide volunteer management support to the host community relief efforts on behalf of Florida evacuees.
  - c. Coordinate with other states, including formal communication with contiguous states.
6. ESF 15 will immediately notify National Voluntary Organizations Active in Disaster (NVOAD) and the Corporation for National and Community Service of the potential need for NVOAD and national service support for the recovery effort.

### D. OPERATIONAL OBJECTIVES

1. Prevention Function Objectives
  - a. Provide public information on appropriate ways to volunteer and donate for disaster relief efforts, to prevent a secondary disaster of unneeded donated goods and an influx of unneeded volunteers or volunteers for whom the impacted community is unable to provide basic support and management.
2. Preparedness Function Objectives
  - a. The Lead Agency will maintain and distribute as necessary, a roster of agency contacts and support personnel.
  - b. Maintain a list of ESF 15 Support Agencies' capabilities and resources available for use in Florida for response and recovery operations.
  - c. Volunteer Florida will coordinate training for Florida national service programs that could be called on to assist.
  - d. Lead and Support Agencies will participate in disaster operations training and exercises appropriate to their response/recovery roles. **Catastrophic Event** training will include orientation to the Florida Catastrophic Plan.

- e. Promote formal adoption of the National Incident Management System by ESF 15 Support Agencies and provide guidance on Incident Command System training recommended/required for Support Agency personnel.
  - f. Update ESF 15 Standard Operating Guidelines as needed.
  - g. Conduct annual meetings of ESF 15 Support Agencies.
  - h. Regularly participate in meetings of Florida Voluntary Organizations Active in Disaster (FLVOAD).
  - i. Assist in the promotion of individual and family disaster planning and preparedness.
  - j. Provide technical assistance to counties on ESF 15 program improvement planning and implementation.
  - k. Assist county emergency management agencies in engaging and integrating nongovernmental organizations into their emergency management programs.
  - l. **Catastrophic Event Planning** – Work with other emergency management disciplines to help them identify roles for spontaneous, survivor volunteers in their relief operations; promote the preparation of detailed job descriptions and development of just-in-time training to prepare volunteers for disaster service.
  - m. Promote to Florida Volunteer Centers, HandsOn affiliates and other volunteer connector organizations the assembly of Go-kits to contain all office supplies, forms and instructions needed to set up and operate a self-sustaining Volunteer Reception Center for three days. As volunteer position descriptions and just-in-time training are completed, they will be stored electronically in the Go-kits to expedite the provision of volunteers to the relief effort.
  - n. Seek opportunities to provide orientation to other state Volunteer and Donations Coordination Teams on Florida's Catastrophic Plan, to help ensure that qualified mutual assistance will be available to Florida through EMAC.
3. Mitigation Function Objectives
- a. Assist in increasing public awareness of the importance of mitigation, the various types of mitigation, and opportunities to participate in mitigation projects.
  - b. Promote citizen involvement in Local Mitigation Strategy Committees.
  - c. Disseminate information on mitigation programs to ESF 15 Support Agencies and County ESF 15 Coordinators.
  - d. Emergency Support Function 15 may be represented on the State Hazard Mitigation Team. The Hazard Mitigation Team considers possible rule and

ordinance changes and activities that would reduce disaster-related costs through proper mitigation activities. ESF 15 will coordinate information and related activities with its Support Agencies and County ESF 15 Coordinators.

#### 4. Response Function Objectives

- a. Distribute situation updates to ESF 15 Support Agencies and county ESF 15 points of contact.
- b. Monitor ESF 15 staffing levels and request resources through in-state mutual aid and EMAC, in anticipation of needs. Deploy State Voluntary Agency Liaisons (VAL) to impacted counties as needed to support county emergency management and ESF 15. VALs also may be required in host communities.
- c. Scale the Volunteer and Donations Hotline operations to accommodate callers quickly and efficiently. **Catastrophic Event Planning** – If the Hotline call volume exceeds the capacity of the Lead Agency to maintain it, operation of the Volunteer and Donations Hotline may be contracted to a commercial provider.
- d. Administer the Florida Volunteer and Donations Portal and the Volunteer and Donations Hotline to ensure prompt allocation of donated goods, timely referral of prospective volunteers to local volunteer organizers, and direct connection of cash donors to Florida relief organizations.
- e. Communicate with other emergency support functions regarding available donated resources and volunteers.
- f. Monitor all missions in Web EOC assigned to the Human Services Branch, coordinate ESF 15 Support Agencies' response to missions tasked to ESF 15, and monitor and regularly update the status of each mission through completion.
- g. Maintain a daily log of activities and action plans, including the scheduling of staff and submission of information for the Situation Report and State Emergency Operations Center briefings to the Human Services Branch and Emergency Support Function 5 as requested.
- h. Post for download the Support Agency Disaster Activity Report form and submission schedule for Support Agencies and compile the data for briefings, reports and incident action plans.
- i. Assess the need for a Multi-agency Donations Warehouse. If warranted, secure a venue and mobilize Florida Adventist Disaster Response. **Catastrophic Event Planning** – In a catastrophic event, more than one Multi-agency Donations Warehouse may be needed to support impacted and host communities.
- j. Help counties assess the need for Volunteer Reception Centers (VRC) and coordinate in-state mutual aid as needed for VRC operations and training. In a **Catastrophic Event** VRCs may be located in proximity to large

shelters in order to engage available survivors to meet the need for volunteers.

- k. Provide appropriate information and press releases intended for public distribution to Emergency Support Function 14.
- l. Maintain the Volunteer Florida Disaster Website to provide current disaster information and guidance for individuals wishing to volunteer or make financial or in-kind contributions.
- m. **Catastrophic Event Planning** – In the event of an actual or impending catastrophic event, ESF 15 will request that the FEMA Volunteer and Donations Management Specialist at the Regional Response Coordination Center place on standby all qualified out-of-state volunteer and donations management resources available for possible deployment.

#### 5. Recovery Function Objectives

- a. State ESF 15 will assist in procuring volunteers for disaster recovery operations. **Catastrophic Event Planning** – In the short-term recovery phase of a catastrophic event, this may be accomplished by recruiting survivors as volunteers through Volunteer Reception Centers. As Volunteer Reception Centers demobilize, Volunteer Florida will continue to post on the agency's website needs for volunteer teams to assist with recovery and contact information for local volunteer project organizers. ESF 15 will coordinate with Florida Department of Economic Opportunity (DEO) to assist survivor volunteers with the transition from volunteer to paid employment. Volunteer Reception Centers and DEO facilities may both locate near large shelters to facilitate this transition.
- b. The Multi-agency Donations Warehouse(s) will continue to distribute donated goods to relief agencies to meet emergency needs of disaster survivors until such time as the quantities of unsolicited goods being received no longer warrant continued operation. Criteria for mobilizing and demobilizing Multi-agency Donations Warehouses are contained in the Multi-agency Donations Warehouse Standard Operating Guidelines.
- c. Volunteer Florida staff and/or EMAC Voluntary Agency Liaisons will represent ESF 15 at initial/formative long-term recovery organization meetings.
- d. Volunteer Florida is designated the State agency responsible for submission of the application and fiscal management of the Disaster Case Management Program in a federally declared disaster. Volunteer Florida will coordinate with FEMA, impacted counties and Florida VOAD members to conduct an assessment of need for federal case management assistance, and administer the grant according to Florida's Disaster Case Management Plan.
- e. Volunteer Florida will assist in the coordination and utilization of the National Dislocated Worker Grant funding to hire staff to support ESF 15 and recovery operations.

- f. ESF 15 may be represented on the Long-Term Recovery Task Force. This Task Force typically monitors long-term rebuilding activities and assists in the coordination of local rebuilding, relocation, and voluntary agency assistance activities.
- g. Volunteer Florida staff and/or other Support Agency representatives will represent ESF 15 as the State Voluntary Agency Liaison at the Joint Field Office.
- h. ESF 15 will coordinate representation of active long-term recovery organizations in Essential Services Centers/Disaster Recovery Centers to connect survivors with additional recovery resources.

#### E. DIRECTION AND CONTROL

During an emergency or disaster, the ESF 15 Lead Agency will respond directly to the Human Services Branch Chief who reports to the Operations Section Chief. ESF 15 Support Agencies are coordinated by the Lead Agency and are subject to the guidance and direction of the Human Services Branch Director and Operations Section through the ESF 15 Lead Agency.

ESF 15 activities will be coordinated from the State Emergency Operations Center during activation. ESF 15 will respond to missions as tasked by the Human Services Branch Director. Any requests that cannot be filled by resources already available or through solicitations made to or by participating support agencies will be returned to the Human Services Branch Director for reassignment. Volunteer Florida is authorized by Florida Statutes Chapter 14.29 to initiate or conduct direct solicitations for donated goods. Discussion between ESF 15 and the originating ESF regarding mission tasking / re-routing will occur prior to message rerouting. Updates will be made to missions tasked to ESF 15 in Web EOC to document the progress made in acquiring/deploying donated items or services.

**Catastrophic Event Planning** - A coordinated mobilization of ESF 15 Support Agencies will ensure that resources are available where the greatest needs exist, which, in extreme cases, might not include areas actually impacted by the event, but host communities or a multi-agency coordination unit instead.

ESF 15 and participating voluntary agencies continue to be operational when the State Emergency Operations Center is no longer activated. Activities may be coordinated from the Joint Field Office and may involve continued operation of the Multi-agency Donation Warehouse(s) and limited coordination of nongovernmental representation in Disaster Recovery Centers.

ESF 15 Support Agencies, coordinated by the ESF 15 Lead, will perform the work described in Section IV.B. of this annex. **Catastrophic Event Planning** - In some cases Support Agencies will be asked to deploy only team leaders, rather than whole teams, who will train and direct the activities of survivor volunteers.

## IV. RESPONSIBILITIES

### A. PRIMARY AGENCY – GOVERNOR’S COMMISSION ON VOLUNTEERISM AND COMMUNITY SERVICE (VOLUNTEER FLORIDA)

1. Provide year round technical assistance regarding the use of volunteers and donations through all emergency management functions to county emergency management agencies.
2. Work with the Recovery section, the Joint Field Office and Long-Term Recovery Committees to address the unmet needs of impacted communities.
3. Coordinate with all other Emergency Support Functions to maintain a list of disaster-related needs, which will be provided to Emergency Support Function 14 for public release. This information may include drop-off points and any specific field information useful to the public. Information for situation reports will be provided to Emergency Support Functions 5 and 14.
4. Ensure that appropriate recognition of individual and agency efforts is accomplished and coordinated through Emergency Support Function 14.
5. Field Activity
  - a. Coordinate response efforts with the Multi-agency Donations Warehouse.
  - b. Coordinate with County ESF 15 points of contact to facilitate the delivery of donated goods and services to areas of need.
  - c. Operate and scale the Florida Volunteer and Donations Hotline, as needed, at a designated site. Offers of volunteer service will be referred to local volunteer organizers in impact areas via the Hotline, the Florida Volunteers and Donations Portal, and the Volunteer Florida Web site.
  - d. Provide planning/training assistance to counties on the management of spontaneous disaster volunteers. Participate in assessment of the need for Volunteer Reception Centers, and mobilization and support the operation of Volunteer Reception Centers.

**B. SUPPORT AGENCIES**

<b>AGENCY</b>	<b>RESPONSIBILITIES</b>
<p><b>1. ACTS World Relief</b></p>	<ul style="list-style-type: none"> <li>a. Provide emergency mass feeding preparation and distribution of meals.</li> <li>b. Maintain emergency food banks for distribution of food and other supplies to supplement mass feeding.</li> <li>c. Support pet-friendly family shelters.</li> <li>d. Support emergency points of distribution, where food, bottled water, ice are distributed to the public.</li> <li>e. Conduct emergency roof repairs with the installation of tarps and other materials</li> <li>f. Provide building/rebuilding construction management and safety training.</li> <li>g. Conduct emergency yard cleanup, tree removal, and gutting of homes.</li> <li>h. Register and coordinate non-affiliated volunteers using mobile volunteer registration facilities.</li> <li>i. Establish central public address and presentation venues using mobile sound stages and public address systems.</li> <li>j. Support community relief centers providing hot meals, emergency supplies, counseling, public address venues (with portable sound stages), and support facilities for other agencies to reach into the impacted community.</li> </ul>
<p><b>2. Adventist Community Services</b></p>	<ul style="list-style-type: none"> <li>a. Provide management of a Multi-agency Donations Warehouse if requested by the State.</li> <li>b. Provide distribution of food, clothing, water, and other needed items.</li> <li>c. Maintain close coordination with ESF 15 on utilization of above resources.</li> </ul>
<p><b>3. American Red Cross</b></p>	<ul style="list-style-type: none"> <li>a. Provide an American Red Cross representative to work with ESF 15 through the American Red Cross State Liaison. ESF 15 personnel will interact with the American Red Cross liaison assigned to Emergency Support Function 6.</li> <li>b. Provide the American Red Cross toll-free telephone numbers to the Public Information Officer.</li> <li>c. Coordinate with chapter offices and the disaster relief operation to identify unmet needs.</li> <li>d. Produce a resource directory of services available specifically to the current disaster that will be distributed to agencies through the disaster relief operation.</li> </ul>
<p><b>4. Billy Graham Evangelistic Association</b></p>	<ul style="list-style-type: none"> <li>a. Provide emotional and spiritual care.</li> </ul>
<p><b>5. Catholic Charities of Florida, Inc.</b></p>	<ul style="list-style-type: none"> <li>a. Provide a State Emergency Operations Center liaison to coordinate statewide diocesan and Catholic Charities participation in disaster response and recovery.</li> <li>b. Promote diocesan-level and parish-level training and education in disaster preparedness, response, and mitigation.</li> <li>c. Establish points of distribution and other operations as needed and as assigned.</li> </ul>

	<ul style="list-style-type: none"> <li>d. Assist with the identification of unmet needs in local communities with a particular emphasis on diverse populations.</li> <li>e. Provide coordinated assistance to needy communities and populations. Participate in long-term recovery activities.</li> </ul>
<b>6. Christian Contractors Association, Inc.</b>	<ul style="list-style-type: none"> <li>a. Provide staff resources to assist with cleanup, temporary roof repairs, consultations, assessments, and reconstruction.</li> <li>b. Participate in training events, other meetings, and exercises.</li> <li>c. Provide warehouse storage for donated materials/supplies and, in some cases, provide transportation of goods.</li> </ul>
<b>7. Christian Disaster Response</b>	<ul style="list-style-type: none"> <li>a. Provide on-site Disaster Needs Assessment by trained Christian Disaster Response volunteers for interfaith groups and make this information available as requested to other qualified agencies.</li> <li>b. Use Christian Disaster Response Regional Centers nationally to stockpile food, clothing, building materials, medical supplies, etc.</li> <li>c. Provide transportation of relief supplies to assist other agencies.</li> </ul>
<b>8. Church of Jesus Christ of Latter-Day Saints</b>	<ul style="list-style-type: none"> <li>a. Provide staff resources to assist with evaluation and cleanup.</li> </ul>
<b>9. Church of Scientology Disaster Relief Team</b>	<ul style="list-style-type: none"> <li>a. Support points of distribution operations.</li> <li>b. Provide assistance and volunteers to support response and recovery operations</li> <li>c. Coordinate assistance and services with other volunteer organizations as deemed most efficient</li> </ul>
<b>10. Church World Service</b>	<ul style="list-style-type: none"> <li>a. Provide a point of contact for liaison between responders from the religious community, among themselves and government and other voluntary agencies.</li> <li>b. Facilitate cooperative, coordinated response in relief and recovery by the religious community in affected areas through counsel and assistance to representatives of national denominations and local jurisdictions.</li> </ul>
<b>11. Convoy of Hope</b>	<ul style="list-style-type: none"> <li>a. Support and/or manage local communities' points of distribution.</li> <li>b. Assist with warehousing and distribution of donated goods.</li> <li>c. Support the multi-agency donation warehouse operations.</li> <li>d. Assist with procurement and transportation of supplies and donations.</li> <li>e. Assist with assessments, consultations, and supplies for long-term recovery operations.</li> </ul>
<b>12. Corporation for National and Community Service</b>	<ul style="list-style-type: none"> <li>a. Provide coordination on the Federal Emergency Management Agency's mission tasking of National Service programs.</li> </ul>
<b>13. Crossroads Alliance</b>	<ul style="list-style-type: none"> <li>a. Provide ice, water, supplemental groceries, personal care items, and other necessities as they come available to the affected areas.</li> <li>b. Assist ESF 15 by the management of a distribution site or sites and/or coordinating logistical functions relief supplies and outside donations into the impacted county.</li> <li>c. Solicit and manage volunteers to assist in the distribution of goods.</li> </ul>



	<ul style="list-style-type: none"> <li>d. Manage, when needed, volunteers and donations, solicited and unsolicited, from organizations and agencies, with emphasis on those that are faith-based.</li> <li>e. Assist as many organizations and agencies as possible involved in disaster response to improve the quality of the response and to ease the burden of the local Emergency Operations Center.</li> </ul>
<b>14. Episcopal Diocese of Central Gulf Coast</b>	<ul style="list-style-type: none"> <li>a. Collect and provide monetary assistance to Volunteer Florida, local support agencies, and Long-Term Recovery Committees to assist in disaster response and recovery efforts.</li> </ul>
<b>15. Episcopal Diocese of Florida</b>	<ul style="list-style-type: none"> <li>a. Work through the Episcopal State Emergency Support Coordinator to provide monetary assistance to Volunteer Florida, local support agencies and Long-Term Recovery Committees to assist in disaster response and recovery efforts.</li> </ul>
<b>16. Episcopal Diocese of Southeast Florida</b>	<ul style="list-style-type: none"> <li>a. Collect and provide monetary assistance to Volunteer Florida, local support agencies, and Long-Term Recovery Committees to assist in disaster response and recovery efforts.</li> </ul>
<b>17. Florida Alliance of Information and Referral Services</b>	<ul style="list-style-type: none"> <li>a. Facilitate the collection, aggregation, and dissemination of information about the disaster-related needs of callers to the County and State Emergency Operations Centers.</li> <li>b. Serve as a conduit from the State Emergency Operations Center to individual Information and Referral Services for the dissemination of information about the disaster, services available to survivors, and opportunities to provide assistance.</li> </ul>
<b>18. Florida Association of Food Banks</b>	<ul style="list-style-type: none"> <li>a. Provide supplemental groceries, if available, in support of ESF 15. (Transportation may be needed.)</li> <li>b. If the disaster is a Class 4 or 5 disaster, as defined in the Second Harvest Disaster Relief Response Plan, request the assistance of the Second Harvest National Food Bank Network. They will assist in soliciting donated groceries and in the coordination of available transportation of donated groceries into the disaster area.</li> <li>c. Assist with warehousing and distribution of donated groceries to eligible agencies.</li> </ul> <p>NOTE: A Class 4 condition exists when tens of thousands of households are affected, multiple food banks are affected, more than 250,000 pounds of food is needed, and there is a temporary impact on the food bank (temporarily incapacitated). Class 5 is when hundreds of thousands of households are affected; international food banks affected; entire communities are affected; multiple food banks are closed; millions of pounds of food are needed; and there is major disruption of all non-food services.</p>
<b>19. Florida Association for Volunteer Resource Management</b>	<ul style="list-style-type: none"> <li>a. Provide a liaison to the State Emergency Operations Center.</li> <li>b. Provide volunteers as available for the Florida Volunteer &amp; Donations Hotline.</li> <li>c. Coordinate the operation of Volunteer Reception Centers as needed.</li> </ul>
<b>20. Florida Baptist Convention</b>	<ul style="list-style-type: none"> <li>a. Provide feeding services.</li> <li>b. Provide clean-up and debris removal services and may provide these services collaboratively with other voluntary agencies on an event by event basis as determined by Florida Baptist Disaster Relief to be the most efficient method of delivery.</li> </ul>

	<ul style="list-style-type: none"> <li>c. Around the clock care for children of emergency personnel, up to 48 hours pre-disaster and 48 hours post-disaster</li> </ul>
<p><b>21. Florida Conference United Church of Christ</b></p>	<ul style="list-style-type: none"> <li>a. Raise funds to purchase construction materials for long-term rebuilds following a major disaster.</li> <li>b. Recruit groups of volunteer workers (from within Florida and other states) to assist with rebuilds.</li> <li>c. Provide lodging facilities for volunteer workgroups at several locations throughout Florida. (Holly Hill, Sarasota, Ft. Myers, Pensacola Beach, Hollywood).</li> <li>d. Assemble emergency flood clean-up buckets and hygiene kits and store them at 3 locations in Florida.</li> <li>e. Work with congregations to do preparedness planning and mitigation to church buildings &amp; members' homes.</li> <li>f. Encourage partnerships between congregations that enable them to provide evacuation housing for each other.</li> </ul>
<p><b>22. Florida Conference of the United Methodist Church</b></p>	<ul style="list-style-type: none"> <li>g. Provide a liaison to the State Emergency Operations Center.</li> <li>h. Provide volunteers to sort, assemble, and warehouse donated goods.</li> <li>i. Assist with procurement and transportation of supplies and donated goods.</li> <li>j. Provide assistance with mobile feeding.</li> </ul>
<p><b>23. Florida Department of Elder Affairs</b></p>	<ul style="list-style-type: none"> <li>a. Provide a liaison to the State Emergency Operations Center.</li> <li>b. Assist with coordination of volunteer agencies to identify unmet needs at the local level.</li> <li>c. Provide assistance with locating volunteers to conduct outreach and case management.</li> <li>d. Provide information on needs of elders.</li> </ul>
<p><b>24. Florida Goodwill Association</b></p>	<ul style="list-style-type: none"> <li>a. Communicate with participating Goodwill stores about the donations being collected and deployed to disaster survivors.</li> <li>b. Provide public information following a disaster on the types of material donations accepted to help disaster survivors.</li> <li>c. Have Goodwill caseworkers provide vouchers to disaster survivors that will be honored at all participating Goodwill stores.</li> <li>d. Coordinate with other organizations to provide transportation, volunteers, communications, and facilities used to support Goodwill's disaster response operations.</li> <li>e. Coordinate with county emergency management officials to identify materials and the appropriate level of disaster operations/activities needed for disaster survivors.</li> </ul>
<p><b>25. Florida Presbyterian Disaster Assistance Network</b></p>	<ul style="list-style-type: none"> <li>a. Provide volunteers to assist with response and long-term recovery activities in impacted counties.</li> <li>b. Communicate needs for technical assistance from Presbyterian Disaster Assistance at the national level in the event of a disaster (e.g., volunteer support).</li> </ul>
<p><b>26. Florida Voluntary Organizations Active in Disasters</b></p>	<ul style="list-style-type: none"> <li>a. Provide a liaison to the State Emergency Operations Center.</li> <li>b. Coordinate with member agencies throughout Florida to determine disaster related needs and resources.</li> <li>c. Coordinate post-disaster committee meetings to assess ongoing and unmet needs.</li> </ul>
<p><b>27. Florida Knights Hospitallers of the</b></p>	<ul style="list-style-type: none"> <li>a. Provide a liaison to the State Emergency Operations Center.</li> <li>b. Assist with warehouse and donated goods management</li> <li>c. Assist with cleanup, chainsaw teams and debris removal</li> </ul>

<p><b>Sovereign Order of Saint John (OSJ)</b></p>	<p>d. Provide and assist with emergency communications  e. Distribute disaster relief kits.  f. Assist with volunteer management.</p>
<p><b>28. Lutheran Services Florida, Inc.</b></p>	<p>a. Provide financial assistance to disaster survivors to assist with immediate needs and support an expeditious recovery.</p>
<p><b>29. Mennonite Disaster Services</b></p>	<p>a. Repair and rebuild.  b. Debris removal</p>
<p><b>30. Operation Blessing International</b></p>	<p>a. Provide “Strike Teams” of skilled personnel who will deliver a single resource (e.g., crane operators and food management teams).  b. Provide mobile kitchens and a fulltime cook that can also certify others as food managers to ensure quality and food safety.  c. Provide tractors and trailers for delivering food and product.  d. Provide one 18 ton and one 20 ton crane as available.  e. Provide warehouse space and services.  f. Provide a mobile command center.  g. Provide volunteer housing, national volunteer recruitment, and volunteer coordination.</p>
<p><b>31. Samaritan’s Purse</b></p>	<p>a. Provide a liaison to the State Emergency Operations Center.  b. Coordinate with local congregations to help identify unmet community needs  c. Assist with cleanup and debris removal  d. Provide volunteers for rebuild efforts  e. Assist with financial assistance for building materials</p>
<p><b>32. The Florida State Conference National Association for the Advancement of Colored People</b></p>	<p>a. Provide a liaison to the State Emergency Operations Center during activation (as needed).  b. Coordinate the utilization and distribution of donated goods and services utilizing its statewide branches, college chapters, and youth councils.  c. Provide volunteers to assist with response and recovery activities during a disaster.</p>
<p><b>33. The Salvation Army</b></p>	<p>a. Provide a liaison to the State Emergency Operations Center.  b. Assist with warehousing and distribution of donated goods.  c. Provide a Salvation Army designated Volunteer as needed for current disaster services information.  d. Coordinate with local offices to identify unmet needs.</p>
<p><b>34. United Way of Florida</b></p>	<p>a. Coordinate with Florida’s United Ways, the Florida Association for Volunteer Resource Management and 2-1-1 providers throughout Florida to assure proper utilization of volunteers.  b. Provide a liaison for area offices throughout Florida.</p>
<p><b>35. World Renew</b></p>	<p>a. Unmet needs assessments.  b. Minor repairs.  c. Board administrative support.</p>

The Emergency Support Function 15 Capabilities Matrix provides a quick reference to the services and capabilities each ESF 15 Support Agency may provide during a disaster.

**Emergency Support Function 15 Capabilities Matrix**

Capabilities Matrix ESF 15 Support Agencies	Chain Saw Team	Child Care	Disaster Stress Management	Dry Wall	Debris Removal	Donations Management	Food Distribution	Food Preparation	Incident Management Team	Information & Referral	Long Term Recovery	Mass Feeding	Pantry Operations	Pet/Animal Operations	Point of Distribution (POD) Team	Roof Repairs (Tarps)	Safety Training	Shelter Management	Strike Teams	Unsolicited Donations Management	Spontaneous Volunteer Management	Case Management	Web-based Site for Disaster Information	Disaster Financial Assistance
	ACTS World Relief	X				X	X	X	X	X			X	X	X	X	X	X			X	X		
Adventist Community Services						X	X	X																X
American Red Cross			X				X	X		X	X	X					X	X			X		X	X
Catholic Charities of Florida, Inc.		X	X		X	X	X	X			X	X	X		X				X	X				
Billy Graham Evangelistic Association			X								X													
Christian Contractors Association, Inc.	X				X	X			X							X	X		X	X				
Christian Disaster Response																			X					
Church of Jesus Christ of Latter-Day Saints	X		X		X	X	X	X	X			X			X	X								
Church of Scientology Disaster Relief Team			X			X	X								X									
Church World Service																			X					
Convoy of Hope						X	X								X					X				
Corporation for National Service					X	X										X			X	X	X			
Crossroads Alliance															X					X				
Episcopal Diocese of Central Gulf Coast					X		X																	X
Episcopal Diocese of Florida					X	X	X																	X

Capabilities Matrix ESF 15 Support Agencies	Chain Saw Team	Child Care	Disaster Stress Management	Dry Wall	Debris Removal	Donations Management	Food Distribution	Food Preparation	Incident Management Team	Information & Referral	Long Term Recovery	Mass Feeding	Pantry Operations	Pet/Animal Operations	Point of Distribution (POD) Team	Roof Repairs (Tarps)	Safety Training	Shelter Management	Strike Teams	Unsolicited Donations Management	Spontaneous Volunteer Management	Case Management	Web-based Site for Disaster Information	Disaster Financial Assistance	
	Episcopal Diocese of Southeast Florida																								
Florida Alliance of Information and Referral Services			X							X															
Florida Association of Food Banks						X	X						X								X				
Florida Association for Volunteer Resource Management																						X			
Florida Baptist Convention	X	X	X		X	X	X		X		X	X		X			X		X						
Florida Conference United Church of Christ											X														
Florida Conference of the United Methodist Church			X		X						X								X			X			X
Florida Department of Elder Affairs											X										X	X			
Florida Goodwill Association						X																			
Florida Presbyterian Disaster Assistance Network											X								X						X
Florida Voluntary Organizations Active in Disasters											X														X
Knights Hospitallers (OSJ)	X				X	X	X										X				X				
Lutheran Services, Florida, Inc.																									

Capabilities Matrix ESF 15 Support Agencies	Chain Saw Team	Child Care	Disaster Stress Management	Dry Wall	Debris Removal	Donations Management	Food Distribution	Food Preparation	Incident Management Team	Information & Referral	Long Term Recovery	Mass Feeding	Pantry Operations	Pet/Animal Operations	Point of Distribution (POD) Team	Roof Repairs (Tarps)	Safety Training	Shelter Management	Strike Teams	Unsolicited Donations Management	Spontaneous Volunteer Management	Case Management	Web-based Site for Disaster Information	Disaster Financial Assistance	
	Mennonite Disaster Services					X						X													
Operation Blessing International								X				X							X		X				
Samaritan's Purse	X			X	X																			X	
The Florida State Conference of the NAACP						X									X										
The Salvation Army							X	X				X													
United Way of Florida						X	X				X				X	X				X					
World Renew											X														

The Emergency Support Function 15 Resource Matrix provides a quick reference to the resources each ESF 15 Support Agency may offer during a disaster.

**Emergency Support Function 15 Resources Matrix**

<b>Resources Matrix ESF 15 Support Agencies</b>	Building Materials	Cleaning Materials	Clothing	Communication Equipment	Food Stock	Forklifts	Heavy Equipment	Household Goods	Mobile Command Units	Mobile Feeding Units	Personal Comfort Supplies	Phone Hotline Services	Portable Generators	Sound Equipment	Sound Stage (Portable)	Transportations - Vans/Trucks	Transportations (Tractors/Trailers)	Volunteer Housing	Warehouses (in Florida)	Warehouses (outside of Florida)	Refrigeration Trailers
ACTS World Relief		X			X	X				X	X	X	X	X	X	X	X			X	X
Adventist Community Services																					
American Red Cross		X	X	X	X					X	X	X						X	X	X	
Billy Graham Evangelistic Association																					
Catholic Charities of Florida, Inc.		X	X	X	X			X	X		X					X			X		
Christian Contractors Association, Inc.	X	X				X			X				X			X	X		X		
Christian Disaster Response	X		X		X											X	X				
Church of Jesus Christ of Latter-Day Saints	X		X	X	X			X			X		X				X		X	X	
Church of Scientology Disaster Relief Team																					
Church World Service																					
Convoy of Hope		X			X	X					X						X				
Corporation for National Service																					
Crossroads Alliance					X						X										

<b>Resources Matrix</b>  <b>ESF 15</b> <b>Support Agencies</b>	Building Materials	Cleaning Materials	Clothing	Communication Equipment	Food Stock	Forklifts	Heavy Equipment	Household Goods	Mobile Command Units	Mobile Feeding Units	Personal Comfort Supplies	Phone Hotline Services	Portable Generators	Sound Equipment	Sound Stage (Portable)	Transportations – Cars/Vans/Trucks	Transportations (Tractors/Trailers)	Volunteer Housing	Warehouses (in Florida)	Warehouses (outside of Florida)	Refrigeration Trailers
Episcopal Diocese of Central Gulf Coast			X		X			X			X										
Episcopal Diocese of Florida			X		X			X			X										
Episcopal Diocese of Southeast Florida																					
Florida Alliance of Information and Referral Services				X								X									
Florida Association of Food Banks					X	X										X	X		X	X	X
Florida Association for Volunteer Resource Management																					
Florida Baptist Convention	X	X	X		X	X	X	X	X	X	X	X		X	X	X			X		X
Florida Conference United Church of Christ	X	X									X							X	X		
Florida Conference of the United Methodist Church											X					X					
Florida Department of Elder Affairs																					
Florida Goodwill Association			X			X		X								X			X		
Florida Presbyterian Disaster Assistance Network	X	X																X			
Florida Voluntary Organizations Active in Disasters																					
Knights Hospitallers (OSJ)		X		X							X										



<b>Resources Matrix</b>  <b>ESF 15</b> <b>Support Agencies</b>	Building Materials	Cleaning Materials	Clothing	Communication Equipment	Food Stock	Forklifts	Heavy Equipment	Household Goods	Mobile Command Units	Mobile Feeding Units	Personal Comfort Supplies	Phone Hotline Services	Portable Generators	Sound Equipment	Sound Stage (Portable)	Transportations – Cars/Vans/Trucks	Transportations (Tractors/Trailers)	Volunteer Housing	Warehouses (in Florida)	Warehouses (outside of Florida)	Refrigeration Trailers
Lutheran Services Florida, Inc.																					
Mennonite Disaster Services																					
Operation Blessing International									X	X	X						X	X	X	X	
Samaritan’s Purse																					
The Florida State Conference of the NAACP																					
The Salvation Army		X								X						X			X		
United Way of Florida	X	X						X			X	X							X		
World Renew																					

## V. FINANCIAL MANAGEMENT

Travel and operational expenses incurred by Volunteer Florida and any participating national service organizations shall be the initial responsibility of those organizations unless otherwise agreed to by the parties. In all cases where Volunteer Florida or national service organizations intend to seek reimbursement, they shall maintain appropriate financial records and supporting documents in accordance with the requirements of the Florida Division of Emergency Management. Where reimbursement will be provided by or administered through the Division, reimbursement claims shall be submitted to the Division in accordance with its instructions. For all participating organizations and volunteers, Volunteer Florida shall arrange for training (with the assistance of the Division as needed) on the creation and maintenance of appropriate records to support a request for reimbursement from the Federal government and other sources for costs incurred in performing disaster response and recovery activities.

The Division of Emergency Management will assist Volunteer Florida staff and ESF 15 Support Organizations in obtaining Federal reimbursement of travel, lodging, and meal expenses for staff and volunteers providing disaster assistance, in accordance with applicable policies, regulations, and rules, upon receipt of appropriate claims and supporting documentation. In the event no Federal resources are available, then the Division may reimburse Volunteer Florida staff and specifically identified and pre-approved volunteers providing disaster assistance in accordance with Division policies and procedures for travel, lodging, and meal expenses approved in advance by the Division, upon receipt of appropriate claims and supporting documentation. In addition, the Division will provide office space and furniture, telephone service, facsimile equipment, computers, and office materials, to the extent they are available, for Volunteer Florida staff assigned to lead Volunteer Florida disaster assistance efforts at the State Emergency Operations Center and Federal Emergency Management Agency/State Joint Field Office and for Volunteer Florida staff and volunteers assigned to work at various disaster assistance offices.

Voluntary agencies should maintain logs and journals documenting all expenses incurred in any disaster relief activities. They should also maintain all documentation of their Memoranda of Understanding with State or local government to provide disaster services; event-specific requests for their services; mission numbers; and copies of all subsequent updates to missions tasked to their organizations.

Emergency Support Function 15 and State Public Assistance staff will provide timely and complete information on the public assistance reimbursement process to nongovernmental organizations that have notified State Emergency Support Function 15 of their disaster-related work and reported on their organizations' accomplishments.

## VI. AUTHORITIES AND REFERENCES

Chapter 252, Florida Statutes.

Part IV, Chapter 110, F.S.

Chapter 14.29, F.S.

## APPENDIX XVI: EMERGENCY SUPPORT FUNCTION 16 - LAW ENFORCEMENT AND SECURITY

**PRIMARY AGENCY:** Florida Department of Law Enforcement

**SUPPORT AGENCIES:** Department of Agriculture and Consumer Services, (Office of Agricultural Law Enforcement), Department of Business and Professional Regulation (Division of Alcoholic Beverages and Tobacco), Department of Corrections, Department of Financial Services (Division of Investigations & Forensic Services), Florida Sheriff's Task Force, Florida Police Chiefs' Association, Department of Highway Safety and Motor Vehicles, (Division of Florida Highway Patrol and Bureau of Motor Carrier Compliance), Department of Lottery (Division of Security), Department of Military Affairs (Florida National Guard), Florida Fish and Wildlife Conservation Commission (Division of Law Enforcement), Department of Juvenile Justice, State University Police Group.

### I. INTRODUCTION

The purpose of Emergency Support Function 16 (ESF 16) is to establish procedures for the command, control, and coordination of all state and local law enforcement personnel and equipment to support impacted local law enforcement agencies. ESF 16 also establishes procedures for the use of the Florida National Guard (ESF 13) in public safety and security missions requested by local law enforcement agencies.

### II. CONCEPT OF OPERATIONS

#### A. GENERAL

When an emergency situation is anticipated or occurs, the Florida Department of Law Enforcement (FDLE) will dispatch sworn officer(s) from the nearest FDLE facility to the affected local Emergency Operation Center(s) to establish state mutual aid liaisons and monitor the situation. These officers will coordinate all requests for additional state law enforcement resources from within the affected region of the state and make regional resources immediately available to local law enforcement. The Special Agent in Charge, or a designee from the nearest FDLE office, will accomplish coordination of state resources supporting local law enforcement executives. Should a situation escalate or require at the onset additional state law enforcement resources from outside the affected region, such resources will be deployed in coordination with other state law enforcement agencies listed in this Appendix by the FDLE Emergency Coordinating Officer (ECO) or designee.

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## **B. ORGANIZATION**

1. ESF 16 consists of one Primary Agency, the Florida Department of Law Enforcement (FDLE), with all other Support Agencies aligned along a horizontal plane. Each agency has specific basic responsibilities, which are discussed in Section III (Responsibilities) of this Appendix.
2. During an emergency incident or event, the Primary and Support Agencies of ESF 16 will respond directly to the Emergency Services Branch Director who reports to the Operations Section Chief (**see Chapter 4, Section M of the Basic Plan**).

## **C. NOTIFICATION**

1. The Florida Department of Law Enforcement (FDLE) and the Division of Emergency Management routinely monitor incidents throughout the state that may require state law enforcement involvement and/or have the potential for the involvement of state law enforcement. When local law enforcement responds to an incident and requires state law enforcement assistance, Sheriffs and Police Chiefs may call directly on the regional command of any agency to request assistance. Those state agencies notify the nearest FDLE office of their involvement. FDLE actively monitors activities for potential escalation and expansion beyond the capabilities of regional state law enforcement resources, and the ECO or designee notifies other ESF 16 Support Agencies and the Division of Emergency Management.
2. If it appears that state law enforcement resources will be required beyond those in the affected region, the FDLE may request an activation of the State Emergency Operations Center including those ESF 16 Support Agencies that are necessary for the response. The Support Agencies activated will be notified by the FDLE ECO or designee to report to the State Emergency Operations Center. Each activated Support Agency's Emergency Coordination Officer will notify their agency's regional offices of the need for additional resources, and prepare for response. The Division of Emergency Management will determine which other ESFs are needed based on the incident, and ensure similar notifications and response to the State Emergency Operations Center.
3. The FDLE Public Information Officer will assist the ESF 14 Public Information Officer in the preparation and dissemination of information released to the media and other interested parties, and provide any other operations support as needed.

## **D. OPERATIONAL OBJECTIVES**

1. Preparedness Training

FDLE provides law enforcement focused emergency response training to state and local law enforcement. Training offered includes, but is not limited to the understanding the role of the Florida Mutual Aid Plan (under

Chapter 23, F.S., the Florida Mutual Aid Act) and the State Comprehensive Emergency Management Plan (under Chapter 252, F.S., the State Emergency Management Act). Particular emphasis is given to the coordinative roles of Emergency Support Functions, particularly ESF 16.

ESF 16 agencies also participate in training and exercises conducted by the Division of Emergency Management in the State Emergency Operations Center.

## 2. Response

- a. Evacuation: As needed, ESF 16 agencies will participate in local, regional, and/or highway evacuations to ensure a safe and smooth population egress from potentially impacted areas.

The Florida Highway Patrol will assume the role as ESF 16's Primary Agency for activities pertaining to the established FDOT plan for state highway evacuations and coordinate all requests for law enforcement services through the Florida Department of Law Enforcement.

- b. Pre-positioning: ESF 16 will identify the number of law enforcement personnel and equipment which may be available to respond anywhere in the state. ESF 16 may pre-position resources as conditions allow and for forecast incidents (i.e., hurricanes) and such events as high profile dignitary visits, trials, or public venues.

- c. Resource Coordination: The Florida Department of Law Enforcement may activate a Regional Law Enforcement Coordination Team (RLECT) to support resource deployments and selects locations in the impacted area for establishing law enforcement command posts to fulfill assignments requested by local law enforcement. This information is provided to all ESF 16 agencies that may begin response and pre-positioning preparations, as required.

- d. Search and Rescue: The Florida Fish and Wildlife Conservation Commission (FWC), Division of Law Enforcement, will assume the role of ESF 16's Primary Agency for the coordination of all activities regarding Search and Rescue. FWC will participate and assist in the development of search and rescue plan(s) for the area of impact and coordinate with ESF 4&9 and other ESFs in the implementation of the Search and Rescue Plan.

- e. Initial Assessments: Contact with affected Sheriffs and Police Chiefs will be made quickly to determine their law enforcement resource needs for the particular incident or event. That information is collected and transmitted to the affected FDLE

152 Regional Operations Center, FDLE Command Staff, and the  
153 FDLE ECO.

- 154
- 155 f. Physical Deployment: Each ESF 16 Support Agency Emergency  
156 Coordination Officers at the State Emergency Operations Center  
157 will coordinate with FDLE for deployment of their resources. All  
158 state law enforcement resources typically respond in numbers and  
159 types of equipment based on initial assessments made with local  
160 law enforcement, and State agency operations requiring law  
161 enforcement support. Upon arrival in the area of impact, each  
162 ESF 16 Support Agency coordinates with FDLE and their agency  
163 representative within the RLECT.
- 164
- 165 g. Force Reductions (Demobilization): ESF 16 will continually  
166 assess all law enforcement support mission assignments and will  
167 demobilize as required. These assessments, which are done in  
168 conjunction with the respective Sheriff(s) and Police Chief(s), help  
169 determine the level of resources required and the duration  
170 expected. As assignments are taken over by local law  
171 enforcement, or are no longer necessary, reductions in the  
172 number of out-of-region sheriff deputies and police officers, state  
173 law enforcement and Florida National Guard (ESF 13) personnel  
174 are taken into consideration. Unless other assignments require  
175 support, the first agency to begin withdrawal will be the Florida  
176 National Guard (ESF 13), followed by out-of-region sheriff  
177 deputies and police officers, then out-of-region state law  
178 enforcement.

179

180 3. Recovery

181

182 Law enforcement support from ESF 16 may continue to be required by  
183 affected local law enforcement into the recovery phase of an incident.  
184 Normally, by this time the majority of responder assignments has been  
185 returned to local law enforcement or is no longer required. The same  
186 requirement may continue to exist for state operations remaining active  
187 and requiring law enforcement support, but typically are similar to local  
188 law enforcement needs, as described. FDLE will continue to conduct  
189 assessments of all assignment requirements with the requesting agencies  
190 and will respond accordingly.

191

192 4. Mitigation

193

194 Consideration is given after each incident to identify problems that need  
195 to be addressed within the Emergency Support Function in order to better  
196 enhance future emergency response.

197

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**E. DIRECTION AND CONTROL****1. Control**

Pursuant to Chapter 23, F.S., the Florida Department of Law Enforcement is given the responsibility for command, and coordination of state law enforcement planning, operations, and mutual aid. In the State of Florida Comprehensive Emergency Management Plan, FDLE is given the responsibility of lead (Primary) agency for ESF 16.

**2. Mission Assignments**

When possible, ESF 16 Support Agency assignments are determined by the basic responsibilities assigned to each member agency as described in this appendix.

Assignment procedures follow established guidelines within the State Emergency Operations Center for all emergency support functions. Assignments come from several sources, such as the State Coordinating Officer, State Emergency Operations Center Message Center, County Liaison, other Emergency Support Functions, and telephone calls from local and state law enforcement agencies in the impacted area. All assignments are entered into the emergency management tracking system (WebEOC), given a mission number, logged by FDLE, and then given to the appropriate ESF 16 support agency for action. FDLE also enters into the emergency management tracking system any mission updates and results.

**3. Mutual Aid**

In the event of a Level II activation/disaster, the Florida Sheriffs' Task Force and the Florida Police Chiefs' Association will dispatch representatives to ESF 16 at the State Emergency Operations Center to coordinate response. The coordination of assignments of those responding Sheriffs' Task Force resources or police personnel is done through ESF-16.

**4. Regional Law Enforcement Coordination Team (RLECT)**

The Florida Department of Law Enforcement establishes a RLECT as soon as possible in the impacted region. The RLECT will facilitate and support in-place and deployed state law enforcement and mutual aid resources to assist local law enforcement. If a State Incident Management Team (IMT) is deployed to manage appropriate state response, the Florida Department of Law Enforcement will assign a liaison representative to the team.

247 5. Federal Resources

248  
249 The National Response Framework developed by the Department of  
250 Homeland Security designates ESF 13 as the counterpart federal law  
251 enforcement Emergency Support Function to ESF 16 in the state  
252 Comprehensive Emergency Management Plan. Under the National  
253 Response Framework, any request for federal law enforcement personnel  
254 and support during emergencies must be made by the Governor to the  
255 US Attorney General who must review and approve the request pursuant  
256 to the Emergency Federal Law Enforcement Assistance Act. Federal  
257 agencies that respond will coordinate closely with ESF 16, and provide  
258 liaison personnel in the State Emergency Operations Center, as well as  
259 any regional law enforcement coordination team in the impacted area.  
260 Should the Division of Emergency Management establish a SMT, a  
261 federal liaison will be assigned at that location.

262  
263 6. Radiological Emergencies (Nuclear Power Plant)

264  
265 In the event of a Radiological Emergency, FDLE and ESF 16 Support  
266 Agencies will assist local law enforcement agencies in the impacted area  
267 through efforts that may include, but are not limited to, the following:

- 268  
269 a. Conduct warnings and evacuation for all waterways in  
270 coordination with the United States Coast Guard, state parks and  
271 recreational areas, and assist local law enforcement in  
272 evacuations and checkpoints in and around affected nuclear  
273 power plants.  
274  
275 b. Supply supporting agency watercraft to the Department of Health  
276 as needed in the collection of samples.  
277  
278 c. Provide assistance in the rapid transport of samples for analysis  
279 as necessary.  
280  
281 d. Establish checkpoints to prevent entry into the impacted or  
282 contaminated area and to prevent the distribution of radiological  
283 contaminated foodstuffs.  
284  
285

286 **III. RESPONSIBILITIES**

287  
288 **A. PRIMARY AGENCY - FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FDLE)**

289  
290 Lead agency is responsible for overall command and coordination of ESF 16, and  
291 the deployment of state law enforcement assets to affected local agencies.  
292

- 293 1. FDLE is responsible for staffing the State Emergency Operations Center,  
294 any regional law enforcement coordination team, county government  
295 Emergency Operations Centers, and maintaining liaison with affected  
296 Sheriffs and Police Chiefs.



- 297 2. FDLE is also responsible for collecting statistics such as manpower, and  
 298 disaster-related deaths, etc., in accordance with the Florida Mutual Aid  
 299 Plan for Law Enforcement, and will participate in investigations/task  
 300 forces related to the disaster, as necessary, and gather intelligence and  
 301 evidence.  
 302 3. FDLE also receives and responds to requests for the Florida National  
 303 Guard to augment law enforcement public safety and security missions.

304 **B. SUPPORT AGENCIES**

Agency	Responsibilities
1. Dept. of Highway Safety and Motor Vehicles, Florida Highway Patrol (FHP), and Bureau of Motor Carrier Compliance	a. The Florida Highway Patrol (FHP) will assume the role as ESF 16's Primary Agency for activities pertaining to the established FDOT plan for state highway evacuations and coordinate all requests for law enforcement services through FDLE. FHP is also responsible for providing law enforcement support for traffic control, road status closure information, high visibility patrol, communications issues, and escorts. b. Provide assistance with other assignments as required. c. In case of nuclear power plant emergencies, FHP will assist in the transportation of samples for analysis, when immediate analysis is necessary. d. Will be responsible for assisting in coordinating modifications to commercial vehicle restrictions regarding size, weight, registration requirements, and other commercial vehicle rules and regulations, as they pertain to the movement of relief supplies and recovery equipment. e. Establish fixed post assignments associated with Florida's transportation infrastructure; f. Coordinate ESF16 missions with ESFs 1 & 3.

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<p>2. Florida Fish and Wildlife Conservation Commission, Division of Law Enforcement</p>	<ul style="list-style-type: none"> <li>a. Will be responsible for conducting waterborne zone enforcement/security evacuations, search and rescue, waterborne law enforcement, and patrol of rural natural areas.</li> <li>b. Will assist FDLE with communications issues, US&amp;R, and assist in missions requiring four-wheel drive, all terrain vehicles, vessels or aircraft.</li> <li>c. Provide assistance in other assignments as required.</li> <li>d. Will provide assistance to local law enforcement and county humane societies in animal issues regarding abandoned, escaped, or captive wildlife and exotics.</li> <li>e. In case of nuclear power plant emergencies, FWC will coordinate with the Department of Health in the collection of isotope samples.</li> <li>f. Will assume the role of ESF 16's Primary Agency for coordination of all activities regarding Search and Rescue. FWC will participate and assist in the development of search and rescue plan(s) for the area of impact and coordinate with ESF 4&amp;9 and other ESFs in the implementation of the Search and Rescue Plan.</li> </ul>
<p>3. Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco</p>	<ul style="list-style-type: none"> <li>a. Will be responsible for assisting FDLE in staffing and coordination of assignments, and conducting assessments of all assignments staffed by ESF 16. Further, provide assistance in other assignments as required.</li> </ul>
<p>4. Department of Agriculture and Consumer Services, Office of Agricultural Law Enforcement</p>	<ul style="list-style-type: none"> <li>a. Will be responsible for assisting FDLE in the coordination of logistics (i.e., fuel, meals, generators, cots, etc), in support of law enforcement.</li> <li>b. Assist in patrol assignments and search and rescue, requiring four-wheel drive vehicles.</li> <li>c. Provide assistance in other assignments as required.</li> <li>d. In case of nuclear power plant emergencies, the Department of Agriculture and Consumer Services in concert with the Department of Health will assist in obtaining samples of animal food and water sources for radiological testing.</li> <li>e. When necessary, the Office of Agriculture Law Enforcement will also coordinate with the Department of Health in the establishment of quarantine zones.</li> </ul>

<p>5. Department of Lottery, Division of Security</p>	<p>a. Will be available for limited logistical transport assistance to state law enforcement, as required.                  b. Provide other law enforcement services consistent with agency capabilities and responsibilities.</p>
<p>6. Department of Corrections</p>	<p>Will be responsible for state prison evacuations, assistance FDLE in county jail evacuation, debris removal, and as a source on inmate labor (on public property) consistent with agency capabilities and responsibilities.</p>
<p>7. Department of Military Affairs, Florida National Guard</p>	<p>a. Will assist FDLE in providing manpower for augmenting state and local law enforcement on public safety and security assignments to include, but not limited to fixed post, security patrol, assisting the Department of Agriculture and Consumer Services in logistical transport, and other assignments as required, particularly involving specialized equipment such as helicopters, humvees, and trucks.                  b. All law enforcement requests for the Florida National Guard (FLNG) (ESF 13) assistance must be forwarded to and approved by FDLE.                  c. FLNG may assist the Florida Highway Patrol during Emergency Shoulder Use (ESU) evacuations.</p>
<p>8. Florida Sheriffs' Task Force</p>	<p>a. Will ensure that a representative is dispatched to the State Emergency Operations Center to assist FDLE in coordinating the response from other Sheriff's Offices in the state.                  b. Provide general law enforcement services to the impacted Sheriff(s) and Chief(s).                  c. Provide equipment as required to fulfill their assignments.</p>
<p>9. Florida Police Chiefs' Association</p>	<p>a. Will ensure that a representative from the Florida Police Chiefs' Association is dispatched to the State Emergency Operations Center to assist FDLE in coordinating the response from other police departments in the state.                  b. Provide general law enforcement services to the impacted sheriff(s) and chief(s), and will provide equipment as required to fulfill their assignments.</p>

<p>10. Florida Dept, of Financial Services, Division of Investigative &amp; Forensic Services</p>	<ul style="list-style-type: none"> <li>a. Provide general and specialized law enforcement personnel and equipment to assist FDLE in providing a force multiplier to augment state and local law enforcement resources. Assignments may include investigative support, static and mobile security, or other related law enforcement functions.</li> <li>b. Provide specialized equipment and law enforcement support for Urban Search and Rescue (USAR - ESF 4 and 9) assignments which may include providing law enforcement security and presence, path-finding access to disaster areas, establishing command post areas, EOD related incidents, and other related law enforcement functions.</li> <li>c. Provide post-disaster task forces and investigative efforts relating to unlicensed adjusters, fraudulent insurance claims, and any other insurance related crime.</li> </ul>
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<p>11. Department of Juvenile Justice</p>	<ul style="list-style-type: none"> <li>a. When possible, assist the Florida Department of Law Enforcement in coordinating activities and services, which may include but are not limited to:                             <ul style="list-style-type: none"> <li>i. Transport survivors and/or supplies to disaster relief sites,</li> <li>ii. Provide temporary housing,</li> <li>iii. Prepare supplies for dissemination to disaster relief sites,</li> <li>iv. Assist with the relocation of displaced citizens,</li> <li>v. Assist with food support services,</li> <li>vi. Provide limited, temporary manpower for restoration and cleanup,</li> <li>vii. Provide clerical/administrative support for command/communications centers.</li> </ul> </li> <li>b. Responsible for the evacuation of juvenile offender facilities in the state.</li> <li>c. Provide the services of sworn youth custody officers.</li> <li>d. Provide staff for the dissemination of information both written and electronic as needed.</li> </ul>
<p>12. State University Police Group</p>	<ul style="list-style-type: none"> <li>a. Ensure that regional evacuation planning recognizes the impact/needs of campus populations.</li> <li>b. Provide for the identification and coordination for use of campus areas which may serve as command and/or logistical staging areas in support of ESF 16</li> <li>c. Provide law enforcement services consistent with agency capabilities and responsibilities in support of ESF 16</li> </ul>

<p>13. Federal ESF 13 Law Enforcement</p>	<ul style="list-style-type: none"> <li>a. The National Response Framework (NRF) developed by the Department of Homeland Security designates Federal ESF 13 as the counterpart federal law enforcement Emergency Support Function to the State of Florida’s ESF 16 in the state Comprehensive Emergency Management Plan. Under the NRF, any request for federal law enforcement personnel and support during emergencies must be made by the Governor to the US Attorney General who must review and approve the request pursuant to the Emergency Federal Law Enforcement Assistance Act.</li> <li>b. The State of Florida’s ESF 16 Federal Support Agency will coordinate closely with FDLE and provide liaison personnel in the State Emergency Operations Center, as well as any regional law enforcement coordination team.</li> <li>c. Should the Division of Emergency Management establish a SMT, a federal liaison will be assigned at that location.</li> </ul>
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**IV. FINANCIAL MANAGEMENT**

The Florida Department of Law Enforcement uses the following procedures in accounting for disaster related costs.

Each law enforcement agency participating in ESF 16 response activities should follow generally similar procedures in accounting for their mission related costs in seeking reimbursement for their agency.

**GENERAL GUIDELINES TO ACCOUNT FOR DISASTER RELATED COSTS**

- A. A specific tracking number shall be assigned for each disaster. The tracking number is used to account for expenses for use of vehicles in response to the disaster, other expenses incurred as a result of the response and to account for the hours worked in response to the event by each member.
- B. Each member will document their hours worked in their appropriate records management system.
- C. The Office of Finance and Accounting assigns the following accounting codes to account for encumbrances and expenditures, such as overtime, travel and other costs, related to the case; Organization Code, Expansion Object Code and Other Cost Accumulator Code. The accounting system is known as the Florida Accounting Information Resource. The Office of Finance and Accounting also assigns a ‘charge object’ for members to record overtime hours worked for a

- 339 disaster. Using several sources of information including appropriate records  
340 management systems, the mission assignment system used by ESF16, the  
341 Office of Finance and Accounting provides estimated cost data to the Division of  
342 Emergency Management and to the department's Budget Office to obtain budget  
343 authority for use in documenting reimbursements related to a disaster.  
344
- 345 D. The Office of Finance and Accounting obtains Florida Accounting Information  
346 Resource accounting reports monthly or as needed to document costs for the  
347 case. The reports most frequently used are the Schedule of Allotment Balances  
348 and the Detail Journal by Other Cost Accumulator within Fund. These reports  
349 provide detailed information including the voucher number, vendor name,  
350 purchase order number, amount paid or encumbered, etc.  
351
- 352 E. At the end of each pay cycle, members record their event hours and any  
353 attendance and leave in the appropriate records management system and submit  
354 the documentation to their supervisor for approval.  
355
- 356 F. The accounting office obtains appropriate information from the records  
357 management system as support documentation for vehicle use on the event and  
358 for comparison purposes of other costs in the system with Florida Accounting  
359 Information Resource and other systems as appropriate.  
360
- 361 G. Using Florida Accounting Information Resource reports, records management  
362 system reports and other expenditure supporting documentation, automated  
363 Excel spreadsheets are prepared by the Office of Finance and Accounting for  
364 overtime (including benefits) vehicle use, travel expenses, and other operating  
365 expenses. If a presidential declaration is received, the spreadsheets and all  
366 supporting documentation are forwarded via the Florida Public Assistance  
367 internet website to the Division of Emergency Management and the Federal  
368 Emergency Management Agency for reimbursement of costs.  
369
- 370 H. Upon receipt of reimbursement from the Federal Emergency Management  
371 Agency, the Florida Accounting Information Resource accounting records are  
372 adjusted to reimbursement the appropriate operating budgets.  
373  
374

## 375 V. REFERENCES AND AUTHORITIES

- 376 Florida Mutual Aid Act (Chapter 23, Part I, Florida Statutes)  
377  
378 The Florida Mutual Aid Plan for Law Enforcement; Guidelines for Emergency Response  
379 Mass Immigration Emergency Plan

## APPENDIX XVII: EMERGENCY SUPPORT FUNCTION 17 - ANIMAL AND AGRICULTURAL ISSUES

**PRIMARY AGENCY:** Florida Department of Agriculture and Consumer Services

**SUPPORT AGENCIES:** University of Florida/Institute of Food and Agricultural Sciences, University of Florida/College of Veterinary Medicine, United States Department of Agriculture (USDA)/Farm Service Agency, USDA/Animal and Plant Health Inspection Services (APHIS)/Veterinary Services, USDA/APHIS/Wildlife Services, USDA/APHIS/Animal Care, Extension Disaster Education Network, Florida Department of Health, Florida Fish and Wildlife Conservation Commission, Florida Farm Bureau Federation, Florida Veterinary Medical Association, Florida Veterinary Technician Association, Florida Animal Control Association, Florida Aquaculture Association, Florida Integrated Rapid Response Team, Florida Nursery Growers and Landscape Association, Humane Society of the United States, The American Society for the Prevention of Cruelty to Animals, Southern Plant Diagnostic Network, Southeast Milk, Inc., Florida Cattlemen's Association, Florida Association of Kennel Clubs, Florida Fertilizer and Agrichemical Association, Florida Wildlife Rehabilitators Association, Florida Fruit and Vegetable Association, Florida State Animal Response Coalition

### I. INTRODUCTION

The purpose of Emergency Support Function 17 is to coordinate the state's response for animal, agricultural, food safety, and vector control issues in case of an emergency or disaster situation. To accomplish this goal, Emergency Support Function 17 oversees the emergency management functions of preparedness, recovery, mitigation, and response with all agencies and organizations involved in the state's response activities.

### II. CONCEPT OF OPERATIONS

#### A. GENERAL

1. Chapter 252, Florida Statutes, (State Emergency Management Act) mandates the development of the Florida Comprehensive Emergency Management Plan (the Plan), which establishes a framework through which the State of Florida prepares for, responds to, recovers from, and mitigates the impacts of a wide variety of disasters that could adversely affect the health, safety and/or general welfare of the residents of the state.



- 49 2. The Plan describes the basic strategies, assumptions, operational goals,  
50 objectives and mechanisms through which the state will mobilize  
51 resources and conduct response activities.  
52
- 53 3. To facilitate effective operations, the Plan adopts a functional approach  
54 that groups the types of assistance to be provided into 18 Emergency  
55 Support Functions. Each Emergency Support Function is headed by a  
56 lead or primary agency or organization, which has been selected based  
57 on its authorities, resources, and capabilities in that functional area.  
58
- 59 4. The primary agency appoints an Emergency Coordinating Officer(s) to  
60 manage that function at the State Emergency Operations Center.  
61
- 62 5. The Emergency Coordination Officers and staff of the Division of  
63 Emergency Management form the State Emergency Response Team.  
64 The State Emergency Response Team serves as the primary operational  
65 mechanism through which state assistance to local governments is  
66 managed.  
67
- 68 6. State assistance will be provided to impacted counties under the authority  
69 of the State Coordinating Officer, on behalf of the Governor, as head of  
70 the State Emergency Response Team.  
71

## 72 **B. ORGANIZATION**

- 73
- 74 1. Emergency Support Function 17 is responsible for animal, agricultural,  
75 food safety, and vector control issues.  
76
- 77 2. The Florida Department of Agriculture and Consumer Services is the lead  
78 agency for Emergency Support Function 17.  
79
- 80 3. The Florida Department of Agriculture and Consumer Services, Division  
81 of Animal Industry, is responsible for providing sufficient personnel to staff  
82 the Emergency Support Function 17, 24 hours per day, seven days per  
83 week while operational or as requested by the Division of Emergency  
84 Management.  
85
- 86 4. A person, or persons, from the Florida Department of Agriculture and  
87 Consumer Services', Division of Animal Industry will be designated as the  
88 Emergency Coordinating Officer(s) for Emergency Support Function 17.  
89
- 90 5. The Emergency Coordination Officer(s) will provide oversight for  
91 Emergency Support Function 17 and duties include, but are not limited to:  
92 activating and coordinating Emergency Support Function 17 Incident  
93 Management Teams during an activation; assigning requests for  
94 assistance, and ensuring that requests for assistance are prioritized, met,  
95 and documented; assigning staff for support at the State Emergency  
96 Operations Center and liaison with other Emergency Support Functions at  
97 the State Emergency Operations Center.  
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6. Emergency Support Function 17 Incident Management Teams include an Incident Management Team for animal and agricultural issues, led by the Florida Department of Agriculture and Consumer Services, Division of Animal Industry, an Incident Management Team for vector control issues led by the Florida Department of Agriculture and Consumer Services, Division of Agricultural Environmental Services, and an Incident Management Team for food safety issues led by the Florida Department of Agriculture and Consumer Services, Division of Food Safety.
  7. Other Divisions and Offices from the Florida Department of Agriculture and Consumer Services provide direct support of Emergency Support Function 17. These include the Division of Agricultural Environmental Services, Division of Aquaculture, Division of Food Safety, Division of Plant Industry, Florida Forest Service, Office of Agricultural Water Policy, Office of Agricultural Technology Services, and the Office of Agricultural Law Enforcement. Depending upon the disaster or emergency, these Divisions and Offices will assist the Division of Animal Industry as the lead agency for Emergency Support Function 17.
  8. The Emergency Coordination Officer(s) and the Florida Department of Agriculture and Consumer Services', Division of Animal Industry provide leadership and administrative support for Emergency Support Function 17 and its Incident Management Teams.

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**C. NOTIFICATION**

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1. The State Watch Office will notify the Emergency Coordinating Officer(s) for Emergency Support Function 17 when an area of Florida is threatened or has been impacted by an emergency or disaster event.
  2. The Emergency Support Function 17 Emergency Coordinating Officer(s) will notify all ESF17 associated personnel and support agencies of the activation.

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**D. ACTIONS**

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1. Preparedness - Emergency Support Function 17 will:
    - a. Train personnel to staff Emergency Support Function 17 at the State Emergency Operations Center during an emergency activation.
    - b. Prepare the Florida ESF-17 by coordinating preparedness activities and training through meetings, conferences and exercises for its partner agencies.
    - c. Prepare Emergency Support Function 17 Incident Management Teams through training, drills and exercises.

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2. Response - Emergency Support Function 17 will:
    - a. Staff Emergency Support Function 17 at the State Emergency Operations Center.
    - b. Support the actions of the State Emergency Response Team.
    - c. Activate ESF-17 partners to set incident priorities, to coordinate and integrate the communications and information flow, and to provide resources for Emergency Support Function 17 and its Incident Management Teams.
    - d. Activate the Emergency Support Function 17 Incident Management Team(s).
    - e. Respond to resource requests from local governments in need.
    - f. Coordinate response activities with local government emergency management directors and Emergency Support Function 17 cooperators.
    - g. Support the activities of other Emergency Support Functions as needed.
  3. Recovery - Emergency Support Function 17 will:
    - a. Provide support to the Joint Field Office, as needed, after the State Emergency Operations Center is deactivated.
    - b. Support the State Emergency Response Team until the local system is self-sustaining.
    - c. Initiate the financial reimbursement process for these activities when such support is available.
  4. Mitigation – Emergency Support Function 17 will:
    - a. Identify locations of animal and agriculture’s critical infrastructure and assist with mitigation activities.
    - b. Identify and seek funds for disaster-proofing critical animal and agricultural infrastructure.
    - c. Compile Geographical Information Systems data related to animal and agricultural emergency management issues, in cooperation with the Division of Emergency Management and the Florida Department of Agriculture and Consumer Services.

**E. DIRECTION AND CONTROL**

- 201 1. The direct chain of command for Emergency Support Function 17 is as  
202 follows: Governor, State Emergency Coordinating Officer, State  
203 Emergency Response Team Chief, Operations Chief, Human Services  
204 Branch Chief (**see Chapter 4, Section M of the Basic Plan**), Emergency  
205 Support Function 17, Emergency Coordinating Officer(s); Emergency  
206 Support Function 17 Incident Management Teams Incident Commanders.  
207
- 208 2. Also providing supervision and guidance to Emergency Support Function  
209 17 is the leadership of the Florida Department of Agriculture and  
210 Consumer Services and its Divisions of Animal Industry, Agricultural  
211 Environmental Services, and Food Safety.  
212
- 213 3. The Emergency Support Function 17 Emergency Coordination Officer(s)  
214 activates Incident Management Teams that set up and operate from  
215 Incident Command Posts, which coordinate response activities in the  
216 impacted area.  
217  
218

### 219 III. RESPONSIBILITIES

#### 220 A. PRIMARY AGENCY – FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER 221 SERVICES 222

- 223 1. Provide leadership in directing, coordinating, and integrating overall state  
224 efforts related to animal and agricultural issues during a disaster or  
225 emergency.  
226
- 227 2. Coordinate and direct the activation and deployment of support agencies  
228 and resources.  
229
- 230 3. Identify and train sufficient personnel to adequately support Emergency  
231 Support Function 17 at the State Emergency Operations Center during an  
232 activation.  
233
- 234 4. Coordinate activities with other Emergency Support Functions.  
235
- 236 5. Provide leadership and be actively engaged in Emergency Support  
237 Function 17.  
238
- 239 6. Assist counties with identifying strategies for pet-friendly sheltering and  
240 pet evacuation.  
241

#### 242 B. SUPPORT AGENCIES

243  
244  
245 Emergency Support 17 is supported by a number of partners including, but not  
246 limited to:

- 247 1. Florida Department of Health  
248  
249 a. Assist in the diagnosis, prevention, and control of zoonotic  
250 diseases of public health significance.  
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- b. Provide guidance in the proper techniques and procedures to adequately protect Emergency Support Function 17 responders from contagious and infectious human and zoonotic diseases.
  - c. Assist in Emergency Support Function 17 response activities with the utilization of personnel, equipment and facilities.
2. Florida Fish and Wildlife Conservation Commission
- a. Assist in the evacuation of wildlife and exotic animals kept in major exhibits, circus facilities and with wildlife dealers, as needed.
  - b. Conduct damage assessments of permitted facilities housing wildlife or exotic animals.
  - c. Use specialized personnel and equipment and coordinate the capture of potentially dangerous or hazardous wildlife or exotic animals.
  - d. Assist in Emergency Support Function 17 response activities with the utilization of personnel, equipment and facilities.
3. University of Florida, College of Veterinary Medicine
- a. Provide veterinary medical assistance for animals during a disaster or emergency.
  - b. Coordinate with the Florida Veterinary Medical Association response activities involving Florida's veterinary practitioners.
  - c. Provide expertise in the area of animal disease control and eradication.
  - d. Assist in Emergency Support Function 17 response activities with the utilization of personnel, equipment and facilities.
4. University of Florida, Institute of Food and Agricultural Sciences, Cooperative Extension and Research Service
- a. Identify and educate commercial and noncommercial animal and agricultural producers in pertinent emergency management issues.
  - b. Provide expertise in the area of production agriculture as it relates to Emergency Support Function 17 response activities.
  - c. Assist in Emergency Support Function 17 response activities with the utilization of personnel, equipment and facilities.

- 303 5. United States Department of Agriculture (USDA) Animal and Plant Health  
304 Inspection Service  
305  
306 a. Assist in the diagnosis, prevention, and control of animal and plant  
307 diseases that threaten the animal and agricultural industries of  
308 Florida.  
309  
310 b. Assist in Emergency Support Function 17 response activities  
311 related to wildlife issues.  
312  
313 c. Assist in Emergency Support Function 17 response activities with  
314 the utilization of personnel, equipment and facilities.  
315  
316 6. United States Department of Agriculture Farm Service Agency  
317  
318 a. Assist in damage assessment activities related to animal and  
319 agricultural industries.  
320  
321 b. Provide information and assistance to impacted animal and  
322 agricultural producers about USDA-sponsored damage assistance  
323 programs.  
324  
325 c. Assist in Emergency Support Function 17 response activities with  
326 the utilization of personnel, equipment and facilities.  
327  
328

#### 329 IV. FINANCIAL MANAGEMENT

- 330  
331 A. Emergency Support Function 17 with assistance from the Florida Department of  
332 Agriculture and Consumer Services will be responsible for managing financial  
333 matters related to resources that are procured during an incident.  
334  
335 B. The Florida Department of Agriculture and Consumer Services will provide an  
336 organizational code for the existing incident. All expenditures by Emergency  
337 Support Function 17 shall reference this organizational code for cost recovery  
338 subsequent to the incident period.  
339  
340 C. In a federally declared disaster, a reimbursement formula is established by the  
341 Federal Emergency Management Agency. When the reimbursement is less than  
342 100 percent, the Governor's Office, together with legislative leadership, may  
343 reimburse agencies/departments for the difference. In some instances, the  
344 agencies/departments may be required to assume this financial responsibility  
345 from their regular budgets.  
346

#### 347 V. REFERENCES AND AUTHORITIES

- 348  
349 A. Florida Statutes 1993, Emergency Management, Chap. 252 (252.31-52.61).  
350  
351 B. State of Florida Comprehensive Emergency Management Plan.  
352  
353 C. Florida Field Operations Guide (FFOG).

**APPENDIX XVIII: EMERGENCY SUPPORT FUNCTION 18 – BUSINESS, INDUSTRY, AND ECONOMIC STABILIZATION**

**PRIMARY AGENCY:** Florida Department of Economic Opportunity

**SUPPORTING AGENCIES:** Florida Division of Emergency Management  
Florida Department of Agriculture and Consumer Services  
Florida Department of Business and Professional Regulation  
Florida Department of Financial Services  
Florida Department of Management Services  
Florida Department of Revenue

**PRIMARY INDUSTRY ORGANIZATIONS:**  
Florida Restaurant & Lodging Association  
Florida Retail Federation  
VISIT FLORIDA

**SUPPORTING INDUSTRY ORGANIZATIONS:**  
Associated Industries of Florida  
Career Source Florida  
Enterprise Florida  
Florida Bankers Association  
Florida Chamber of Commerce  
Florida Chapters of the Association of Contingency Planners  
Florida Economic Development Council  
Florida First Capital Finance Corporation  
Florida Housing Finance Corporation  
Florida Small Business Development Centers Network  
Florida Regional Councils Association  
Manufacturers Association of Florida  
National Federation of Independent Businesses  
The Florida Council of 100  
Volunteer Florida

**I. INTRODUCTION**

The purpose of ESF 18 is to support the private sector in preparing for, in responding to, and recovering from disasters. Preparedness assistance may include assessing the financial, workforce, technical, and community resources that affect a community’s ability to restore business operations and to resume focus on long-term business strategies. ESF 18 will assist businesses during the response and recovery phases by providing for situational awareness, resource sharing, incident action planning and resource coordination. The systematic implementation of these activities allows private sector businesses to resume its operation in a more timely and effective manner.

52  
 53 Establishing Public-Private Partnerships (PPP) prior to a disaster enables ESF 18 to  
 54 identify resources available from the private sector, by either donation or compensation,  
 55 and the needs of the private sector to aid in the response and with recovery following a  
 56 disaster. Participating agencies and organizations will determine the most efficient and  
 57 effective ways to coordinate the delivery of needed services at the local, regional, and  
 58 state levels.

59  
 60 ESF 18 will provide information to the private sector on short-term assistance for economic  
 61 stabilization and to support initiatives that focus on long-term economic recovery of  
 62 affected communities. Coordination of local, state, and federal business related assistance  
 63 is accomplished through networks of local and regional economic, tourism and workforce  
 64 development partners, as well as other business support organizations.

65  
 66 This appendix provides a general overview of the ESF 18 operations. A detailed ESF 18  
 67 Standard Operating Guidelines (SOG) has been developed that more specifically  
 68 identifies the roles and responsibilities of ESF 18 staff, the critical actions that must be  
 69 completed within each phase of emergency management, and sets expectations on how  
 70 the private sector and emergency management officials will communicate. The SOG is  
 71 intended to be a working document that can be adjusted to include new technology,  
 72 requirements, needs or restrictions as identified through implementation. The SOG may  
 73 be used by local and state emergency management agencies, business organizations,  
 74 economic development associations, tourism boards, and members of the private sector  
 75 with a role in emergency management. The SOG will be reviewed on an annual basis  
 76 unless significant changes in the process are determined, which will dictate additional  
 77 updates. The Emergency Coordination Officer (ECO) shall be responsible for the  
 78 dissemination and maintenance of this document.

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 80  
 81 **II. CONCEPT OF OPERATIONS**

82  
 83 **A. ORGANIZATION**

84  
 85 The ESF 18 Business, Industry and Economic Stabilization (ESF 18) team plays  
 86 a critical role in responding to disasters and supporting the recovery of a  
 87 community. Building a resilient business community starts with preparing the  
 88 private sector for all types of disasters, providing resources during the response,  
 89 and tools to aid in the recovery. Establishing PPPs prior to a disaster will reduce  
 90 the need of the government to provide assistance during the response.

91  
 92 The Florida Department of Economic Opportunity (FDEO) is the primary agency  
 93 for ESF 18 and will designate the ECO for ESF-18. The Florida Division of  
 94 Emergency Management (FDEM) is a supporting agency for ESF 18 and will  
 95 designate the alternate ECO for ESF-18.

96  
 97 The ESF 18 team includes members of workforce development boards, tourism  
 98 and convention boards, industry associations, designated business support  
 99 organizations, and private sector partners that will support local and state  
 100 emergency operations centers, will provides information sharing to the private  
 101 sector, and will collect information on economic impacts during and after a disaster.



102 The ESF 18 private sector team is comprised of multiple businesses and entities  
 103 that have a shared interest in location, industry, or emergency support function.

104 **B. NOTIFICATION**

106  
 107 The State Watch Office will notify ESF 18 ECO of an activation of the SEOC.  
 108 ESF 18 ECO will notify ESF 18 staff of all activations requiring the involvement of  
 109 ESF 18.

110  
 111 **C. OPERATIONAL OBJECTIVES**

112  
 113 Establishing operational objectives for ESF 18 based on the phases of emergency  
 114 management will create a consistent operating picture for those agencies and  
 115 industry organizations that support the operation. Operational objectives will be  
 116 assigned by the ESF 18 ECO based on supporting agency mission and expertise  
 117 as related to the task. Operational objectives will be maintained in the ESF 18 SOG  
 118 and assigned using the ESF 18 Event Checklist.

119  
 120 Businesses that prepare are more likely to return to the community after a disaster.  
 121 Preparedness campaigns developed for the private sector aid in business  
 122 continuity planning and information sharing to employees on personal  
 123 preparedness. FDEM will be the lead coordinating agency on private sector  
 124 preparedness objectives that include building PPPs between the business  
 125 community and emergency management during steady state by engaging in  
 126 outreach, developing business preparedness campaigns, promoting family and  
 127 individual preparedness, supporting ESF 18 at the local level, as well as, and  
 128 representing FDEM and ESF 18 at private sector events.

129  
 130 A coordinated response to a disaster will provide resources to support the private  
 131 sector and will allow the private sector to support the response by emergency  
 132 management. Operational objectives will be determined for specific types of  
 133 disasters. Florida agencies and industry support organizations will be identified to  
 134 support the disaster.

135  
 136 The recovery objectives will begin once the initial response phase concludes at the  
 137 direction of the State Coordinating Officer (SCO) or when command and control is  
 138 transferred to the Joint Field Office (JFO). In the event Florida receives a Major  
 139 Disaster Declaration the recovery operation is transferred to the JFO and will  
 140 include local, state and federal support.

141  
 142 1. Preparedness Objectives:

143 Pre-disaster the ESF 18's primary objectives are to build public-private  
 144 partnerships, identify resources available to the emergency management  
 145 community, identify needs of the private sector, and provide business  
 146 continuity information and preparedness information for the business  
 147 community to share with employees, stakeholders, and customers.

148  
 149 2. Response Objectives:

150  
 151 In the event a disaster occurs, ESF 18's primary objective are to provide  
 152 pertinent and timely information to the private sector through established

153 communication tools, manage resources available from the private sector  
 154 either through donation or compensation, provide resources to the private  
 155 sector to aid in the response to the disaster, and coordinate staffing within  
 156 local and state emergency operations centers in support of the private  
 157 sector.  
 158

159 3. Recovery Objectives:

160  
 161 After a disaster occurs, ESF 18’s primary objectives are to conduct  
 162 economic assessments of impacted communities, provide pertinent and  
 163 timely information to the private sector on the recovery process, manage  
 164 resources available from the private sector either through donation or  
 165 compensation, provide resources to the private sector to aid in the recovery  
 166 of the community, and coordinate staffing at the JFO in support of the  
 167 private sector.  
 168

169 4. Mitigation Objectives:

170  
 171 After a disaster occurs, one of ESF 18’s objectives is to support the  
 172 recovery of a community through mitigation programs. As a community  
 173 recovers from a disaster, it is important to identify steps that can be taken  
 174 to mitigate future impacts, either economic or physical. ESF 18 will work  
 175 with the private sector and emergency management to provide information  
 176 about programs that may assist the affected community.  
 177

178  
 179 **D. DIRECTION AND CONTROL**

180  
 181 1. ESF 18 Policies

- 182
- 183 a. Immediately implement requests or directives of SERT leadership
- 184 in an efficient and effective manner.
- 185
- 186 b. Provide support, as required, to SEOC and JFO operations.
- 187
- 188 c. The ESF 18 Standard Operating Guidelines outlines the
- 189 background, organizational structure, purpose, roles and
- 190 responsibilities, and operational objectives for preparedness,
- 191 response, recovery and mitigation. ESF 18 personnel will reference
- 192 the SOG for further guidance.
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- 195 2. Decision-Making Authority
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- 197 a. The ESF 18 ECO has the authority to assign personnel, allocate
- 198 resources, and expend funds to meet the responsibilities outlined
- 199 for ESF 18 or to complete missions assigned to ESF 18.
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- 201 b. The ESF 18 ECO has the authority to designate ESF 18 section
- 202 leaders and reassign ESF 18 personnel within the section as
- 203 necessary.
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- 205 3. Coordination
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- 207 a. ESF 18 response activities will be guided by and coordinated with
- 208 the SERT Chief, mobilized Area Command or Incident
- 209 Management Team representatives, and impacted county disaster
- 210 officials.
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- 212 b. As operation activities expand outside of the SEOC information will
- 213 continue to be reported to the SEOC, with ESF 18 Information
- 214 Section collecting and reporting the information.
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- 216 c. Simultaneous coordination of vital information and protective
- 217 actions will be accomplished by conference calls and/or other
- 218 communications systems.
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- 220 d. When possible, ESF 18 personnel will co-locate with Federal and
- 221 local personnel to better coordinate and unify planning and
- 222 reporting efforts. Even if physical co-location is not possible, the
- 223 ESF 18 will work jointly with FEMA and local personnel deployed to
- 224 the SEOC.
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**RESPONSIBILITIES**

**PRIMARY AGENCY:** Florida Department of Economic Opportunity

**SUPPORTING AGENCIES:** Florida Division of Emergency Management

AGENCY	RESPONSIBILITIES
<p><b>Department of Economic Opportunity</b></p>	<ul style="list-style-type: none"> <li>a. Designate an Emergency Coordination Officer to oversee ESF 18 operations at the SEOC and JFO.</li> <li>b. Provide staff support for ESF 18 at the SEOC and JFO.</li> <li>c. Manage the ESF 18 Operations Section Chief to ensure all missions are assigned and completed.</li> <li>d. Manage the Information Section Chief to ensure information is updated in a timely manner and communicated to the public.</li> <li>e. Execute contract(s) with administrative entity(ies).</li> <li>f. Coordinate with the Primary Industry Organizations, State of Florida Agencies, and Industry Organizations to identify the needs of the private sector.</li> <li>g. Facilitate conference calls with ESF 18 partners and private sector.</li> <li>h. Provide labor market information and census data.</li> <li>i. Mobilize one-stop mobile units.</li> <li>j. Initiate the disaster unemployment assistance program, if deemed appropriate.</li> <li>k. Initiate contract and budget amendment preparation for the Florida Small Business Emergency Bridge Loan Program implementation if needed.</li> <li>l. Operate the national emergency grants jobs program, if deemed appropriate.</li> <li>m. Assist in labor exchange activities – matching workers with employers.</li> <li>n. Participate in post disaster economic recovery workshops.</li> <li>o. Coordinate the delivery of intermediate and long term economic impact assessment <i>(subject to resource availability)</i>.</li> <li>p. Coordinate in conjunction with Career Source Florida the Quick Response Training Program and the Incumbent Worker Training Program.</li> </ul>

<b>Division of Emergency Management</b>	<ul style="list-style-type: none"> <li>a. Manage preparedness activities for the private sector during steady state including public education and outreach campaigns, business continuity planning tools, and information sharing.</li> <li>b. Provide staff support for ESF 18 at the SEOC and JFO.</li> <li>c. Coordinate with the Primary Industry Organizations, State of Florida Agencies, and Industry Organizations to identify the needs of the private sector.</li> <li>d. Participate in conference calls with ESF 18 partners and private sector.</li> <li>e. Disseminate critical information to the private sector through established communication tools.</li> </ul>
<b>Department of Agriculture and Consumer Services</b>	<ul style="list-style-type: none"> <li>a. Provide economic updates on the agriculture industry.</li> <li>b. Provide staff support for ESF 18 at the SEOC and JFO.</li> </ul>
<b>Department of Business and Professional Regulation</b>	<ul style="list-style-type: none"> <li>a. Provide assistance to the business community.</li> <li>b. Provide staff support for ESF 18 at the SEOC and JFO.</li> </ul>
<b>Department of Financial Services</b>	<ul style="list-style-type: none"> <li>a. Provide economic updates on the financial and insurance industry.</li> <li>b. Provide staff support for ESF 18 at the SEOC and JFO.</li> </ul>
<b>Department of Management Services</b>	<ul style="list-style-type: none"> <li>a. Identify registered suppliers and vendors for emergency goods and services; identify state-owned facilities and assets.</li> <li>b. Provide staff support for ESF 18 at the SEOC and JFO.</li> </ul>
<b>Department of Revenue</b>	<ul style="list-style-type: none"> <li>a. Provide assistance with intermediate and long-term economic impacts related to property tax, general tax, and child support.</li> <li>b. Provide staff support for ESF 18 at the SEOC and JFO.</li> </ul>

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**PRIMARY INDUSTRY ORGANIZATIONS:**

ORGANIZATION	RESPONSIBILITIES
<p><b>Florida Restaurant &amp; Lodging Association</b></p>	<p>a. The primary industry organizations will collect information on economic impact, provide updates to the ESF 18 operation, and provide updates to their membership on response actions by the SERT.</p> <p>b. Provide support staff to the ESF 18 operations for response and recovery.</p> <p>c. Collect information on the economic impact to the hospitality industry, provide updates to the ESF 18 operation, and communicate response/recovery updates to members.</p>
<p><b>Florida Retail Federation</b></p>	<p>a. The primary industry organizations will collect information on economic impact, provide updates to the ESF 18 operation, and provide updates to their membership on response actions by the SERT.</p> <p>b. Provide support staff to the ESF 18 operations for response and recovery.</p> <p>c. Collect information on the economic impact of the retail industry, provide updates to the ESF 18 operation, and communicate response/recovery updates to members.</p>
<p><b>VISIT FLORIDA</b></p>	<p>a. The primary industry organizations will collect information on economic impact, provide updates to the ESF 18 operation, and provide updates to their membership on response actions by the SERT.</p> <p>b. Provide support staff to the ESF 18 operations for response and recovery.</p> <p>c. Collect information on the economic impact to the tourism industry, provide updates to the ESF 18 operation, and communicate response/recovery updates to members.</p>

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**SUPPORTING INDUSTRY ORGANIZATIONS:**

ORGANIZATION	RESPONSIBILITIES
Associated Industries of Florida	a. Facilitate public-private sector exchange of information regarding needs and capabilities. b. Support the ability of the state and local governments to recover from disasters by connecting them with appropriate business affiliates. c. Assist state and local officials in identifying where private sector support is available or needed to restore business operations in affected areas. d. Engage affiliated organizations and businesses who can bring resources, capabilities, and expertise during the disaster response and recovery period. e. Improve situational awareness with the private sector across the affected area. f. Provide staffing support as needed and as is available to the SEOC and JFO.
Career Source Florida	
Enterprise Florida	
Florida Bankers Association	
Florida Chamber of Commerce	
Florida Chapters of the Association of Contingency Planners	
Florida Economic Development Council	
Florida First Capital Finance Corporation	
Florida Housing Finance Corporation	
Florida Small Business Development Center Network	
Florida Regional Councils Association	
Manufactures Association of Florida	
National Federation of Independent Businesses	
The Florida Council of 100	
Volunteer Florida	

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245 **IV. FINANCIAL MANAGEMENT**

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- A. ESF18 will coordinate approval of all expenditures with the SERT Chief and the Finance and Administration Section.
- B. Staff will maintain employee time logs to reflect hours worked. The ESF 18 ECO will maintain staffing scheduling documentation.
- C. Each agency – primary and supporting – will be responsible for tracking its own costs.
- D. All missions conducted will be entered into an approved management information system for documentation and tracking purposes.

260 **V. REFERENCES AND AUTHORITIES:**

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- A. Public Law 93-288, as amended, 42 U.S.C. 5121, et seq, the Robert T. Stafford Disaster Relief and emergency Assistance Act.
- B. Public Law 106-390, Disaster Mitigation Act of 2000.
- C. Powers of Political Subdivisions, Chapter 252.36, Florida Statutes, Emergency Management Powers of the Governor Chapter 288, Florida Statutes, Commercial Development and Capital Improvements.