FLORIDA SERT

STATE MANAGEMENT TEAM

Standard Operating Guidelines

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Principle Mission

The State Management Team (SMT) serves as the forward coordinating element for the State Emergency Response Team (SERT) and the State Coordinating Officer (SCO). In this role they will provide situational awareness and operational planning to the SERT and the SCO by incorporating information collected from the State Emergency Operations Center (SEOC), County EOC's, local agencies and SMT reconnaissance. The SMT will also supply all necessary logistical support to the SERT and SCO for forward deployment. Further, the SMT, in coordination with SERT Liaisons may be tasked to assist the State Emergency Response Team (SERT) Chief with other missions as assigned by the SEOC.

Concept of Operations

The SMT is comprised of designated personnel from the SERT who may mobilize and deploy to an incident area to perform forward coordination functions as outlined in the Goals and Mission section of this document. Typically, a SMT will be activated for multi-county/regional incidents; however, a catastrophic incident is a single jurisdiction may warrant SMT activation and deployment. In all cases, the SMT will coordinate deployment, missions and demobilization with field-based SERT Liaison(s). SMT members shall remain deployment ready to address the full range of potential hazards, such as, pending natural disasters (hurricanes), significant events that may require state-level coordination or support, or no-notice incidents (accidents, radiological, terrorism, etc).

Depending upon the nature of the event or incident, the SMT may pre-deploy to the event or incident location to perform the duties outlined in the Goals and Mission sections, above. Additional duties may be assigned by the SERT Chief to meet the specific needs of the incident or event.

The SMT may be activated for any event or incident upon the order of the SERT Chief. During periods of activation the SMT reports to the SERT Chief or appropriate subordinate and operates under specific delegated authority from the SERT Chief to provide effective field coordination for events or incidents in conjunction with the local SERT Liaison. SERT Liaisons in the impacted county(ies) at the direction of the SERT Chief will coordinate activities with the SMT, once deployed, and may become part of the SMT chain-of-command throughout the activation period.

Upon activation of the SMT members will assemble at a central point designated by the SMT Commander. Prior to departure the SMT Logistics Chief will ensure that all equipment and supplies needed to support the SMT during the mission are on hand or available at the work site. At a minimum, the SMT will have sufficient supplies to be self-supporting and self-sustaining for the duration of the event/incident location. In addition, the SMT Operations Chief should contact the local SERT Liaisons to make them aware that the SMT has been mobilized to the event/incident area. The liaisons

need to be prepared to receive the SMT and to coordinate support activities with the SMT at the predetermined base of operations.

Notification:

1. The decision to activate the SMT will be made by the SCO or SERT Chief and a mission will be entered into the SERT mission tracking system. At a minimum, the mission assignment will include; the destination and/or host EOC, the name of the SERT Liaison in the Incident Area, the anticipated arrival time, the estimated duration of the SMT activation, and the name of the SMT Commander. If possible, the mission assignment should include the jurisdictional point-of-contact (local EM Director) to allow communication and coordination while the SMT is in transit to the incident location.

2. The SERT Chief will notify the SMT Commander and provide initial incident objectives for the SMT. The SMT Commander will be responsible for notifying team members.

3. Check-in: In all cases, SMT members should check in with the SMT Commander who will report status to the SERT Operations Chief at the SEOC before departure with all required gear and equipment necessary to perform in the field. The SMT Logistics Chief will coordinate with the SERT Logistics Section Chief to secure required equipment and supplies for the assignment prior to departure from the SEOC.

MOBILIZATION

1. The SERT Chief will mission task the SMT Commander, outlining clear directions and authorities for deployment.

2. The SMT Commander will conduct a pre-deployment briefing with all SMT members. Depending on the situation the SMT may conduct a conference call or convene at the central location previously agreed to and receive a full briefing on its mission assignment(s) from the SERT Chief.

3. With the large range of possible incidents that the state may experience, the SMT is designed to perform a variety of missions. During the deployment briefing the SMT will be given its initial mission(s). It is important to note the mission assignment may change at any point in the incident.

4. Upon deployment to the field, the SMT Commander will report directly to SEOC Operations Chief or designee in the SEOC except in those cases where the SCO and/or the SERT Chief deploys with the SMT. In this case, the SCO or the SERT Chief will take direct coordination of the team.

5. The SMT shall post their roster, convoy and communications information into the SERT mission tracking system.

Demobilization

1. The SMT Commander will make a recommendation to SERT Operations Chief for demobilization of the SMT based in part on the following:

   a. Time the team has been deployed (14 days maximum unless approved by the SERT Chief). If the SMT is still needed, a relief team will be identified and transfer of command will be accomplished.

   b. The activity level for the event has substantially diminished and can be effectively managed by local jurisdictions without continued forward state assistance.

   c. The SMT has been reassigned to another operational area.

2. SERT Chief will make the final determination for the demobilization of the SMT and enter the update to the original mission to demobilize the team.

3. The SMT Plans will develop a detailed demobilization plan.

   a. In accordance with the approval of the SERT Chief, the plan will identify the date and time of the demobilization.

   b. Should the team demobilize and transition with an incoming team, at least one full day overlap with the incoming team shall be provided for in the demobilization plan. The team shall not demobilize until all sections concur that all available institutional information has been transferred. The new SMT Commander shall contact the SERT Operations Chief that the transition has occurred and the new team has taken over for the team now in full demobilization.

   c. The coordination of the demobilization of all expendable and non-expendable resources managed by the SMT in cooperation with the SERT Logistic Chief, as appropriate for the incident.

   d. The Demobilization Plan will be developed by the SMT Plans Section and approved by the SMT Commander. The plan may discuss the completion of the SMT mission, relocating or transitioning to another entity.

   e. The plan should address critical incident stress management (CISM) process, in conjunction with SERT procedures.

   f. The plan will include a decontamination plan for personnel, vehicles and equipment.

   g. The plan will include details for a closeout meeting/conference call with local EOC(s) to ensure a smooth transition of duties and responsibilities and any potential issues that warrant specific discussion.

   h. The plan will include a team closeout to discuss team performance and safety briefing for personnel traveling back to their home areas.

After Action Reporting: (Team Self Critique or Team Closeout) The SMT Commander and the SMT Plans Chief shall prepare an after action report for each activation and deployment of a SMT. The report should adhere to the minimum format and content requirements of the Homeland Security Exercise and Evaluation Program (HSEEP).

a. The SMT Commander will establish a time, date and location for SMT Chief's and key personnel to meet following any deployment, to evaluate the team's effectiveness and to discuss lessons learned, what worked or didn't work, and to project future SMT needs.

b. The SMT Commander will conduct this meeting and the Plans Chief will compile meeting notes.

c. All Section Chiefs will be responsible for producing and critiquing incident documentation to be included in the AAR.

d. This information will be used to complete an After-Action Report (AAR) on the SMT's operations.

The SMT Commander will submit the AAR to the SERT Chief and will negotiate any significant items of discussion, as appropriate. Individual team member performance evaluations will be completed upon request.

Goals to be achieved by the State Management Team

1. Support the SERT and the SCO in forward deployment.

2. Provide direct coordination with, and support for assigned SERT liaisons.

3. Support the Recovery process to include the initial coordination and staffing for the Joint Field Office (JFO).

4. Support the State Logistics Resource Center (SLRC).

5. Provide initial support for a larger forward Coordinating Element (Forward-SERT).

6. Coordinate protective action decision making for nuclear power plant exercises or emergencies.

7. Provide state on-scene coordination for Natural, Technological and Man-made emergencies where Florida SERT agencies or entities are not the primary responders (Includes emergencies where the National Response Framework and-Stafford Act do not apply).

Objective: Details for the specific Mission Tasks of the SMT

Task 1: Support the SERT and the SCO

1. Support the SERT and the SCO forward deployment

    a. Deploy as required in support of the SERT and the SCO

    b. Establish reliable communications, working space, logistics and planning support

    c. Assess ongoing operations and develop situational awareness

    d. Address and resolve critical issues

Task 2: Direct Coordination and Support

1. May provide direct coordination with, and support for assigned SERT Liaisons as well as their respective County and municipal jurisdictions. This requires the SMT leadership to be cognizant of both the current operational needs of the incident, as well as event's political context, local, state and federal.

    a. When tasked by the SERT Chief, the SMT will provide direct operational coordination between impacted counties/jurisdictions through the SERT liaisons.

    b. The SMT Commander should ensure that the County Emergency Management Director(s) receive any information or support he/she needs from the SERT, and the SERT needs from the County Emergency Management Director(s) to manage a response.

    c. When directed by the SERT Chief the SMT will provide additional staff support for SERT liaisons where the workload has increased beyond their capacity. The SMT will provide the following:

        i. Maintain contact with SERT Operations Chief; work with Plans to ensure the accuracy of Essential Elements of Information (EEI) form, and that the County or counties is/are represented on State Conference Calls.

        ii. Assist County or counties by ensuring their resource requests are submitted accurately with all required information (who, what, when, where, purpose, point of contact, etc.)

        iii. Monitor and troubleshoot any issues identified by the SERT at the County level.

    d. At the direction of the SERT Operations Chief the Regional Coordinators for the impacted counties may become a part of the operations section of the SMT; providing real-time situational awareness for both SERT Liaisons and the SMT.

    e. Provide coordination for the compilation and development of current situational awareness and report to the SERT.

        i. Protective action decision-making,

        ii. Assess and communicate damage, severity and magnitude

iii. Immediately correct and/or report critical issues

f. Monitor the impacted counties for resource support needs, and where necessary plan for, facilitate and expedite the delivery of requested resources. Including:

i. Planning for Points of Distribution (PODs) support

ii. Planning for State Response Actions

iii. Provide direct support and required facilitation to the state tasked missions(s)

g. As directed, provide immediate support and facilitation for Recovery missions:

i. Support the completion of preliminary damage assessments

ii. Support the establishment of disaster recovery centers

iii. Provide support through SERT liaisons for technical assistance to the affected county(s)

Task 3: Forward SERT (F-SERT):

1. Forward SERT (F-SERT):

a. Establish a Forward SERT as tasked by the SERT Chief and/or SCO. During this process the SMT will likely be absorbed into FSERT. The establishment of a Forward SERT may be required due to any of the following parameters:

i. The State has received multiple event impacts over a large geographic area

ii. The area of singular impact is geographically large, requiring direct oversight and operational coordination

iii. While managing an ongoing event, the State anticipates the impact of another significant event or incident

iv. The impact of a singular event is so catastrophic that it is anticipated, or confirmed, local governmental operational structures have become incapacitated or non-functional

b. SMT Leadership will provide the following:

i. Identify a suitable facility that will accommodate full Forward SERT operations

ii. Determine staffing needs (anticipate full Emergency Support Function (ESF) staffing)

iii. Identify and establish communications needs

iv. Establish logistical support for the Forward SERT

c. Provide the initial staffing for the Forward SERT and assist in the transition to full ESF based activation

Task 4: Support the Recovery

1. Support the Recovery process to include the initial coordination and staffing for a Joint Field Office (JFO)

   a. Work directly with Recovery staff and support the Post Disaster Assessment (PDA) process

   b. Provide support for the establishment of the JFO to include initial staffing

Task 5: Support State Logistics Resource Center (SLRC)

1. Support State Logistics Resource Center (SLRC)

   a. Provide staffing support for the SLRC as tasked by the SERT Chief

   b. Provide staffing for data input for the movement of commodities to the impacted area(s)

Task 6: Radiological / Nuclear Support

1. Radiological / Nuclear Support: Independent responsibilities

   a. The Radiological Emergency Preparedness (REP) mission may have the SMT take command and control of protective decision making in the affected area from a Nuclear Power Plant's Emergency Operations Facility (EOF) in conjunction with the impacted counties.

   b. The SMT may coordinate the SERT response missions.

   c. The SMT follows the REP mission is highly defined in Annex A to the Florida Comprehensive Emergency Management Plan.

Task 7: On-scene Coordination to support SERT, SCO and State Lead Agencies

1. Establish direct on-scene coordination capability at a primary response agency's(ies') and/or entity's(ies') incident/unified command post, area command, base, staging area or other facility as directed by the SCO and/or SERT Chief.

   a SMT leadership must be cognizant of both operational needs of the incident, as well as the event's political context, local, state and federal.

   b. Establish reliable communications, work space, operations, logistic and planning support.

   c. Assess ongoing operations and maintain situational awareness

   d. Represent the SERT in command, operations, planning, logistics and public information activities (i.e., establishing of priorities, operational and

technical decisions, strategies and procedures, participate in meetings/briefings, etc.)

  e. Identify, address and resolve critical issues

  f. Regularly communicate current situation, unmet needs/resource deficiencies and future operations to SCO, SERT Chief, State Lead Agencies, SERT and affected counties

2. Co-locate or embed appropriate state personnel with primary response agency's(ies') and/or entity's(ies') command and operation, plan and logistic sections/units.

  a. Provide Florida-specific recon/intel to primary response agency's(ies') and/or entity's(ies') to facilitate a common operating picture

  b. Facilitate coordination of Florida concept of operations with primary response agency's(ies') and/or entity's(ies') concept of operation

  c. Ensure that state and local needs are communicated and considered

  d. Ensure that Florida laws, rules, regulations and procedures are followed

  e. Serve as a liaison to troubleshoot, deconflict and expedite emergency operations with state and local officials

Assumptions

1. Multiple Teams could be activated for multiple missions and/or tasking.

2. In order to ensure that the State has an adequate number of SMTs to address multiple missions, it relies on an active partnership with local and state responders to fully staff all teams.

3. The SMT does not have an initial resource coordination role but only identification of resource gaps, objectives, problems, and developing solutions.

4. When established the Forward SERT will perform a resource coordination role.

Direction and Control

1. The SERT Chief or SCO will determine the need for the deployment of the SMT.

2. The SERT Chief will establish operational objectives for all SMT missions.

3. The SMT, once deployed to the field, reports to the SERT Operations Chief.

4. The SMT deployed to the JFO will report to the Deputy SERT Chief (Recovery).

5. The SMT deployed to the SLRC will coordinate with the SLRC Manager.

6. The SMT will coordinate with the SERT Liaison for all inter-actions with the County EOC.

7. SERT Liaison(s) in the SMT area of operation may report to and through the SMT.

8. If a full Forward SERT activation is not warranted then the SMT's may be expanded to accommodate State ESF personnel and its mission may be expanded to encompass an expanded complement of SERTs responsibilities.

9. Upon order of the SERT Chief, the SMT will assist in the transition to function as staffing for the Forward SERT.

Organization / Roles and Responsibilities

State Management Team Leadership

Position: State Management Team Commander (SMT Commander)

When delegated with a mission by SERT Chief the State Management Team Commander is responsible for the activation, organization, supervision, effective management and safe/successful conclusion of the mission assignment.

Role:

1. Think and act strategically in accordance with mission dictates.

2. Provide clear, strong and effective communication to the SMT and mission participants.

3. Facilitate a collaborative atmosphere.

4. Adapt actions and SMT activities to the assigned mission's needs.

5. Be cognizant of both the current operational needs of the mission, as well as event's political context, local, state and federal.

6. Delegate authority as necessary in order to accomplish the mission.

Responsibilities:

1. Contact SMT members for deployment.

2. Implement the assigned SMT Mission, and complete the established mission priorities.

3. Establish an appropriate SMT Command Post that will meet both the current mission needs as well as potential requirements.

4. In accordance with the mission requirements, coordinate the activities of the SMT with appropriate key officials, local state and federal.

5. Establish an SMT organizational structure as necessary to support of the mission, and request additional staffing and assets if required.

6. Ensure that the SMT is conducting comprehensive planning in support of the mission requirements, this includes:

    a. Conducting reconnaissance in order to develop situational awareness,

    b. liaise with other agencies,

    c. holding SMT planning meetings, and

    d. develop and approve SMT Incident Action Plan (IAP).

7. Review and approve all SMT procurements and requests for additional assistance.

8. In accordance with the assigned tasking, keep the SEOC informed on both the SMT and mission status.

9. Authorize the release of information to the media in support of mission tasking.

10. Ensure that the SMT is implementing adequate safety measures.

11. Direct the demobilization to the SMT when ordered or the mission has been completed.

Position: State Management Team Deputy Commander (SMT Deputy)

Supports the SMT Commander by assisting with delegated responsibility regarding the activation, organization, supervision, effective management and safe/successful conclusion of and assigned SMT mission. May assume leadership of the SMT and mission in the event of absence or incapacitation of the SMT Commander.

Role:

1. Same as those assigned to the SMT Commander

2. Assumes the key forward role to coordinate Recovery Operations

3. Assumes the leadership of the SMT in the absence or incapacitation of the SMT Commander.

Responsibilities:

1. Will assist the SMT Commander with the activation, organization, supervision, management and safe/successful conclusion of and assigned SMT mission

2. Will determine the requirements for additional staffing to complete Recovery missions to include Operations, Plans and Logistics staff.

3. Duties in support of the mission as delegated by the SMT Commander

Position: State Management Team Liaison Officer (SMT Liaison)

The SMT Liaison Officer will serve as the primary point of contact and coordination between the SMT and its mission, and other local, state or federal agencies/entities in the SMT Mission area.

Role:

1. Serves as the point of contact between the SMT and representatives from other governmental agencies, non-governmental organizations/elected officials, and /or private entities.

2. Keep agencies/entities supporting the SMT and/or mission, aware of mission status.

Responsibilities:

1. Establishes and maintains a list of supporting agencies/entities and coordinates inter-agency contacts.

2. Represents the SMT to agency leaders when neither the SMT Commander nor the SMT Deputy are available.

3. Coordinates the SMT mission operations with other agencies/entities advising them on SMT mission status and monitoring for, and circumventing, current or potential inter-agency problems.

Position: State Management Team Public Information Officer (SMT PIO)

Provide public information management support to the SMT in accordance with State Emergency Operations Center (SEOC) needs and the assigned mission tasking.

Role:

1. Coordinates all mission specific media interactions relating to the SMT in coordination with ESF 14.

2. Represents the SMT in and incident specific Joint Information Centers (JIC).

3. Serves as a media liaison to local level public affairs personnel.

Responsibilities:

1. Gathers specific information related to the mission that may be of interest to the media, and determine the need or method of information release.

2. Coordinates media releases with local, state and federal representatives.

3. Develops media releases as required.

4. Obtains SMT Commander approval for any media releases.

5. Arranges for and conduct any necessary media tours, interviews, or briefings as required.

6. Monitors the developing information pertinent to the event/incident status and mission information; maintaining current situational awareness, or intelligence that may be useful in mission status displays and mission planning.

Position: State Management Team Safety Officer (SMT Safety)

The SMT Safety closely monitors all SMT operations and activities, advising the SMT Commander on all matters relating to the health and safety of the SMT and its mission.

Role:

1. While ultimate responsibility for the safe conduct of the SMT and its mission rests with the SMT Commander, the SMT Safety provides an ongoing assessment of SMT operations and activities in order to reduce mission risks, enhance SMT personnel health and safety, and develop operational accountability.

Responsibilities:

1. Insures that a safety inspection is completed for all vehicles traveling with and transporting the SMT.

2. Conduct risk assessments of ongoing SMT operations and activities, from activation through SMT demobilization, advising the SMT Commander on assessment findings and developing measures to reduce anticipated risks.

3. Working through the appropriate chain of command, correct any unsafe conditions, preventing and or stopping unsafe acts.

4. To unilaterally and immediately terminate/suspend any operation and/or activity in which SMT personnel or others are in immediate danger.

5. Reviews the SMT IAP for safety implications and prepares a mission specific safety message or plan based on the operations, hazards, problems, and/or agency requirements anticipated.

6. Coordinates safety management issues relating to the SMT mission across jurisdiction, governmental agencies and non-governmental and private sector agencies.

7. Reviews and approves the SMT's Medical Plan.

8. Investigates and reports findings to the SMT Commander on any accident involving the SMT personnel, or ongoing SMT operations.

9. Provides a safety message at all SMT briefings.

10. Insures that a final safety inspection for all vehicles traveling back to home headquarters is completed.

State Management Team General Staff

OPERATIONS SECTION

Position: State Management Team Operations Section Chief (SMT Ops)

The SMT Operations Chief develops the operational portion of the SMT IAP and as such directly supervises all operational components of SMT and its assigned mission. Included in this description will be the responsibility for the operational expansion of the SMT structure into the F-SERT at the direction of the SERT Chief.

Role:

1. Assigns and supervises the Operations Section managing the operations of the SMT

2. Reports directly to the SMT Commander

Responsibilities:

1. In accordance with the direction of the SMT Commander and mission tasking, develops the operational elements and the priorities of the SMT IAP.

2. Assigns, reassigns, and releases operational components of the SMT mission, in accordance with the SMT IAP and mission tasking.

3. Determines the timing of SERT liaisons to report to the Operations Section. Once established all SERT Liaisons may coordinate and report through the Operations Section of the SMT.

4. Briefs Operation Section personnel and maintains close contact with subordinate positions in order to directly supervise the execution of the operations portion of the SMT IAP.

5. Makes or approves expedient changes to operations portion of the SMT IAP as conditions or events warrant.

6. Maintains close communications with the SMT Commander, reporting information about special activities, events, and occurrences

7. Requests additional resources in support of SMT operations.

PLANS SECTION

Position: State Management Team Plans Section Chief (SMT Plans)

The SMT Plans collects situation and resource status information relating to the SMT and its assigned mission, evaluates it and processes the information for use in

developing the SMT IAP and other planning tools. Further, the Plans Section forecasts future mission requirements and begins contingency planning for those eventualities.

Documentation

Documentation supports the development of the Incident Action Plan maintains incident files, historical log of important events and activities; provides duplication services. The State Management Team documentation should coordinate closely with the jurisdictions in the area of operation to ensure they receive pertinent county level documents such as Incident Action Plans, emergency declarations orders for evacuation, curfews, etc. The SERT Liaison at the county EOC is the ongoing linkage to this information.

> *Conference Calls.* The Plans Section will be responsible for coordinating conference calls affecting the area of operation and participating in conference calls as requested by the State Emergency Operations Center and the county SERT Liaisons.

The Plans Section may coordinate the following conference calls with each operational period:

1. Regional calls of the county level command teams within the area of operations,

2. Regional conference calls with the county SERT Liaisons,

3. Conference Calls with the State Logistics Staging Area and Points of Distribution within the area of operation.

4. Recovery coordination

Situation:

The Plans Section is responsible for the collection, processing and organizing of all incident information which will assist in the understanding, analyzing, and projecting of situation awareness:

1. Collect impact assessment and damage assessment information from each of the jurisdictions within the area of operation. This information will be coordinated with the State Emergency Operation Center.

2. Evaluate current resource status and work with the Resource Unit to evaluate resource needs to meet the operational objectives in the next operational period of each of the jurisdictions within the area of operation.

3. Work closely with the Geographic Information Technician to develop map, images, and photographs which will support implementation of the operational objectives. Provide photographic services and maps if required.

Role:

1. Set mission planning and documentation expectations.

2. Provide planning support services to the SMT.

3. Collects situation and mission status information.

4. Evaluate collected information and processes it and disseminates it in the form of mission plans.

5. Forecast future SMT mission needs, including demobilization.

Responsibilities:

1. The collection, evaluation and dissemination of information pertaining to the mission, operational developments, resource status, and accomplishments.

2. Conducts and facilitates SMT Planning Meetings.

3. Supervises the collection of all SMT planning documents and collation of that information into development of the SMT's mission IAP.

4. Utilizes technical planning staff support to provide specialized information (Weather, Mapping, etc) to the planning effort

5. Determines the need for specialized resources in support of the SMT mission.

6. Established information reporting requirements and planning schedules

7. Reports and tracks mission status, including any significant changes, and forecasts future mission requirements

8. Develop other mission planning as appropriate

    a. Contingency plans

    b. Evacuation plans

    c. Control & Containment Plans

    d. Continuity of Operations Plan

    e. Demobilization Plan

LOGISTICS SECTION

Position: State Management Team Logistics Section Chief (SMT Logistics)

The SMT Logistics Chief manages the logistics function of the SMT. This includes the provision of all support needs, services, equipment, supplies, and facility support to the SMT in accordance with assigned mission requirements. The primary purpose of the SMT Logistics function is to provide for the basic needs of SMT personnel. The SMT Commander will ensure that the Logistical Support Checklist is up-to-date and that all required equipment and supplies are on-hand or available on-site prior to deployment.

Credentialing and Identification Badges:

All SMT members will be equipped with the SERT photo identification badge and will display it at all times when deployed. The SMT Logistics Chief will be responsible for securing any other credentials or identification badges that might be required to operate in the incident area. (Note: this is especially important if local curfews are in effect).

Self-Sufficient/Self-Sustaining:

It is important that a deployed State Management Team be completely self-sufficient for the duration of the mission. This includes food, water and sleeping gear, as well as, the SMT having the necessary tools to perform and complete its mission. It is important for the SMT to consider the type of mission it will be assigned to prior to the completion of actual equipment list and deployment. The SMT Logistics Chief will be responsible for identifying equipment and supplies based upon the mission task. Some items may be provided by the SERT's Logistics Section.

Prior to Arrival: The SMT Logistics will prepare a convoy and travel plan that includes a routing, communications and safety information. The communications plan must include the Team's internal communication, as well as, how the Team will communicate with the SERT.

The SMT may request or coordinate resource requests or establish priorities for the assignment of critical resources needed to support local incident(s) throughout the deployment period. In all cases, the SMT will adhere to the established SEOC mission tracking and resource management systems and procedures.

Role:

1. To plan for and provide all logistical support to the SMT in accordance with the mission tasking requirements.
2. Check in and check out all assigned resources to team members.

Responsibilities:

1. Plans for and provides all logistical needs in support of the SMT and its assigned mission. This include, but is not limited to:
   a. Transportation, including vehicle maintenance and fueling.
   b. Prepare the Mobile Command Vehicle (MCV) for deployment
   c. Communications and Information Technology.
   d. Equipment and disposable supplies.
   e. Medical Services.

    f.   Facilities, including lodging, operational work spaces, and member personal hygiene and sanitation needs.

    g.   Food and water for SMT.

2.   Coordinates requests for additional resources as required by the mission.

3.   In the absence of the MCV insure a Regional Coordinators support trailer is deployed

4.   Advises the SMT Leadership on current support capabilities, future needs and requirements.

5.   Provides input for and reviews the SMT's Communication, Traffic and Medical Plans

6.   When directed oversees the demobilization of SMT mission support assets in accordance with the demobilization plan.

FINANCE SECTION

Position: State Management Team Finance Section Chief (SMT Finance)

The SMT Finance manages all financial aspects of the SMT deployment and mission.

Role:

1.   To plan for and provide all financial management and accounting support to the SMT in accordance with the mission tasking requirements.

2.   Ensure appropriate accounting and documentation of all mission costs.

Responsibilities:

1.   Manage all financial aspects of the SMT deployment and mission.

2.   Provide on-going cost estimates and analysis as requested.

3.   Maintain accurate SMT time records, personnel and equipments cost records.

4.   Tracks work compensation and related claims.

5.   Along with the SMT Safety, insure the completion and submittal of injury status reports.

6.   Purchases items in support of the SMT.

7.   Provide daily feedback to the SEOC on ongoing mission costs.

8.   Support the demobilization of the SMT and appropriate financial closeouts are completed and filed prior to disbanding SMT operations.

SMT Commander

SMT PIO

Deputy SMT Leader

SMT Liaison Officer

SMT Safety Officer

SMT Operations Section Chief

SMT Planning Section Chief

SMT Logistics Section Chief

SMT Finance Section Chief

Technical Specialists

GIS

Response Branch

Recovery Branch

IT

SERT Liaison(s)

Meteorologist
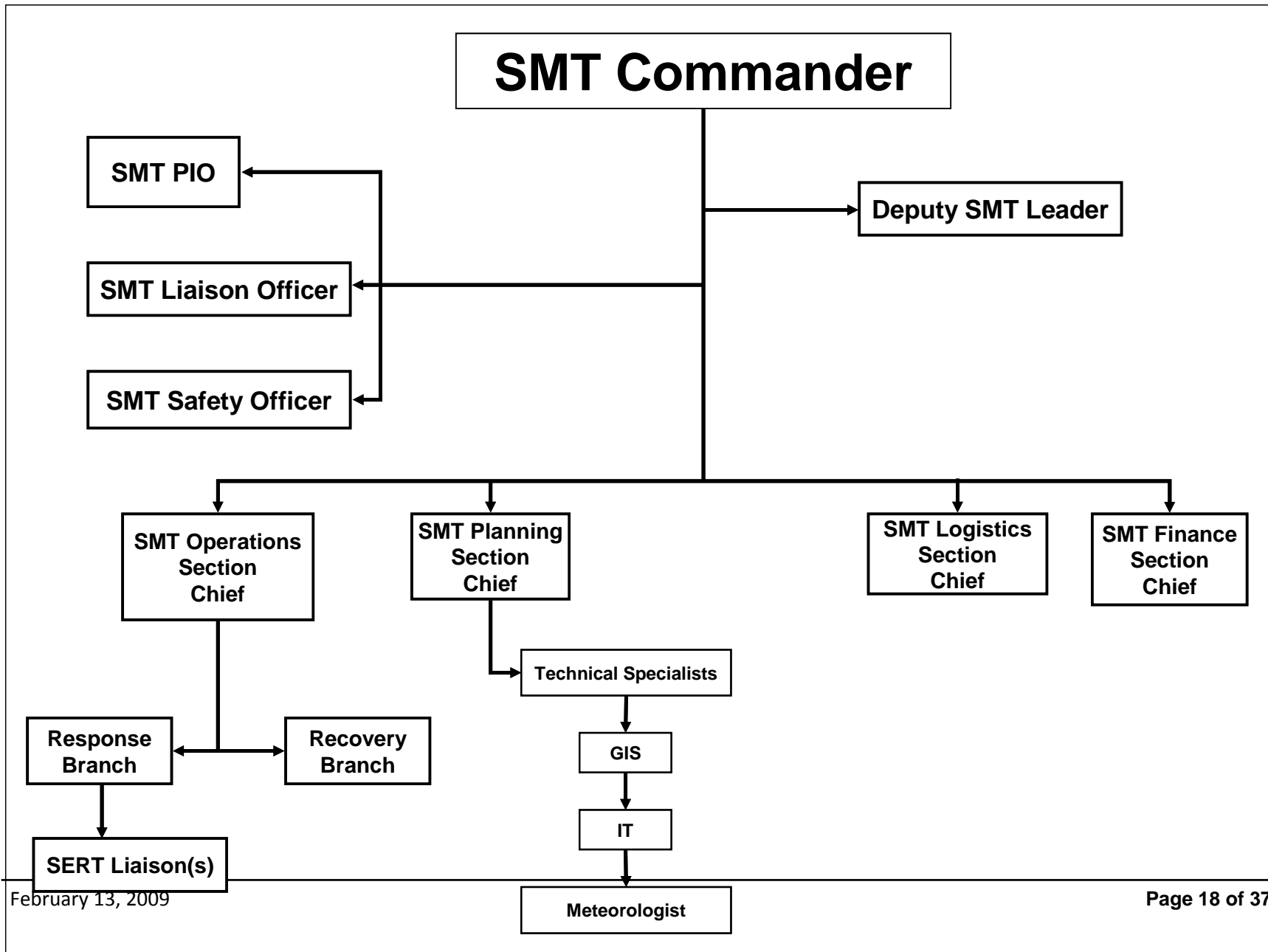
Application and Selection Process for SMT Personnel

Division of Emergency Management (DEM) recognizes the unique skills and overall contributions of other state, regional and county agency personnel to the effectiveness of the SERT. DEM will institute an annual application process for the SMT positions in which they will advertise, collect and analyze the applications.

   a.   DEM will manage an application process for the SMT positions

   b.   DEM will annually advertise for applications.

   c.   The SERT Chief will identify SMT Commanders.

   d.   Candidates for these positions must meet all the prerequisites of training and will also be evaluated for position specific training and experience. The SERT Chief will have the authority to waive the training requirements.

   e.   A review committee consisting of the SMT Commanders will review and rank the SMT candidates.

   f.   Qualified individuals for each team position will be identified from DEM staff, other state, regional, and county governmental agencies using the application process.

   g.   Candidates will be notified for which position that they have been assigned by their SMT Commander.

   h.   Teams will be placed on a rotation schedule.

   i.   Should a team member be unable to respond or fill the on-call mission, they shall immediately notify the SMT Commander. An alternate shall be identified for the period of time that the on-call member is not able to respond.

SMT Credentialing

   1.   Personnel: Primary staff for the SMT will be pre-identified

   2.   Any person selected for SMT assignment shall have a minimum of two years of emergency management or first responder experience.

   3.   SMT personnel will demonstrate the necessary knowledge, skills and abilities to function in a forward deployment environment. At a minimum, SMT members will demonstrate functional knowledge of the Florida Comprehensive Emergency Management Plan (CEMP), the resource management systems and procedures, and have completed specified Emergency Management Training, as well as, NIMS/ICS training. Training courses include the following training courses and/or equivalent:

G775	EOC Operations
G191	EOC/ICS Interface
All Hazards Incident Management Team training	
IS-700.a	Introduction to NIMS*****
ICS-100.a	Introduction to Incident Command System (ICS)*****
ICS-200.a	Basic ICS *****
ICS-300	Intermediate ICS*****
ICS-400	Advanced ICS *****
Other ICS Position Specific Training	
IS -800.b	National Response Framework*****
FDEM Individual Training (EMIT) CD	

*Required for credentialing by the National Emergency Responder Credentialing System (Under development)

4. The SMT should include at least two members who are qualified in Basic First Aid or to the First Responder level.

Exercise Activation Preparedness and Procedures:

1. The SMT Commander should conduct periodic reviews of this plan with SMT personnel, particularly prior to Hurricane season and at other periods when the SEOC is activated to Level I and SMT deployment is possible.

2. All SMT personnel shall participate in no less than one tabletop or functional exercise and no less than two drills annually.

3. It is recommended that SMT activation and deployment is included as a component in the annual Hurricane Exercise or other regional or statewide exercises that involve local EOC participants.

4. A deployment may substitute for either an exercise or a drill depending on the complexity of the deployment.

Plan Maintenance:

The SMT plan will be reviewed annually by the SERT Operations Chief and updated as required with the final approval of the SERT Chief. The plan will be distributed to the SMT Commander and to all team members by the SERT Operations Chief.

Reference and Authorities:

a. This procedure is compliant with Chapter 252, Florida Statutes. It will be used in concert with current SERT Operational Procedures. The

Operations Section and Field Operations Guide link this plan to the authority of the SERT Chief during an activation of the SERT. The CEMP defines how the SERT Chief's authority is derived from the State Coordinating Officer (SCO) and the Governor of the State of Florida. The SMT reports to the Operations Section Chief unless otherwise determined by the SERT Chief or the SCO.

b. Chapter 252, Florida Statutes

c. State of Florida Comprehensive Emergency Management Plan (CEMP)

d. State Emergency Operations Center, Operations Section Procedures

e. State Emergency Operations Center, Recovery Operations Plan

Appendix A – Notification Procedure and Checklist

[ ] SMT Commander receives notification of mission tasking from SERT Chief or their designee.

[ ] Receive briefing from the SERT Chief or his designee to include the scope of the assignment and mission guidelines.

[ ] Establish communications with the assigned SMT members, if a member is unable to respond an alternate member from another team shall be contacted until the SMT roster is filled.

[ ] Provide an initial briefing for all SMT members to include:

- Reporting location.

- Mission assignment and operational expectations

- Latest event information and environmental conditions.

- Transportation and logistical support requirements.

- Ensure that SMT members are prepared, self-sufficient, and adequately equipped to perform their assignment.

- Media issues and procedures.

- Identification of the affected State/local/emergency management structure.

- Pertinent unique/cultural local considerations.

- Individual and SMT performance expectations including work hours and activity schedules.

- Problem-solving processes and methods for establishing/changing SMT priorities.

- Information flow and reporting requirements.

[ ] Maintain status of other SMT members while enroute to the reporting location at the incident.

[ ] Ensure development of communications/deployment plan.

[ ] Ensure SMT Logistics has considered logistical requirements (i.e., transportation, communications, etc.) with the team members prior to arrival at the assigned location.

Appendix B – Personal Preparedness Items

1. Several changes of clothing/dirty laundry bag or trash bag
2. Flashlights and batteries
3. Bug spray
4. Personal medications and toiletries
5. Sunscreen and/or a hat/sunglasses
6. Rain gear
7. Work boots/shoes/ Steel toed boots --- tennis shoes for the base camp/in garrison environment but not in areas of damage)
8. Sleeping bags/ blankets
9. Towels
10. Identification credentials/valid drivers license
11. SERT apparel
12. Go kits

Logistics will Provide:

1. GPS units
2. Garbage bags
3. MREs/ non-perishable food for at least seven days
4. Bottled water/ sports drinks for at least seven days
5. First Aid and safety equipment
6. Perishable items such as plastic dining utensils, paper products such as toilet paper, paper towels etc.

Appendix C – Checklist for Each Position
Responsibilities and ICS Forms

Many forms are used by various positions in the Incident Command System (ICS). Listed below are the form numbers, file attributes, brief descriptions, and persons who are to fill out the forms.

Form 201	Incident Briefing	Section Chief (Plans)
Form 202	Response Objectives	Section Chief (Plans, per IC/UC)
Form 203	Organization Assignment List	Resources Unit (Plans)
Form 204	Division/Group Assignment List	Section Chief, Staff (Plans per OPNS)
Form 205	Incident Radio Communications Plan	Comm. Unit (Logistics)
Form 206	Medical Plan	Med. Unit (Logistics)
Form 208	Site Safety and Control Plan	Safety Off., Staff
Form 209	Incident Status Summary	Resources Unit (Plans)
Form 210	Status Change Card	Staff (OPNS Supervisors)
Form 211	Check-In List	Staff (Resources Unit)
Form 214	Unit Log	Staff
Form 215	Operational Planning Worksheet	Staff
Form 215a	Incident Action Plan Safety Analysis	Safety Officer, Staff
Form 217	Radio Frequency Assignment Worksheet	Resources Unit
Form 219-7	Resource Status Card (Dozers)	Staff
Form 221	Demobilization Checkout	Resources Unit

ICS Form 201 – Incident Briefing

INCIDENT BRIEFING	1. Incident Name	2. Date Prepared	3. Time Prepared

4. Map Sketch

ICS 201 Page 1 of 4	5. Prepared by (Name and Position)

6. Summary of Current Actions

ICS 201	Page 2

7. Current Organization

| ICS 201 | Page 3 |

8. Resources Summary				
Resources Ordered	Resource Identification	ETA	On Scene	Location/Assignment
ICS 201	Page 4			
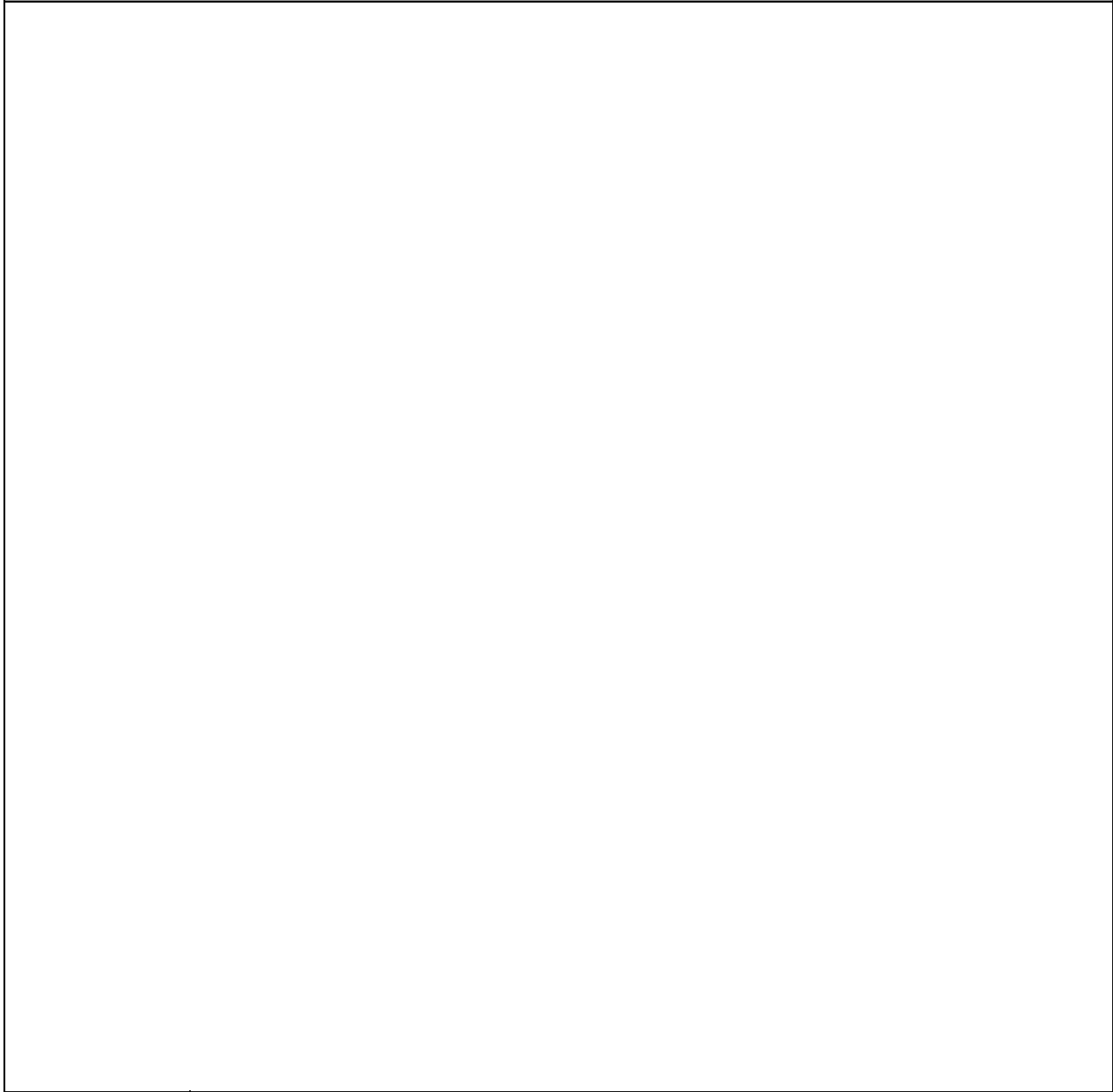
ICS Form 202 – Incident Action Form (Plans Section)

INCIDENT OBJECTIVES	1. INCIDENT NAME	2. DATE	3. TIME

4. OPERATIONAL PERIOD (DATE/TIME)

5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)

6. WEATHER FORECAST FOR OPERATIONAL PERIOD

7. GENERAL SAFETY MESSAGE

8. Attachments (☑ if attached)

☐ Organization List (ICS 203)	☐ Medical Plan (ICS 206)	☐ Weather Forecast
☐ Assignment List (ICS 204)	☐ Incident Map	☐
☐ Communications Plan (ICS 205)	☐ Traffic Plan	☐

9. PREPARED BY (PLANNING SECTION CHIEF)	10. APPROVED BY (INCIDENT COMMANDER)

ICS Form 204 – Division Objectives

1. BRANCH	2. DIVISION/GROUP	**ASSIGNMENT LIST**

3. INCIDENT NAME	4. OPERATIONAL PERIOD
	DATE TIME

5. OPERATIONAL PERSONNEL		
OPERATIONS CHIEF	DIVISION/GROUP SUPERVISOR	
BRANCH DIRECTOR	AIR TACTICAL GROUP SUPERVISOR	

6. RESOURCES ASSIGNED TO THIS PERIOD

STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME

7. CONTROL OPERATIONS

8. SPECIAL INSTRUCTIONS

9. DIVISION/GROUP COMMUNICATIONS SUMMARY

FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL				SUPPORT	LOCAL			
	REPEAT					REPEAT			
DIV./GROUP TACTICAL					GROUND TO AIR				

PREPARED BY (RESOURCE UNIT LEADER)	APPROVED BY (PLANNING SECT. CH.)	DATE	TIME

ICS Form 205 – Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time
4. Basic Radio Channel Utilization				

System/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks

5. Prepared by (Communications Unit)

ICS Form 211 – Incident Check-In Lists

INCIDENT CHECK-IN LIST	1. Incident Name	2. Check-In Location (complete all that apply)					3. Date/Time
Check one:		☐ Base	☐ Camp	☐ Staging Area	☐ ICP Restat	☐ Helibase	
☐ Personnel ☐ Handcrew ☐ Misc.							
☐ Engines ☐ Dozers							
☐ Helicopters ☐ Aircraft							

Check-In Information

4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format:					5. Order/Request Number	6. Date/ Time Check-In	7.	8.	9.		10.	11.	12.	13.	14.	16.	16.
Agency	Single	Kind	Type	I.D. No/Name			Leader's Name	Total No. Personnel	Manifest Yes	No	Crew or Individual's Weight	Home Base	Departure Point	Method of Travel	Incident Assignment	Other Qualifications	Sent to RESTAT Time/Int

Page ___ of ____	17. Prepared by (Name and Position) *Use back for remarks or comments*

ICS Form 214 – Unit Log

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators	5. Unit Leader (Name and Position)		6. Operational Period

7.   Personnel Roster Assigned

Name	ICS Position	Home Base

8.   Activity Log

Time	Major Events

9. Prepared by (Name and Position)

ICS Form 215 – Operational Planning Worksheet

OPERATIONAL PLANNING WORKSHEET		1. Incident Name	2. Date Prepared Time Prepared	3. Operational Period (Date/Time)	

4. Division/Group or Other Location	5. Work Assignments		Resource by Type (Show Strike Team as ST)																		6. Reporting Location	7. Requested Arrival Time
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
		Req																		
		Have																		
		Need																		
		Req																		
		Have																		
		Need																		
		Req																		
		Have																		
		Need																		
9. Total Resources - Single		Req																		
		Have																		
		Need																		
Total Resources - Strike Teams		Req																		Prepared by (Name and Position)
		Have																		
		Need																		

ICS Form 215a – 0150 Incident Safety Analysis

INCIDENT ACTION PLAN SAFETY ANALYSIS	1. Incident Name								2. Date	3. Time
Division or Group	**Potential Hazards**								**Mitigations (e.g., PPE, buddy system, escape routes)**	
	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:		
Prepared by (Name and Position)										

Appendix D – Conference Call Notification and Participant

Conference Call Agenda #X Disaster, Operational Period

1. Introduction Spokes Person & Participant Roll Call
2. Purpose
3. Protective Actions Status
    a. Evacuation
    b. Shelter-In-Place
    c. Quarantine / Isolation
    d. ReentryCurfews
    e. Closures (Office, transportation, airports, schools, other)
4. Emergency Declaration Status (local, state, federal)
5. Situational Assessment Information:
    a. Impact Assessment of Infrastructure (Road, Water, Sewer, Power, Communications)
    b. Damage Assessment (Homes, Businesses)
    c. Health and Medical Assessment
    d. Status of Incident Facilities: Landing Sites, EOCs, LSA, CSA, PODs, Shelters, DFO, DRCs, Volunteer Reception Site, Base Camps,
6. Human Service Needs
    a. Food, Water, Tarps, Other
    b. Mass Care / Shelter
7. Logistics Support
    a. ESF 1: Transportation
    b. ESF 2: Communication
    c. ESF 3: Public Works
    d. ESF 4, 9, 10: Search and Rescue, Fire, Haz Mat
    e. ESF 8: Health and Medical
    f. ESF 12: Energy
    g. ESF 15: Volunteers and Donations
    h. ESF 16: Law Enforcement and Security
    i. ESF 17: Animal Services
    j. ESF 18: Business and Industry
8. Finance and Administration
9. Public Information
10. Liaisons

Appendix E – State Management Team
Standard Operating Guide

Record of Revisions

Date Entered	Revision Recommendations (List Page, Section and recommended changes for text)	Changes Accepted (Y/N) Initials