

# **XXXXXX County**

## **Emergency Management**

### *2007 – 2008 Scope of Work*

Submitted by:

\_\_\_\_\_  
Emergency Management Director

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
FDEM Region 3 Coordinator

Date: \_\_\_\_\_

XXXXXX County  
 Emergency Management  
 2007 - 2008 Scope of Work

Item #	Deliverables	Mid Year Review		End of Year Review	
1	<p><b>SHELTERS:</b> All Counties shall address the following shelter deficit reduction plans and efforts consistent with the statewide shelter deficit reduction initiative by <b>May 1, 2008:</b></p> <p>A) Identify and submit potential hurricane shelter retrofit projects to Florida Division of Emergency Management (FDEM), Infrastructure Section. (The information is used to compile the Shelter Retrofit Report.)</p> <p>B) Report to the FDEM Infrastructure Section, all hurricane shelter retrofit projects that are undertaken, regardless of funding source(s).</p> <p>C) Develop and submit to the FDEM Infrastructure Section a strategy to ensure that by June 1, 2008, all designated Special Needs Shelters (SpNS) have a standby power system or capability with adequate capacity to support life-safety systems, essential lighting and outlet receptacles, air-conditioning, and necessary medical equipment. For those designated SpNS facilities without a permanently equipped standby electric generating capacity, a locally sourced and acquired temporary electric generator with adequate capacity to support the standby power system shall be provided.</p> <p>D) Develop and submit to the FDEM Infrastructure Section, a strategy to ensure that by June 1, 2010, there is adequate designated Special Needs Shelters (SpNS) client space capacity to meet anticipated five-year demands as determined by the 2008 Statewide Emergency Shelter Plan (January 31, 2008). All designated SpNS facilities must at a minimum meet the hurricane safety criteria established in the American Red Cross Standards for Hurricane Evacuation Shelter Selection (ARC 4496) and be equipped with an adequate standby electric power system or capability as described in item 1.c. above. <a href="http://www.FloridaDisaster.org/bpr/response/engineers/library.htm">www.FloridaDisaster.org/bpr/response/engineers/library.htm</a></p> <p>E) Update and submit to the FDEM Infrastructure Section, hurricane shelter deficit reduction progress reports, which include “as-is” retrofit and Enhanced Hurricane Protection Areas (EHPA) construction. (This information is used to compile the Shelter Retrofit Report.)</p> <p>F) Provide a brief report on results of the year’s coordination with school boards, community colleges and universities (as applicable) for implementation of the statutory and code required Public Shelter Design Criteria (a.k.a. EHPA). The most recent published Statewide Emergency Shelter Plan can provide guidance for implementation of the EHPA criteria. <a href="http://www.FloridaDisaster.org/bpr/response/engineers/library.htm">www.FloridaDisaster.org/bpr/response/engineers/library.htm</a></p>	<i>In Work</i>		<i>In Work</i>	
		<i>Complete</i>		<i>Complete</i>	
		<i>Due Date Missed</i>		<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>					

2	<p><b>MITIGATION:</b> By <b>September 30, 2008</b>, Hold at least one Local Mitigation Strategy Working Group meeting and provide copies of the meeting agenda, minutes and attendance list to the FDEM Recovery and Mitigation Bureau. The Local Mitigation Planning Website can be found at <a href="http://www.FloridaDisaster.org/brm/lms.htm">www.FloridaDisaster.org/brm/lms.htm</a>. As applicable during this contract period (10/01/2007 – 09/30/2008):</p> <p>a) Submit grant applications for mitigation grant funding (Flood Mitigation Assistance and Repetitive Flood Claims Programs) to retrofit identified repetitive loss properties in your community. The required Non-Federal match may be provided by the participating home or business owner. Information on these mitigation grant programs may be found on the following web pages: Flood Mitigation Assistance - <a href="http://www.FloridaDisaster.org/brm/FMAP.htm">http://www.FloridaDisaster.org/brm/FMAP.htm</a>; Pre-disaster Mitigation Program (PDM) – <a href="http://www.FloridaDisaster.org/brm/PDM.PDM_main.htm">www.FloridaDisaster.org/brm/PDM.PDM_main.htm</a>; Repetitive Flood Claims – <a href="http://www.FloridaDisaster.org/brm/RFCP.htm">http://www.FloridaDisaster.org/brm/RFCP.htm</a></p> <p>b) If the county is included in a disaster declaration, submit mitigation projects to the Recovery and Mitigation Bureau based on the funding allocations provided for Hazard Mitigation Grant Program (HMGP) related projects.</p>	<i>In Work</i>	<i>In Work</i>	
		<i>Complete</i>	<i>Complete</i>	
		<i>Due Date Missed</i>	<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>				
3	<p><b>COORDINATION and COLLABORATION:</b> No later than 30 days after each event/conference, counties are to provide an agenda or a copy of the certificate to show participation in at least the following during this contract period (10/01/2007 – 09/30/2008). The documents should be submitted to the FDEM County Liaison Section.</p> <ul style="list-style-type: none"> <li>• Quarterly Regional Coordinator Meetings</li> <li>• Governor’s Hurricane Conference</li> <li>• Current Issues in Emergency Management (CIEM)</li> <li>• Regional Domestic Security Task Force (RDSTF) Meetings</li> <li>• Florida Emergency Preparedness Association (FEPA) Conference</li> <li>• Local Mitigation Strategy (LMS) Workshops</li> </ul> <p>The documents should be submitted to your Regional Coordinator. Counties will receive credit as being in attendance by conference calls or video conferencing.</p>	<i>In Work</i>	<i>In Work</i>	
		<i>Complete</i>	<i>Complete</i>	
		<i>Due Date Missed</i>	<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>				

4	<p><b>NATIONAL INCIDENT MANGEMENT SYSTEM (NIMS) COMPLIANCE:</b> Counties shall maintain National Incident Management System (NIMS) compliance as required by U.S. Department of Homeland Security (DHS) under Homeland Security Directive 5 (HSPD-5) and be consistent with the National Response Plan, Homeland Security Directive 8 (HSPD-8). Counties will be considered NIMS compliant based on the criteria below.</p> <p>a) Maintain an ongoing training program to ensure that all emergency management/responder personnel with disaster related duties complete the following courses online or by scantron by August 30, 2008: IS 700 – National Incident Management Systems (NIMS), An Introduction; IS 800 – National Response Plan (NRP), An Introduction; ICS 100 – Incident Command System, An Introduction; ICS 200 – Incident Command System, Basic; ICS 300 – Immediate Incident Management System (ICS) for Expanding Incidents; ICS 400 – Advanced Incident Command System (ICS), Command and General Staff – Complex Incidents</p> <p>b) Information for the following courses must be completed by August 30, 2008 and forwarded to FDEM Training Unit: ICS 300 – Immediate Incident Management System (ICS) for Expanding Incidents; ICS – Advanced Incident Command System (ICS), Command and General Staff – Complex Incidents</p> <p>c) Conduct a self-assessment of the county emergency management program using the National Incident Management System crosswalk on the National Management Compliance Assurance Support Tool (NIMCAST) and submit to the FDEM NIMS Coordinator by September 15, 2008. The NIMCAST website can be found at <a href="http://www.fema.gov/NIMCAST/ChangeTemppasswordsubmit.do">www.fema.gov/NIMCAST/ChangeTemppasswordsubmit.do</a>.</p>	<i>In Work</i>	<i>In Work</i>	
		<i>Complete</i>	<i>Complete</i>	
		<i>Due Date Missed</i>	<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>				
5	<p><b>EXERCISES:</b> Maintain a comprehensive, all hazards exercise program in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) to evaluate and test all aspects of the local emergency management system including activation of the county EOC during this contract period (10/01/2007 – 09/30/2008). These documents are required to be submitted:</p> <p>a) Submit an After Action Report (AAR) to the FDEM Training and Exercise Unit within 30 days for all exercises or actual events for which the county EOC was activated.</p> <p>b) Participate in at least one full day of the annual Statewide Hurricane Exercise in which the submission of one Incident Action Plan (IAP), one Situation Report, a roster of participants, and participation in at least one telephone conference call is required. The Emergency Management Director shall determine extent of play necessary for the jurisdiction.</p>	<i>In Work</i>	<i>In Work</i>	
		<i>Complete</i>	<i>Complete</i>	
		<i>Due Date Missed</i>	<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>				

6	<p><b>CONTINUITY OF OPERATIONS PLAN:</b> Counties shall conduct at least one Continuity of Operations Plan (COOP) exercise during this contract period (10/01/2007 – 09/30/2008). This exercise may be a tabletop, functional, full-scale exercise and may be conducted as part of the annual Statewide Hurricane Exercise or an RDSTF scheduled exercise. Within 30 days of the exercise, the county will submit an After Action Report (AAR) to the Natural Hazards Program Coordinator. Recommended changes to the COOP in the AAR shall be incorporated into the plan, highlighted, and submitted to the COOP Program Manager by <b>September 30, 2008.</b></p>	<i>In Work</i>	<i>In Work</i>	
		<i>Complete</i>	<i>Complete</i>	
		<i>Due Date Missed</i>	<i>Due Date Missed</i>	

**Deliverable Status Comments:**

7	<p><b>COMMUNICATIONS:</b> To insure interoperability between Florida counties and the State Emergency Operations Center (SEOC), each county must complete the following. This information will be verified by the Regional Coordinators on a quarterly basis during this contract period (10/01/2007 – 09/30/2008). Quarterly reports are due <b>December 31, 2007, March 31, 2008, June 30, 2008, and September 30, 2008:</b></p> <p><b>A) Maintain operational installations of Groove Virtual Office (GVO) for disconnected and secure communications.</b> Two licenses per county will be provided by FDEM. One license is specifically for the County Emergency Management Director or his designee. An individual designated by the County EM Director shall be named specifically, and must have both decision making authority and the clearance to receive information that may be sensitive in nature (i.e., domestic security intelligence, public health, animal health intelligence, etc. The second license is for use as a generic support account and will be used for open/non-sensitive communications. The sharing of the user id and password for EM Director’s account is NOT authorized. However, the sharing of the user id and password for the generic account is encouraged.</p> <p><b>B) Membership:</b> There are three core GVO workspaces that each County needs to be a member of: <b>Your Region Workspace:</b> This workspace is designed to provide day to day communications between Emergency Managers from your Region as well as invitations to other workspaces; <b>Conference Call:</b> This workspace allows the SERT team to collaborate visually while dialing in to the State Conference Calls; <b>Current Hazards V3.4:</b> This workspace will be used DAILY to share information with you regarding current severe weather threats (including tropical updates) and as other hazards which may adversely affect Floridians. This workspace will also transition into an event workspace during SEOC activations.</p> <p><b>C) Account Management:</b> All GVO accounts are maintained by FDEM and will be monitored monthly for activity. FDEM has set a policy to disable any Groove account that has not been logged into for 30 days. After 30 days of inactivity FDEM will be forced to delete the expired account. For more information on Groove go to <a href="http://www.FloridaDisaster.org/groove/">www.FloridaDisaster.org/groove/</a>.</p> <p><b>D) Maintain the EMnet Emergency Messaging System via the ESATCOM data system in an operational status.</b></p> <p><b>E) Maintain the ESATCOM voice terminal (handset) in an operational status in the County Warning Point. Maintain the State National Warning and Alerting System (State NAWAS) in an operational status in the County Warning Point.</b></p> <p><b>F) Maintain the capability of activating the Emergency Alert System in the County. This capability can be met through captive hardware and captive software at the County’s 24-hour Warning Point or by publishing and maintaining written procedures, policies and instructions for activating the Emergency Alert System through the State Warning Point.</b></p> <p><b>G) Test the EMnet, ESATCOM data, ESATCOM voice and State NAWAS systems on a weekly basis and test the Emergency Alert System capability on a semi-annual basis. Additional ESATCOM or State NAWAS terminals installed at locations other than the County Warning Point (a county responsibility) will be maintained and tested similar to the primary system.</b></p>	<i>In Work</i>	<i>In Work</i>	
		<i>Complete</i>	<i>Complete</i>	
		<i>Due Date Missed</i>	<i>Due Date Missed</i>	

**Deliverable Status Comments:**

8	<p><b>TEMPORARY HOUSING:</b> By <b>May 31, 2008</b>, develop and maintain a temporary housing strategy which shall, at a minimum, address the following. The information should be submitted to the FDEM Recovery &amp; Mitigation Bureau:</p> <p><b>A)</b> Creation of a local primary point of contact database, identifying the local stakeholders, to include county/city government agencies or organizations that have any regulatory authority over land use, residential permitting and inspections, zoning/planning and utilities. Assigning a high-level point of contact responsible for administering and maintaining the strategy. Stakeholder information will include name, agency, title, business address, cell phone numbers, email addresses, and their role in the strategy.</p> <p><b>B)</b> Identify county and city zoning ordinances limiting the use of recreational vehicles, mobile homes, large buildings (20,000 square feet or more) or any temporary structure as a disaster housing resource and strategies to suspend or waive the ordinance to expedite the deployment of the resource within the county or local municipality.</p> <p><b>C)</b> Identify the process and procedure for expediting the building permitting process related to the placement of travel trailers or mobile homes within the county or local municipality. The procedure should identify the process to obtain temporary waivers of any associated fees and an estimated timetable for site inspections.</p> <p><b>D)</b> Identify potential local real-estate resources, to include rental resources, emergency shelter sites, and mobile home group sites.</p> <p><b>E)</b> Identify resources and capabilities to administer a temporary roofing program.</p> <p><b>F)</b> Input and update all data related to the Local Disaster Housing Strategy in the Disaster Housing Operation Groove workspace.</p> <p><b>G)</b> Incorporate the temporary housing plan into the County Emergency Management Plan (CEMP).</p>	<i>In Work</i>		<i>In Work</i>	
		<i>Complete</i>		<i>Complete</i>	
		<i>Due Date Missed</i>		<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>					
9	<p><b>LOGISTICS:</b> By <b>May 31, 2008</b>, update and maintain a county Logistics plan consistent with guidance found in the County Logistics and POD SOG (CEMP 2355), which can be found online at <a href="http://www.FloridaDisaster.org/bpr/Response/CIandLOG.htm">www.FloridaDisaster.org/bpr/Response/CIandLOG.htm</a>. The strategy shall also include, but not be limited to the following:</p> <p><b>A)</b> A County Emergency Fuel Strategy. Fuel Strategy guidance can be found online at <a href="http://www.floridadisaster.org/documents/2006%20FEPA%20Presentation.pdf">www.floridadisaster.org/documents/2006%20FEPA%20Presentation.pdf</a>.</p>	<i>In Work</i>		<i>In Work</i>	
		<i>Complete</i>		<i>Complete</i>	
		<i>Due Date Missed</i>		<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>					

10	<p><b>GEOGRAPHICAL INFORMATION:</b> Mapping and Spatial data shall be developed, maintained, and updated in cooperation between counties and the Florida Division of Emergency Management (FDEM). Current datasets will be provided by FDEM to counties through the appropriate Regional Coordinator. Updates and corrections will be provided to the FDEM GeoSpatial Information Systems (GIS) section on or before March 30, 2008. This shall include</p> <p><b>A)</b> County shelter data utilized by the State Emergency Support Function (ESF) 6 shall be updated and new shelters added through the web by accessing <a href="http://www.eoconline.org/EM_Live/shelter.nsf">www.eoconline.org/EM_Live/shelter.nsf</a>.</p> <p><b>B)</b> Location and attribute information of all fire rescue and emergency service stations shall be provided consistent with existing datasets.</p> <p><b>C)</b> Location and attribute information for county logistical staging areas using a format provided in cooperation with FDEM Logistics Section. Logistical Staging Area Site Survey Forms may be obtained at <a href="http://www.FloridaDisaster.org/DocumentsBPR/inventory/%20Reporting%20Sheet%2010.21.05.xls">www.FloridaDisaster.org/DocumentsBPR/inventory/%20Reporting%20Sheet%2010.21.05.xls</a>.</p> <p><b>D)</b> POINTS OF DISTRIBUTION: Location and attribute information for Points of Distribution (POD) sites and comfort stations using a format provided in cooperation with FDEM's Logistics Section. County POD Site Survey Profile forms may be found at <a href="http://www.FloridaDisaster.org/DocumentsBPR/POD%20Distribution%20Profile.doc">www.FloridaDisaster.org/DocumentsBPR/POD%20Distribution%20Profile.doc</a>.</p> <p><b>E)</b> Location and attribute information for Disaster Recovery Center (DRC) sites using a format provided in cooperation with FDEM Recovery Section.</p> <p><b>F)</b> Location and attribute information of other critical facilities shall be provided as appropriate to maintain, correct and/or update the statewide critical facilities database. Existing data will be provided to the counties through the Regional Coordinators and assistance will be made available through the FDEM GIS Section. Attribute information for spatial data requested shall include: Facility name; Latitude/Longitude in decimal degrees and Physical, E911 compatible addresses need to be complete and detailed to allow for accurate geocoding of each POD location.</p> <p style="text-align: center;">Ex. Franklin Farmers Market 1792 US HWY 98 Eastpoint, Florida 32328</p>	<i>In Work</i>		<i>In Work</i>	
		<i>Complete</i>		<i>Complete</i>	
		<i>Due Date Missed</i>		<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>					
11	<p><b>DISASTER RECOVERY CENTERS:</b> By <b>March 31, 2008</b>, each county shall identify a minimum of two (2) mobile Disaster Recovery Center (DRC) sites. Counties with a population greater than 100,000 shall identify one (1) additional DRC site per each additional 100,000 residents. These locations shall be updated annually and include legal site addresses and attribute information using a format consistent with the FDEM Preparedness Bureau.</p>	<i>In Work</i>		<i>In Work</i>	
		<i>Complete</i>		<i>Complete</i>	
		<i>Due Date Missed</i>		<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>					

12	<b>PET FRIENDLY OPERATIONL PLANS:</b> By <b>September 30, 2008</b> , counties in conjunction with their local Humane Society, local pet and animal advocates, and Emergency Support Function 17, Florida Department of Agriculture and Consumer Services, will develop a "Pet Shelter Working Group" for the purpose of establishing strategies and guidelines for Pet Friendly Shelter Plans. These plans and strategies should take into account available local resources, and local issues that are unique to each individual county.	<i>In Work</i>	<i>In Work</i>	
		<i>Complete</i>	<i>Complete</i>	
		<i>Due Date Missed</i>	<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>				
13	<b>STORMREADY COUNTIES:</b> <b>XXXXXX</b> County was recognized as meeting StormReady criteria on or before <b>XXXXXXXXXX</b> must be renewed by their respective National Weather Service office and provide documentation to their Regional Coordinator before <b>XXXXXXXXXX</b> . StormReady recognitions designated by the National Weather Service are effective for a 3 year period. Information on the StormReady program can be found at <a href="http://www.stormready.noaa.gov">www.stormready.noaa.gov</a> .	<i>In Work</i>	<i>In Work</i>	
		<i>Complete</i>	<i>Complete</i>	
		<i>Due Date Missed</i>	<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>				
14	<b>COMPREHENSIVE EMERGENCY MANGEMENT PLAN COMPLIANCE:</b> <b>XXXXXX</b> County shall demonstrate satisfaction of the Comprehensive Emergency Management Plan (CEMP) compliance criteria and provide documentation needed to satisfy the requirements of the capability assessment per Rule 9G-6 of the Florida Administrative Code during this contract period (10/01/2007 – 09/30/2008). The current Capabilities Assessment Checklist may be viewed at: <a href="http://FloridaDisaster.org/bpr/preparedness/local%20CEMP%20Review%20Unit/cpa7.pdf">http://FloridaDisaster.org/bpr/preparedness/local%20CEMP%20Review%20Unit/cpa7.pdf</a>	<i>In Work</i>	<i>In Work</i>	
		<i>Complete</i>	<i>Complete</i>	
		<i>Due Date Missed</i>	<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>				
15	<b>DEBRIS MANAGEMENT:</b> <b>XXXXXX</b> County must develop, implement, maintain, and/or submit a Debris Management (DM) strategy or plan during the county's Comprehensive Emergency Management Plan (CEMP) Review during this contract period (10/01/2007 – 09/30/2008). Each county's Debris Management Plan (DMP) must be submitted to the Recovery and Mitigation Bureau. Compliance guidance information may be found at: <a href="http://www.fema.gov/government/grant/pa/dmgtoc.shtm">http://www.fema.gov/government/grant/pa/dmgtoc.shtm</a> .	<i>In Work</i>	<i>In Work</i>	
		<i>Complete</i>	<i>Complete</i>	
		<i>Due Date Missed</i>	<i>Due Date Missed</i>	
<b>Deliverable Status Comments:</b>				



# Record of Review

## *Mid Year Review*

County Emergency Management  
Representative Signature

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Date: \_\_\_\_\_

FDEM Division  
Representative Signature

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Date: \_\_\_\_\_

## *End of Year Review*

County Emergency Management  
Representative Signature

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Date: \_\_\_\_\_

FDEM Division  
Representative Signature

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Date: \_\_\_\_\_