



***Town of Surfside
Emergency Management Plan and
Procedures***



- Section 1 Emergency Operations Plan
- Section 2 EOC Operating Procedures
- Section 3 Position Specific Checklists





Town of Surfside Emergency Operations Plan Basic Plan

March, 2013



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Overview and Executive Summary

Purpose

The purpose of the plan is to guide municipal emergency response and immediate recovery operations by reducing the vulnerability of people and property from large-scale disasters, ensuring an effective response to the impacts of a disaster, and guide immediate community recovery actions

Comprehensive: The Emergency Operations Plan (EOP) describes the policies, strategies, operational goals and objectives through which the Town will mobilize resources and conduct response and recovery activities after a large-scale disaster.

All Disaster Phases: This plan details an all-hazards emergency management framework, which embodies all aspects of prevention, mitigation, preparedness, response, and recovery. The plan establishes municipal policies and protocols to manage emergency operations.

NIMS Compliant: This plan establishes the organizational system for comprehensive emergency management in compliance with the National Incident Management System adopted under Resolution Number 2005-1700. This plan is written in compliance with the Florida Comprehensive Emergency Management Plan, the Miami-Dade County Comprehensive Emergency Management Plan, and the National Response Framework.

All Hazards: This plan is designed to address all hazards yet must remain flexible. Policies, operational procedures, and responsibilities may be modified to meet disaster or critical incident conditions.

Goals

The goal of this plan is to outline the primary organizational structure, responsibilities of all partner agencies and organizations before, during, and after a disaster.

- Reduce the loss of life and property of residents and visitors due to natural, technological, or manmade disasters.
- Coordinate emergency operations through the use of locally available resources, private industry, civic and volunteer organizations, county, state and federal agencies.
- Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.

Assumptions

- Disaster may occur with little or no warning, and may escalate rapidly.
- Disaster impacts may extend beyond the region with widespread casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures.
- Town personnel may become casualties and experience damage to their homes and personal property.
- All departments will continue to respond utilizing standard operating guidelines until deterioration occurs of effective inter- and intra-organizational communications, involvement of multiple response agencies, and/or internal resources are exhausted.
- Disaster relief from agencies outside the county may take 72 hours or more to arrive. The Town and its residents should maintain sufficient resources to remain self-sufficient for this timeframe.



Distribution List

The Police Chief will distribute the EOP once every four years, or whenever significant revisions are necessary, or as directed by the Town Manager to the following:

- Town Commission
- Town Mayor, Town of Surfside
- Vice-Mayor, Town of Surfside
- Town Manager, Town of Surfside
- Town Clerk, Town of Surfside
- Parks and Recreation Director, Town of Surfside
- Library, Town of Surfside
- Town Attorney, Town of Surfside
- Public Works Director, Town of Surfside
- Finance Director, Town of Surfside
- Purchasing and Contracts Manager, Town of Surfside
- Tourism, Economic Development and Community Services Director
- Human Resources, Town of Surfside
- Information and Technology Manager, Calvin, Giordano and Associates
- Planning Manager, Calvin, Giordano and Associates
- Police Chief, Town of Surfside Police Department
- Director, Miami-Dade County Department of Emergency Management
- District Fire Chief, Miami-Dade Fire Department
- North Miami Emergency Management Coordinator, Miami-Dade County OEM
- Director, Miami-Dade County OECMS (Office of Engineering and Construction Management Services)
- Village Manager, Village of Bal Harbour
- Town Manager, Town of Bay Harbor Islands
- City Manager, City of North Miami
- City Manager, City of Miami Beach



Direction and Control

Command and Control

Executive Policy Authority: The Town Commission maintains executive decision-making authority throughout all stages of a disaster event on behalf of the Town. The executive policy implementation of the EOP is administered through this elected body. Members of the Town Commission will have an advisory role to the Town Manager, and will serve as community liaisons. The Mayor and Town Council are authorized and responsible for policy making and legislation of matters relative to an emergency. In the event that the full Town Commission can not convene to take emergency action such as issue an emergency declaration, the following line of success will ensure continuity until the Commission can convene to ratify these emergency decisions:



Response Command Authority: The Town has developed the basic capabilities, programs and resources to provide both daily and disaster response and recovery capabilities in compliance with the National Incident Management System and the County Comprehensive Emergency Management Plan. The Town Manager, in turn, addresses all statutory requirements (F.S. 252) with the Mayor, and Town Council. The Town Manager is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. The emergency management function is under the auspices of the Police Department and reports directly to the Town Manager. The Police Chief will act as the EOC Manager during EOC activation and will provide overall direction of activities within the EOC, coordinating the efforts of personnel assigned by various town Departments, in the areas of operations, planning, logistics and administration. During emergency operations, Department Directors act as Section Chiefs and retain administrative and policy control over their employees and equipment to support response operations. Personnel and equipment assigned to support EOC activity, will carry out mission assignments as may be directed by incident commander/Unified Command or the EOC Manager.



Command Line of Succession: The purpose of lines of succession is to ensure continuity of decision-making authority when critical decision-makers are incapacitated. The administration of the Town of Surfside is managed by a few number of critical decision-makers. The graphic to the right illustrates this line of succession for the Incident Command in the Emergency Operations Center which is responsible for implementation of the Emergency Operations Plan.

Emergency Authorities: The Town of Surfside may issue a local state of emergency, may order a mandatory evacuation when public safety is threatened by a natural, technological, or man-made disaster event within the boundaries of the Town. Miami-Dade County and the State of Florida may also order mandatory evacuations, and establish curfews.

Resources and Mutual Aid: The Town of Surfside will respond to and recover from a major disaster through the aid of its municipal staffing, external contractors, Miami-Dade County for municipal services including fire suppression, search and rescue, and medical transport services. Additional community service/volunteer organizations and private vendors who contract with the Town may also be called upon to provide emergency services.



County Coordination through the Divisional EOC Liaison

In accordance with NIMS, Florida Statute Chapter 252, the State CEMP, and Miami-Dade County CEMP, the Town of Surfside must coordinate emergency related activities and resources through the County / Divisional Emergency Operations Center. A Police Department designee may be assigned to staff the North Miami Divisional Emergency Operations Center as the Town’s liaison.

Table 1: Surfside Organization Coordination with the County/Divisional EOC

Surfside Organizational Units	Lead Town Department	County ESF #	ESF’s Coordination with Divisional / County / State EOCs
Planning Section	Police Department	5	Information and Planning
Operations Section	Police Department	3	Public Works
		4	Fire Rescue
		8	Health and Medical Services Urban
		9	Search and Rescue Hazardous
		10	Materials
		16	Law Enforcement and Security
Logistics Section	Park and Recreation Department	17	Animal Protection
		1	Transportation
		2	Communications
		6	Mass Care
		7	Resource Support
		11	Food and Water
		12	Energy
Finance/Administration Section	Finance Director	15	Volunteers and Donations Business & industry
		19	
		7	Resource Support

Bottom-up Approach: The organizational framework in Florida is based on a bottom-up approach to response and recovery resource allocation: Municipal organizations to the Dade County Divisional EOC, to the County EOC (CEOC), to the State EOC (SEOC), and to the federal government and neighboring states. Each level of government must exhaust resources prior to elevation to the next level.

External Deployment: Upon request from Miami-Dade County EOC and/or adjacent jurisdictions, the Town of Surfside may deploy Town-controlled resources and assistance outside of the municipality provided the urgent needs of the Town and its residents have been adequately addressed, and requested resources are no longer needed to support emergency operations within the Town of Surfside. Deployment of resources beyond municipal boundaries. The Incident Commander/Section Chief/Unit Chief will notify the Town Manager, and the County EOC of mutual aid deployments beyond municipal boundaries, if these resource deployment extend beyond routine operational protocols.

Continuity of Government

A catastrophic disaster could severely disrupt the ability to maintain the continuity of municipal government for a period of time. If a disaster event so severely impacts the Town of Surfside, the following municipal officials must make the determination, based upon assessment and recommendations from the Town Manager, that they are unable to maintain minimum continuity of government for a limited period of time:

1. The Mayor as the official chief elected officer;



2. In the absence of the Mayor, the Vice Mayor;
3. In the absence of the Vice Mayor, the Town Commission may determine that the municipal government cannot be sustained for a limited period of time.

Once the determination has been made, the Town may request that Miami-Dade County Board of County Commissioners temporarily assume local governmental responsibilities in accordance with the laws of the State of Florida. This transfer of responsibility will occur within the designated timeframe only and must be re-evaluated upon termination of the designated timeframe.

In the event Miami-Dade County representatives cannot establish communication with the municipality within 24 hours following a catastrophic event to confirm the continuity of municipal government. The Miami-Dade County Board of County Commissioners may temporarily assume local governmental responsibilities in accordance with the laws of the State of Florida. This transfer of responsibility will occur within the designated timeframe only and must be re-evaluated upon termination of the designated timeframe. The County will assume local governance until requested by the Town to return control to the Mayor or other designated individual(s).



Organization and Staffing

Emergency Response Organization

Daily Town of Surfside Organization / Non-Emergency

The Surfside Town Commission is comprised of one Mayor, one Vice Mayor, and three Commissioners who are elected by the registered voters of the Town for a period of two years. The Town of Surfside government is comprised of nine departments. Departments are managed and staffed by municipal employees, contract employees, and Miami Dade County (fire rescue).

Disaster Organization

Each employee has been assigned an organizational responsibility in the Emergency Response Organization during a major or catastrophic disaster. Due to the limited number of employees available for emergency response duties, it is essential that each assigned individual be available to fulfill this assignment. It is the long-term goal of the town to augment the emergency response depth within the organizational structure. Following is summary of the disaster assignments for major incidents, minor incidents, and long-term recovery operations. For a detailed listing of staff assignments, see the Appendix.

Classification of Emergencies and Disasters

- *Minor Disaster:* Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for State or federal assistance
- *Major Disaster:* Any disaster that will likely exceed local capabilities and require a broad range of State and federal assistance. The Federal Emergency Management Agency will be notified and potential federal assistance will be predominantly recovery oriented
- *Catastrophic Disaster:* Any disaster that will require massive State and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs

Minor Event Organization

Incident Command (minor event): During minor incidents, the Police Chief, as directed by the Town Manager, will act as the Incident Commander. The Incident Commander will direct activation of the Town's EOC, if necessary, and its subsequent operations in support of field operations.

Field Operation (Minor Event): Coordination of field operations at an incident scene is the responsibility of the on-site Incident Commander and in accordance with the approved incident action plan and in compliance with the NIMS.

Major Event Organization

Unified Command (major and catastrophic level event): Once the incident includes multiple agencies and disciplines, a Unified Command will be activated to ensure all agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support, contribute to and participate in the overall incident strategies, objectives, tactical activities and operations, and approval, commitment, and use of assigned resources.

During major and catastrophic level incidents, a State of Emergency will be declared and the EOP activated. Upon full activation of the EOC, an EOC Unified Command will be established



by the Police Chief and Town Manager based upon the direct functional responsibility for the incident. A Unified Command will provide operational control of response and recovery operations. The EOC Unified Command will implement the policy directives of the Town Commission through direct coordination with the Section Chiefs. EOC Unified Command is responsible for:

- Overall management of all incident activities, incident objectives as detailed in the Incident Action Plan,
- Development and implementation of response and recovery strategy,
- Approving the ordering and release of resources,
- Resource allocation,
- Coordination with the Town Commission policy direction when decisions extend beyond routine decision-making authority and internal resource capabilities,
- Coordination with stakeholders

The Unified Command will consist of the following members:

- Mayor
- Town Manager
- Police Chief
- Public Works Director
- Public Information Officer
- Town Attorney

Divisional EOC Liaison: The Liaison will coordinate response and recovery activities from the Town of Surfside EOC to the County/Divisional EOC. The liaison will be responsible for submitting, monitoring, and tracking resources requests through WebEOC mission tracking website. He will monitor status of response and recovery operations on the County level and notify the Command of emergency information and status items including Incident Action Plans, Situation Reports, Flash Report, and Media Releases

Field Operation (Major and Catastrophic Level Incident): The field Incident Commander will notify the Chief of Police of any incident which may meet activation conditions due to the need for additional resources and/ or technical expertise. In accordance with NIMS, the Unified Command at the Emergency Operations Center will support field operations including staging area, POD, and others. On-scene incident command staff will direct on-site operations in accordance with NIMS and the incident action plan approved by the Unified Command at the EOC. These groups are discipline specific and composed of internal resource. They focus on their missions, provide input to the overall incident objectives through EOC, coordinate field resource requests to the EOC through their Section/Groups.



Figure 1: Surfside Organization for a Minor Disaster Event

During an emergency activation, the Town's organizational structure is modified in accordance with the National Incident Management System requirements. Figure 1 details the organization for a minor event. Figure 2 details the organization for a major or catastrophic level event.

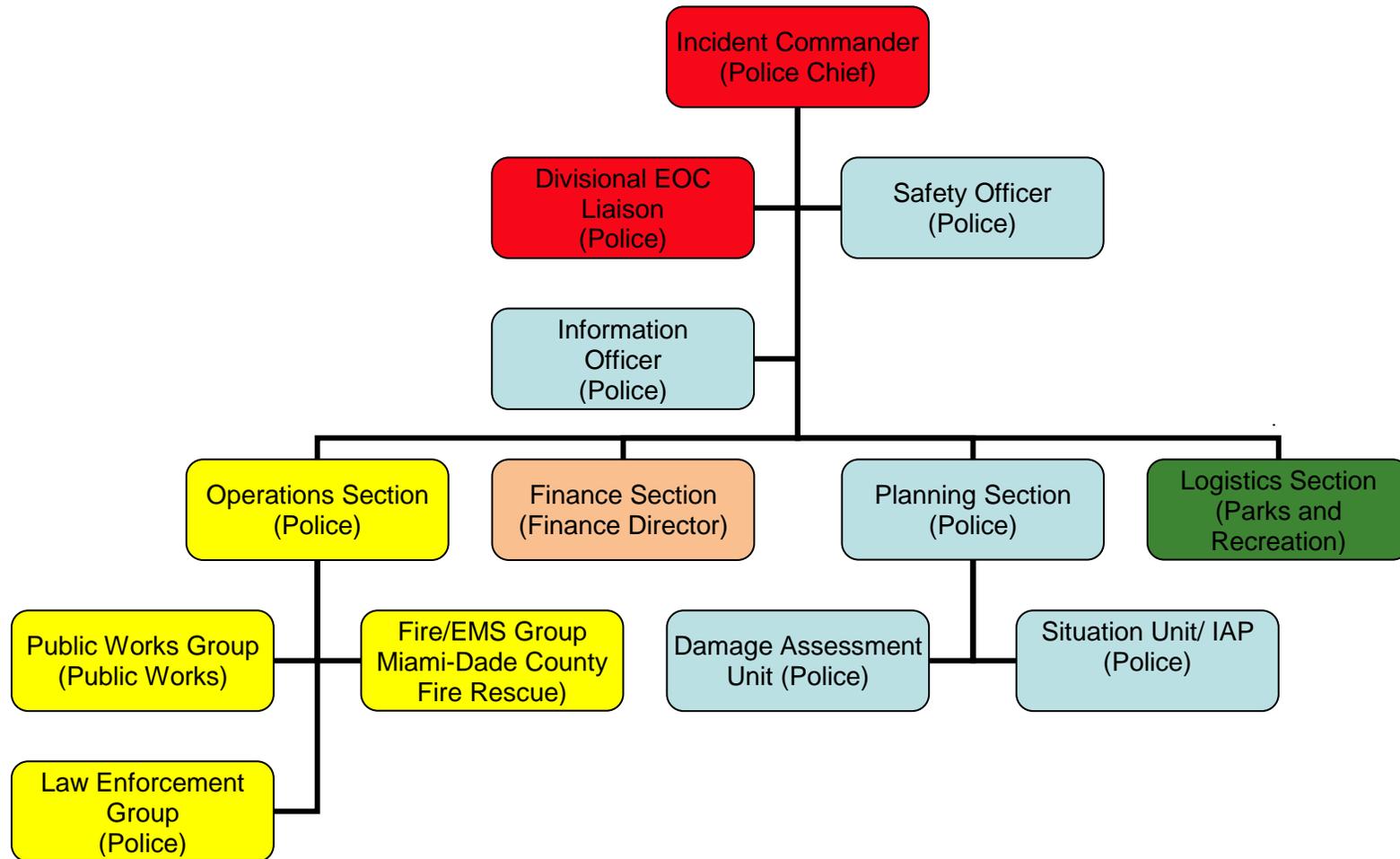
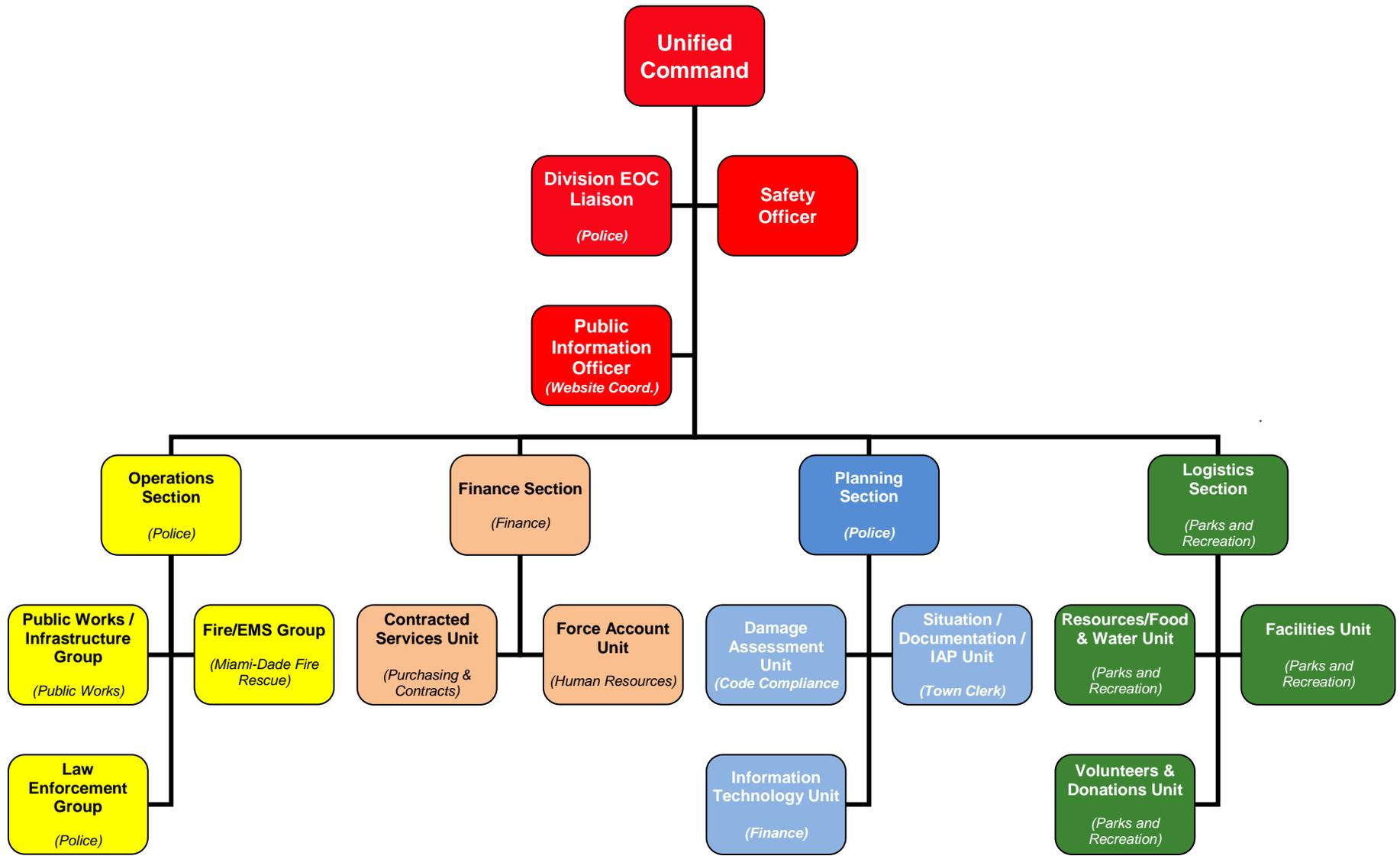




Figure 2: Surfside Organization Chart for a Major Disaster Event



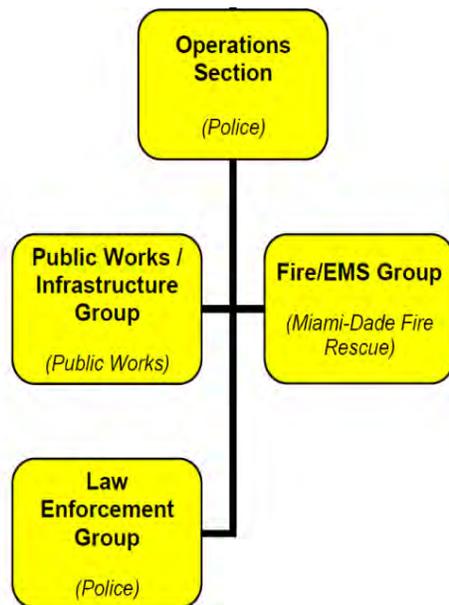


Operations Section Overview

The Police Chief, or designee, will act as the Operations Section Chief and will both support the development and the implementation of the objectives and tasks detailed in the Incident Action Plan for the current operational period. The Operations Section may augment response capability through the activation of branches including:

- Safety & Security,
- Public Works,
- Public Health/Medical, and F
- Fire/EMS Group

Each of the branches is assigned a Group Leader, either through Town personnel or through a representative of Miami-Dade who will monitor the incident objectives and ongoing mission assignments within the Group. Action of the Operations Section include:



Fire and Emergency Medical Services Group: The Town has an agreement with the Miami-Dade County Fire Rescue Division to provide fire, emergency medical services, EMS transport, and search and rescue operations during a large-scale disaster. This team will manage and coordinate all on-scene emergency operations necessary for the Town. Although the Town does not have direct management control over these resources, they will likely remain committed to the Town after a large-scale disaster. The Miami-Dade Fire Department operates in accordance with the National Incident Management System.

Law Enforcement Group: The Law Enforcement Group will command, control, and coordinate law enforcement resources for the protection of life and property and the maintenance of law and order through the coordination of law enforcement activities before, during, and after a disaster. The plan is in compliance with the Florida Mutual Aid Plan for Law Enforcement pursuant to Chapter 23.1231, and the Florida Mutual Aid Act.

Public Works and Infrastructure Group: The Public Works Group will support the Operation Section by assessing, prioritizing and restoring public infrastructure and public facilities, removing debris, and restoring governmental services. The Town is committed to rebuilding a more efficient, resilient, and sustainable community.



Table 2: Operations Section Immediate Response Actions Overview

Action	Descriptions	Assignment
Field Incident Management	Institute the incident command for initial response; staff needed positions; activate Emergency notifications originating through the 911 public safety answering to internal and external organizations.	Section Chief
Implement Protective Actions	Coordinate with the EOC Unified Command; implement executive orders, protective actions (evacuation, shelter-in-place, isolation, and quarantine, reentry processes) issued by the Governor, the County Commission, and/or the Town in response to natural, man-made or technological disaster events. Reference hazard specific annex.	Law Enforcement Group
Provide Access Control	Provide security and control access to designated impacted areas, at designated response and recovery sites including points of distribution, staging areas, comfort stations and temporary housing sites.	Law Enforcement Group
Traffic Control	Establish traffic control points to monitor and manage evacuations and re-entry in conjunction with other law enforcement agencies	
Provide early warning	Develop policies and procedures for early warning of citizens in flood prone areas or other areas of potential danger	Law Enforcement Group
Notify next of kin	Support next of kin notification for deceased residents	Law Enforcement Group
Save Lives	Prioritize, direct and coordinate available resources for search and rescue operations, deploy response resources to save lives of persons in immediate danger due to collapsed structures and debris. Conduct search and rescue missions provide lifesaving medical assistance to survivors	Fire / EMS Group
Protect Property	Stabilize incident and property protection. Based upon the hazard, various protective measures can be implemented to protect property. Reference the Hazard Specific Annexes for property protective measures related to each type of hazard including: Incident Stabilization, Remediation of Impacts.	Fire / EMS and Public Works and Infrastructure Groups
Protect Environment	Coordinate the assessment and short term protective measures of vulnerable environmental systems.	Fire / EMS Group
Initial Impact Assessment	Conduct Townwide initial rapid impact assessment to determine the magnitude and severity of damage to public buildings and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. The information gathered by the Operations Section is forwarded, along with recommendations for action, to the Planning Section.	Fire / EMS Group
Fire Suppression	Prioritize, direct and coordinate available resources for fire prevention and suppression actions	Fire / EMS Group
Hazardous Materials	Prioritize, direct and coordinate available resources for emergency response to	Fire / EMS Group



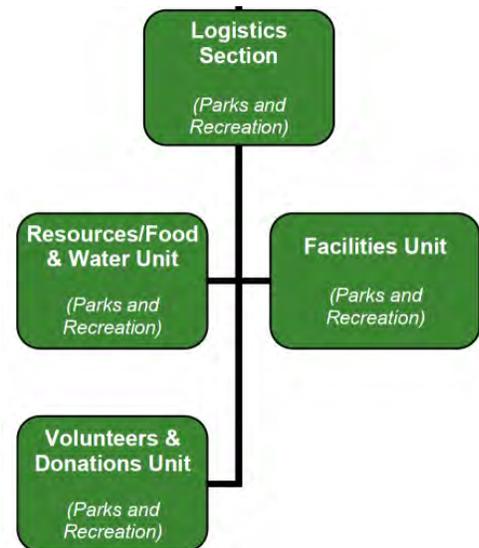
Response	hazardous materials within the Town during emergency response and disaster recovery operations, Assist in the detection, characterization, monitoring and control of significant hazardous materials releases within the town or potentially impacting the Town,	
Conduct Personnel Safety	Advise the EOC Command Team regarding the need for protective actions for responding personnel as well as the public	Fire / EMS Group
Conduct Post-Exposure Operations	Secure resources and assistance for post-exposure operations in the Town such as decontamination or environmental remediation.	Fire / EMS Group
Repair Public Buildings and infrastructure	Prioritize and implement temporary emergency structural repairs at vital public facilities, county roads, bridges, and drainage systems and other vital infrastructure components	Public Works and Infrastructure Group
Restore Infrastructure and Services	Coordinate the permanent restoration of potable water supplies, waste water systems, communication systems, power systems and others.	Public Works and Infrastructure Group
Manage Debris	Coordinate debris management in accordance with the Debris Management Plan on essential transportation routes, public property, waterways, and critical public facilities including emergency clearance (first push), permanent removal, staging, processing, disposal, and debris monitoring of all debris from public property,	Public Works and Infrastructure Group
Conduct demolition and stabilization	Emergency Demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety, or as necessary to facilitate the accomplishment of lifesaving operations,	Public Works and Infrastructure Group
Open traffic corridors	Ensure open traffic corridors for the safe and efficient movement of emergency vehicles or for evacuation and reentry of threatened population	Public Works and Infrastructure Group
Support tactical needs	Support tactical operations which are occurring in the field (e.g., firefighting, search and rescue, mass care) in support of the on-scene incident commander	Public Works and Infrastructure Group / Facilities Group
Monitor Utility Restoration	Coordinate with all utility providers and communications vendors to restore utilities and communications infrastructure and systems.	Public Works and Infrastructure Group



Logistics Section Overview

This Section coordinates the resource management process of goods, services, and related information from the point of origin to the point of consumption. It acts as an agent on behalf of other municipal agencies for pre-event and operational sourcing, contracting, procurement, receipt, storage, handling, security, accountability, inventory, deployment, issue and distribution, recovery reutilization and disposition, of expendable and non-expendable resources and services.

Pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes of the Town of Surfside Municipal Code of Ordinances, a Declaration of Local State of Emergency may be issued to expedite resource management activities.



If all Town resources are exhausted, then the Logistics Section Chief will make a request of the Miami Dade County / Divisional EOC for the needed resources. If the County resources are exhausted, the County may make a request to the State for the resources. If the State's resources are exhausted, a request may be made to the Federal government.

If the incident complexity mandates additional staffing support, the Logistics Section Chief may activate additional units to support the efficient operation of the Logistics Section including a resources, food and water unit, volunteers and donations, Facilities Unit.

- Resources, Food and Water Unit
- Volunteers and Donations Unit
- Facilities Unit

Resources, Food and Water Unit: The Resources, Food and Water Unit is responsible for the procurement of goods and services, and directs the deployment of emergency resources. They may obtain resources for internal supplies, contractor resources, private vendors, local Mutual Aid, or through the Statewide Mutual Aid Agreement, which is coordinated through the County/Divisional Emergency Operations Center

Volunteers and Donations Unit: This Unit will work with the County's ESF 15 to coordinate the use of volunteers and donations in support of recovery operations.

Facilities Unit: This unit coordinates facility selection and building services of temporary response and recovery sites including staging areas, Disaster Recovery sites, warehousing operations, Points of Distribution and other locations as needed.



Table 3: Logistics Section Responsibilities Overview

Action	Description	Assignment
Identify Resource Gaps	Develop a breakdown of required resources with input from ALL of the responding organizations.	Resources/Food/Water Unit
Ordering and Acquiring Resources	Complete the resource request form which details the following information for resource management purposes including: requesting entity, brief statement of need, originating entity, method of delivery and location of delivery, associated expendable resources, anticipated duration, funding etc.	Resources/Food/Water Unit
Mobilize and Track Resources	Assign a Town Mission Number, enter mission into mission tracking system, coordinate with the County/Divisional EOC; track deployment status, time out and expected return, and any other pertinent information	Resources/Food/Water Unit
Monitor Food and Water Distribution	Coordinate with the County EOC on the activation and operation of Points of Distribution Monitor and coordinate with the county on the staging, distribution and transportation of food, water, supplies to townwide distribution sites, and feeding sites	Resources/Food/Water Unit
Volunteers and Donations	Keep an inventory of supplies purchased, donated, and stored, maintain records on all equipment and supply usage	Resources/Food/Water Unit
Manage transportation of assets	Identify, acquire, and maintain inventory of all transportation assets which may support response and immediate recovery operations. Transport of personnel, equipment, food, and	Resources/Food/Water Unit
Identify Facility Needs	Identify need for facilities to support response operations, i.e., warehouse, storage, staging, temporary housing, government relocation,	Facilities Unit
Manage Facilities	Identify, manage and organize physical layout of warehouse supply area, identify alternate storage area(s) and have in place pre-arranged agreements; set up filing system for receiving and distribution of supplies and equipment; maintain inventory of supplies and equipment; develop security requirement for supply area; submit necessary reports to Logistics and Planning Sections.	Facilities Unit
Manage Volunteers	Working with the County EOC (ESF 15: volunteers and donations) coordinate the utilization of volunteers in disaster response and recovery efforts (pre-response or convergent Identify assignment of volunteers to support operations such as administrative support activities, public outreach and education, debris removal for the elderly and handicapped, assistance with registration for financial reimbursement, mitigation outreach and others.	Volunteers and Donations Unit
Manage Donations	Coordinate the delivery and distribution of donated goods to impacted areas and survivors, including the tracking, consolidation, and distribution of relief supplies and donated goods that arrive in, or are made available to, the Town, coordinate with existing volunteer and disaster relief agencies serving the Town to ensure efficient resource utilization and to avoid duplication of services	Volunteer and Donations Unit



Planning Section Overview

The mission of the Planning Section is to collect, evaluate, and dissemination information. Analysis includes the status of resources, and predicting alternative strategies to direct operations for the next incident period. The Planning Section will:

The Planning Section Chief may expand the Planning Section in additional personnel are needed to manage information and planning activities including:

- Incident Action Planning Unit
- Situation and Documentation Unit
- Damage Assessment Unit
- Information Technology

Damage Assessment Unit: The Code Compliance Director is responsible for the overall implementation of the FEMA compliant damage assessment for Individual Assistance (IA) and Public Assistance (PA). The information must be entered on a FEMA compliant damage assessment form and forwarded to the County Emergency Operations Center, Planning Section. The Building Official also conducts the post-disaster habitability inspections for building within the Town in accordance with their operational guidelines. The purpose of these inspections is to ensure that all structures are safe for entry and that water, electric, and gas services may be reconnected to the structure. These inspections are not conducted until the FEMA required damage assessment process has been completed.

Incident Action Planning Unit: This unit prepares the Incident Action Plan (IAP) and maintains the files and records that are developed as part of the overall IAP and planning function in compliance with NIMS. This unit will review the situation summaries; and in coordination with the Operations Section will develop projections and forecasts of future events related to the incident. The Situation Unit also prepares maps and gathers and disseminates information and intelligence for use in the IAP. This unit may also require the expertise of technical specialists and operations and information security specialists.

Situation and Documentation Unit: This unit will maintain accurate and complete incident files, including a complete record of the major steps taken to resolve the incident; resolutions and executive orders, emergency declarations, IAP and Situation Reports, missions and resource tracking documents and logs, media releases, and all other incident related data. Files will be maintained and stored for legal, analytical, and historical purposes.

Information Technology Unit: This units will identify and restore communications failures and acquire additional communications equipment for response and recovery operations, including computers, radios, telephones, data systems, and satellite.

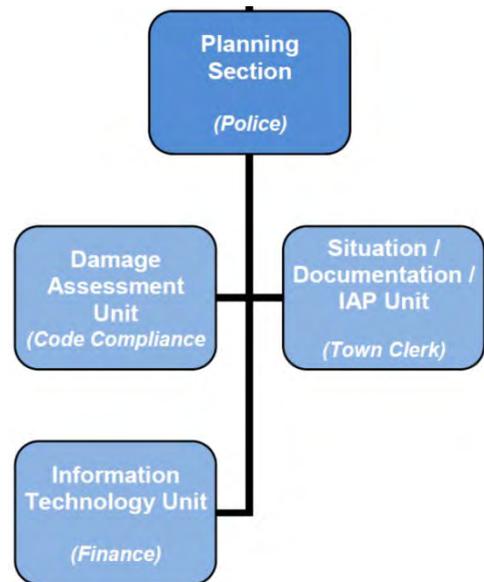




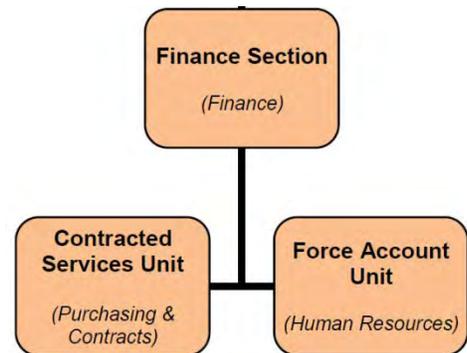
Table 4: Planning Section Responsibilities Overview

Action	Description	Assignment
Assessment of Homes, Businesses, Infrastructure	Assess damage to residential structures (Individual Assistance), public infrastructure (Public Assistance), and businesses to meet FEMA criteria; forward data to the County EOC	Damage Assessment Unit
Habitability Assessment	Conduct habitability to document unsafe structures and allow safe entry and reconnect to water, electric, and gas services. These inspections are not conducted until the FEMA required damage assessment process has been completed.	Damage Assessment Unit
Incident Action Planning	Facilitate incident action planning for Command to organize priorities, set objectives, clarify approaches, and formulate solutions for response and recovery operations in the next operational period. Draft Incident Action Plan	IAP Unit
Situation Reports	Draft situation reports (see Appendix for form) to document all vital response and recovery activities, executive decisions, and conditions, which occurred the previous and current operational period. These situation reports may be augmented through time-sensitive Flash Reports, maps, and information sharing documents	Situation/ Documentation Unit
After Action Reports and Corrective Action Recommendations	Evaluate emergency activations to identify programmatic shortfalls and enhance emergency operations capability; summarize findings in an After Action Report; integrate strategic improvement program.	Situation/ Documentation Unit
Display maps, status boards, schedules	Develop, display, and/or distribute incident maps, status boards, databases, personnel contact information, operational schedules, and other critical information.	Situation/ Documentation Unit
Conference Calls	Participate in conference calls, document pertinent information, disseminate to appropriate Town personnel	Situation/ Documentation Unit
Develop demobilization Plan	Develop the demobilization plan	IAP Unit
Maintain official records	Maintain official documents, significant events log, and historical records of all vital disaster related documents	Situation/ Documentation Unit
Maintain of information technology equipment and data	Assess and restore Town-wide computer network, software and hardware systems, connectivity infrastructure; establishing protocols policies and procedures, and contact with all communications related vendors and corporate pieces of infrastructure; maintain access security, data replication and data transformation activities	Information Technology Unit
Restore and augment communication capability	Analyze, restore, and acquire additional telephone, radios, satellite telephones, copier, and fax technology	Information Technology Unit



Finance and Administrative Section Overview

The Finance Section monitors cost expenditures in accordance with local, state, and federal statutory requirements. Identifies, track and submit documentation for federal reimbursement under the Robert T. Stafford Act as administered by the Federal Emergency Management Agency. The Finance Section must provide cost analysis data for the incident. It ensures that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. All financial procedures will be conducted in accordance with the finance and administration emergency policies



Contracted Services Unit: The Finance Section will document and track all disaster related expenditures for the purpose of accounting, budgeting, financial planning and reimbursement. This unit will managed contracts and agreements. and procurement of goods and services needed by various departments, during a critical incident or disaster, pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes, and pursuant to Town of Surfside Municipal Code of Ordinances, a Declaration of Local State of Emergency may be issued. The methodology will be compliant with Miami Dade County, the State of Florida and the Federal government requirements to facilitate maximum opportunity for federal claim reimbursement.

Force Account Unit: This unit will daily record personnel time and equipment usage time related to the specific geographic mission tasking. Personnel time records will be collected and processed for each operational period (as appropriate). These records must be verified, checked for accuracy, and posted according to existing policies. Excess hours worked must also be determined, for which separate logs must be maintained. This unit handles injury compensation and claims. This unit establishes guidelines and assigns responsibilities for emergency payroll.



Table 5: Finance Section Responsibilities Overview

Action	Description	Assignment
Document Personnel Time	Tracks human resources time sheets: employees, volunteers, and mutual aid, Coordinate with all organizations to ensure adequate documentation of employee related time reports in accordance with local, state, and federal reimbursement requirements.	Force Account Unit
Manage Insurance Claims	Ensures that appropriate insurance coverage is in place, Ensures appropriate insurance claims are filed in a timely manner,	Force Account Unit
Document Cost Recovery	Participates in the cost recovery process for cost recovery process,	Force Account Unit
Procure resources	Coordinate procurement of facilities, equipment, and supplies to meet incident objectives operations through mutual aid, private vendors, volunteers, or donation resources,	Contracted Services Unit
Monitor Funds and Burn Rate	monitors all sources of funds, tracks and reports to Incident Command the financial “burn rate” to all Incident Command to forecast the need for additional funds	Contracted Services Unit
Execute Contracts	Prepares and authorizes contracts and agreements, completes final processing of contracts and sends documents for payment	Contracted Services Unit
Obtain additional resources	Coordinate and process requests for additional resources	Contracted Services Unit
Estimate future needs	Review IAP and estimate Section needs for next operational period, Estimate future requirements, provide regular status update to the Incident Commander for the status of financial resources, expenditures, and department.	Contracted Services Unit
Maintain Documents and Final Disposition	Maintain financial documents and tracks all resources in accordance with statutory requirements, implement final disposition of the documentation for both Presidentially-declared disasters and non-declared critical incidents, maintain hard-copy documentation with electronic copy back-up and the archives will be stored for a minimum of 3 years from the date of final payment from FEMA, in the Town Clerk’s office	Contracted Services Unit
Provide Emergency Funds	Supply emergency funds to the Incident Command and Department Directors up to \$20,000; Commission approval is required for additional monies,	Contracted Services Unit



Public Information Officer Responsibilities Overview

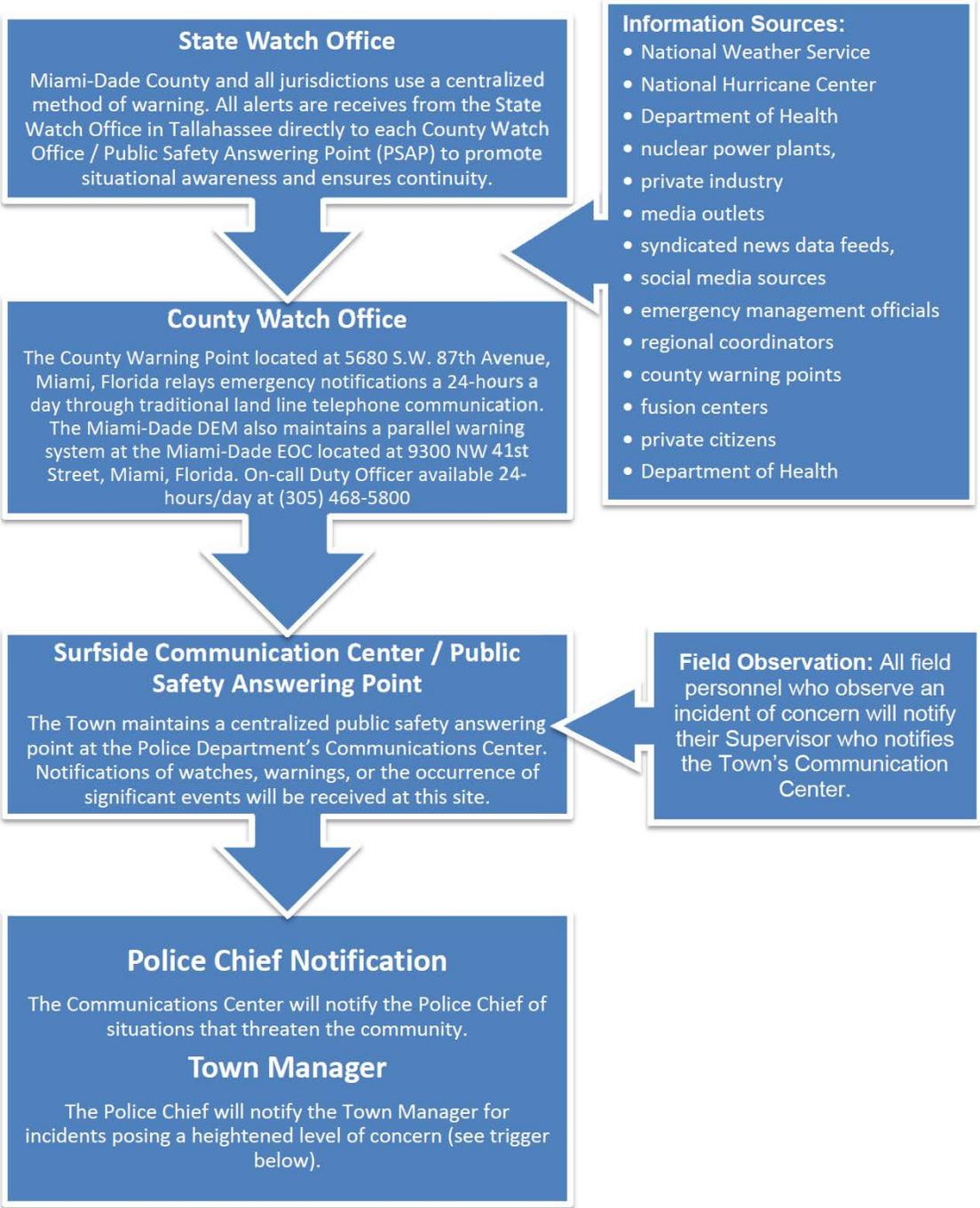
The PIO is responsible for disseminating public information during emergency response and disaster recovery operations. The PIO is responsible for disseminating public information during emergency response and disaster recovery operations. In the situations where there is advance notice of an impending threat and the County and City EOCs are activated, then the Town PIO will coordinate all public information releases with the County JIC. In the event, however, of an incident without prior notices (such as a tornado, hazardous materials spill, or terrorist incident) it is the PIOs responsibility to coordinated with the Town Manager and field command staff to support the immediate release of protective actions.



Concept of Operations

Activation

Alert and Warning Process Flow: The process flow chart below details how local officials may receive warning of an impending threat or a threat which has already occurred within the Town.





Alert and Warning Triggers

The following significant incidents warrant activation of the alert and warning system and notification to the Town Manager for any incident which:

- Requires a substantial evacuation and/or relocation of a given area
- Poses a potential threat for a mass casualty incident
- Triggers a watch or warning advisory that threatens life and/or property
- Tropical weather systems
- Closes or significantly blocks major roadways impacting the town ingress/egress
- Is a large or multiple structure fires
- Creates prolonged shutdown of public utilities
- Triggers a terrorism threat or act
- Poses a major environmental threat

Local State of Emergency Declaration

Due to the time sensitive constraints of life safety decisions during times of emergencies, it is essential that decision-making authority be clearly defined.

1. In the event that an emergency affects only one political subdivision, it is the responsibility of the Mayor to declare a Local State of Emergency.
2. In the event that life-safety is threatened and the Mayor cannot be immediately located, the Vice Mayor may declare the Local State of Emergency and activate the EOP.
3. This state of emergency must be ratified or rescinded by the Town Commission within 24 hours of promulgation by the Mayor. Florida Statute Chapter 252.38 states that to request state assistance or invoke emergency-related mutual aid assistance, jurisdictions should declare a State of Local Emergency. The duration of each State of Emergency declared locally is limited to 7 days. It may be extended, as necessary, in 7-day increments.
4. The Miami-Dade County Board of County Commissioners, the Governor of the State of Florida, and the President of the United States may also declare a States of Emergency depending upon the geographic impact of the disaster. These States of Emergency may impact the Town of Surfside. When any of these levels of government declare a State of Emergency, it is recommended that the Town also declare a State of Emergency to legally indicate that the Town is activating its Emergency Operations Plan and employing all emergency powers necessary to protect the safety of its citizens and property.

Activation of the Emergency Operations Center (EOC)

The Chief of Police, or his designee, is the Town's Incident Commander and will determine the need to activate the Town's Emergency Operations Center and level of staffing support needed for each operational period.



Conditions for EOC Activation

1. Whenever an emergency situation, a special situation, or event in the jurisdiction requires inter-agency coordination for additional resources, the Police Chief may activate the EOC.
2. If multiple scenes are developing throughout the jurisdiction, which cannot be adequately coordinated from a single field command post, the Police Chief may activate the EOC.
3. Various natural disasters and terrorism threats may provide advance warning either through monitoring systems or through verbal notification. The Police Chief, in consultation with the Town Manager, will evaluate the advance threat conditions and determine if EOC activation is warranted.
4. When it appears that an incident will escalate beyond the capabilities of the Town's resources, the Town EOC will be activated to provide a coordinated response among all agencies with jurisdictional authority or functional responsibility.

Activation Levels: Consistent with the County's EOC levels of activation, the Town has established three levels of activation.	
Level 3	General day to day operation with a heightened awareness during hurricane season.
Level 2	Threat identified and some resources are directed toward intelligence gathering. The EOC may be partially activated in expectation of an impending event or in response to an event. The EOC Unified Command Team may determine the operational times and the necessary staff needed at the EOC. This level may also be referred to as a "partial activation"
Level 1	This is a full activation and pre identified staffing will be required in the EOC. The operation is carried out for a full 24 hours. Operational periods are established by the EOC Unified Command Team.

Public Notification

Minor Incident: In the immediate response phase to localized disaster, the onsite Incident Commander has the authority to direct protective actions including evacuation or in-place sheltering. The on-site Incident Commander will notify the Police Chief who notifies the Town Manager of the incident and protective actions taken. The Town Manager may direct the Public Information Officer to warn the public disseminate protective action information.

Major or Catastrophic Incident: The Public Information Officer is located in the Town's EOC and will disseminate information to the media and the public on response and recovery actions taken by the Town's Unified Command. The Public Information Officer provides the media with an overview of the emergency situation at the Town level. The PIO will coordinate and request assistance from the Joint Information Center (JIC) of the Miami-Dade County EOC. All Town of Surfside emergency and disaster-related information will be disseminated through the Public Information Officer at the Town's EOC, and will also be provided to the County JIC. Response and recovery related updates may be provided through the following mechanisms: the media, media briefings, Citizen's Hotlines (305-933-1070), Internet website and social media information and Town Meetings. The hearing impaired receives emergency public information through open/closed captioning provided by the local television stations. The Deaf Services Bureau and the Florida Relay Service are also provided with updated emergency information for dissemination to their clients. Emergency Public Information is provided in English, Spanish and Creole to television and radio stations. All radio and television stations dedicated to the service of the Creole and



Advance Warning: In the event of advance warning of a widespread potential threat, the Town Manager, in consultation with key staff, will determine the need for protective actions within the Town and coordinate implementation with the Operations Section Chief and Public Information Officer. In the event that multi-jurisdictional action is required, the Town will coordinate protective action decisions with the impacted jurisdictions and the Miami-Dade County EOC.

Protective Action Decision Making

Minor Local Incidents: In incidents involving immediate threat to life safety (i.e. hazardous materials incident, wild land fire, flooding) the on-scene incident commander may implement immediate protective actions and notify the Communications Center / Emergency Operations Center and Unified Command as soon as practicable.

Major or Catastrophic Incident: When the Town is threatened by a significant natural or manmade threat or multi-jurisdictional action is required, the EOC Unified Command Team will evaluate the hazard and vulnerability to issue the most appropriate protective action decision.

Protective actions may be issued by the Federal, State, County, and/or Local Jurisdiction. Each municipality may order and implement protective actions. During a large-scale disaster, such as a Hurricane, municipal jurisdictions typically rely upon Miami-Dade County to issue evacuation orders. Similarly, during terrorism threats, the Federal Government is likely to take the lead in issuing protective actions; while the State Department of Health is likely to lead protective action recommendations during public health outbreaks. All protective action decisions will be closely coordinated between the Town's Command and the County Emergency Operations Center. Anytime a disaster necessitates the need for the evacuation of people, protective actions may include:

- **Evacuation:** The safe movement of vulnerable populations and animals from high risk areas to safer locations. Evacuation planning will also involve consideration of safe re-entry guidelines. Upon issuance of an evacuation order, the Police Department may establish roadblocks at each of the Town access points. The roadblocks prevent access to the island while conditions are unsafe.
- **Shelter-In-Place:** An executive order which restricts the movement of at risk populations to remain within structures that can provide protection from exterior hazards (i.e. hazardous materials plumes or contagious persons).
- **Quarantine:** An executive order that restricts the movement of persons currently well but known or suspected to have been in contact with contagious persons and may, therefore, become contagious in the future. Quarantine may involve voluntary or involuntary restriction within a designated facility and will be directed by the Florida Department of Health.
- **Isolation:** An executive order that restricts the movement of at risk populations in order to segregate ill, infectious, and/or contaminated persons to prevent contamination / disease transmission to others.
- **Reentry:** A process to permit persons into an impacted area as hazardous conditions are remediated and public safety is re-established. Re-entry may be phased and/or time restricted. The Town will develop a re-entry plan detailing the safe and systematic return of evacuees. Re-entry planning should begin immediately after the population has finished evacuating, even if there is an anticipated extended time before initiating this sequence. Re-entry will be initiated when the Incident



Commander determines that the safety of the civilian population can be ensured, and when critical resources are in place to facilitate the re-entry process. Curfews and travel restrictions may be temporarily implemented if unsafe conditions exist. At the discretion of Incident Commander, the following persons will be allowed into the Town of Surfside: residents with proof of residency, employee/personal representative of a resident, Business owners, employee/representative of a business owners, Media personnel with valid credentials, Persons approved by the Field Command Post or Emergency Operations Center. ¹

- **Curfew:** An executive order that restricts the movement of persons within a specified geographic region during specified periods of time will be coordinated among the law enforcement entities within the county.
- **Restrictions:** An executive order may restrict the sale, purchase, or possession of alcoholic beverages, firearms, or flammable substances.

Snapshot Rapid Impact Assessment Process

Minor Incident: The Snapshot Assessment may not be required for a minor localized incident. Contact the County EOC for direction.

Major Incident: The Miami-Dade County Police and Fire Rescue Departments are responsible for completing the County's Rapid Impact Assessment, public safety, security issues, and coordinating activities with the Town EOC. Miami-Dade County has established a rapid assessment system, which will provide an immediate assessment of the entire county. Responders and residents may go to the internet website located at <https://damage.miamidade.gov/> and enter their location address, select a graphical depiction of the level of damage, and identify the amount of flood waters in feet. Once entered, this information will collated via Geographic Information System that yields a color coded representation of the level of damages to quickly prioritize the overall impact to the county. This rapid assessment does NOT replace the need for a detailed FEMA approved assessment of homes, business, and infrastructures. This assessment is designed to create a countywide snapshot to prioritize immediate lifesaving response efforts.

Response Priority Protocols

During the emergency decision-making process, the unified command team will adhere to the following priority principles in the assignment of resources:

Priority 1 First Response and Life Safety: The protection of health and safety of all persons and emergency responders including:

- **Search and Rescue:** In the immediate post disaster environment, the priority mission of the Operations Section, Fire/EMS Group is to deploy response resources to save lives of persons in immediate danger due to collapsed structures and debris and to provide triage, treatment, and transport to the injured. The Operations Sections will conduct search and rescue missions in accordance with Fire Rescue

¹ Miami Dade County has installed two (2) traffic interconnects at 1) 96th Street and 2) Collins and Harding. The Town has purchased one generator and the Town of Bal Harbour will purchase the second generator. The town will store the generator on a town truck which will be parked in a garage to keep it safe from the elements. The generator will be deployed if a traffic signal malfunctions.



Procedures and provide lifesaving medical assistance to survivors in accordance with Fire Rescue Procedures.

- **Emergency Provision of Essential Services/Commodities:** All persons are encouraged to maintain a disaster supply kit with essential commodities for a minimum of 5-7 days. However, many survivors are ill equipped to provide life sustaining food and water to their families. Working in close coordination with the County EOC, the Logistics Section, Resources/Food and Water Unit will coordinate the distribution of food and water, and other essential commodities.
- **Emergency Restoration of Essential Infrastructure and Services:** The Operations Section, Public Work's and Infrastructure Group will coordinate the restoration of potable water supplies and waste water systems.
- **Emergency Debris Clearance:** The Operations Sections, Public Works Group will coordinate immediate emergency debris clearance activities in accordance with the Debris Management Plan which focuses on clearing at least one lane of traffic on all major transit routes.

Priority 2: Public Property and Community Infrastructure Protection: The next response priority after life safety is incident stabilization and property protection.

- **Incident Stabilization and Remediation:** Based upon the hazard, various protective measures can be implemented to protect property. Reference the Hazard Specific Annexes for property protective measures related to each type of hazard including: Incident Stabilization, Remediation of Impacts.
- **Restore Essential Infrastructure and Facilities:** The Operations Section is also responsible for the identification, prioritization, and implementation of temporary emergency repairs for public building and infrastructure.

Priority 3: Private Property and Environmental Protection: The third level of priority is the protection of private property and preservation of valuable environmental characteristics of the community that includes the coastal dunes and beaches vital to the economic viability of the Town.

Emergency Powers

Further, Statute Chapter 252.38, Florida Statutes, and Town of Surfside EOP Adoption Resolution state that under a State of Emergency, the municipality may have the power and authority to waive the procedures and formalities as they related to the following:

- a. Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community,
- b. Entering into contracts,
- c. Incurring obligations,
- d. Employment of permanent and temporary workers,
- e. Utilization of volunteer workers,
- f. Rental of equipment,
- g. Acquisition and distribution, with or without compensation, of supplies, materials, and facilities,
- h. Appropriation and expenditure of public funds.



Table 6: Location of Response and Recovery Incident Facilities

Facility	Name	Address	Phone	Purpose
Emergency Operations Center	Town Hall Building, PD Training Room, 2 nd Floor	9293 Harding Avenue, Surfside	305-861-4863	Serve as the priority point of response coordination and organizational communication. Direct field operations. Manage resources.
	Bal Harbor Shopping Complex		305-866-5000	
	North Miami Divisional EOC		305-893-6511	The town has agreed to provide Surfside a small amount of space if all local facilities non accessible.
	Mobile Trailer	Accessible Parking Lot or Vacant Lot	TBD post-disaster	
Divisional Emergency Operations Center	North Miami City Hall	776 NE 125 th Street, Basement, North Miami	(T) 305-525-1253 (F) 305-893-1367	Serve as a conduit of information to and from the Town's EOC and the County EOC. Additional information is available in the <i>Miami Dade County Municipal Branch SOP, 2012, p. 7.</i>
Evacuation Center	Dr. Michael M. Krop Senior	1410 NE 215th Street North Miami-Dade	305-652-6808	Provide a safe structure for evacuees when an evacuation order has been issued in Miami-Dade County due to an impending disaster or incident. These refuges of last resort provide shelter for persons living in an evacuation zone or in an unsafe structure. If the County sustains damage and families cannot return home, then the ECs will transition into a mass care shelters.
	North Miami Senior	13110 NE 8th Avenue, North Miami	305-891-6590	
	North Miami Beach Senior	1247 NE 167th Street, North Miami Beach	305-949-8381	
	Highland Oaks Middle	2375 NE 203rd Street North Miami Beach	305-932-3810	
	Miami Central Senior	1781 NW 95th Street, Miami	305-696-4161	
Mass Care Shelters	TBD	TBD		Mass care shelters are transitional housing for displaced residents whose homes have been severely damaged or destroyed. Limited comfort items and mass feeding is provided while a transition to permanent housing solutions is identified.
Logistics Staging Areas	Primary – Parking Lot Sand Parking Lot Miami Beach Vacant Lot	94 th Street and Harding Street Adjacent to Town Hall 87 th Street and Collins Avenue (Permission		Staging areas provide a location to temporarily store equipment, personnel and/or goods. These sites should be paved with good traffic access. Facilities, shading, power, and lighting are beneficial but not essential.



	Required from the Town of Miami Beach)			
Points of Distribution	Halover Park	10800 Collins Avenue, Miami, FL	305-947-3525	County Points of Distribution (POD) provide life sustaining bulk emergency relief supplies including water, food, tarps to the residents of Surfside impacted by a major disaster within 72-96 hours after an event, Miami Dade County will provide personnel and resources to operate these sites The Logistics Section Chief will coordinate identification of suitable locations with the Divisional EOC. All Public Information Officers will dissemination information regarding PODs through media releases, the Town’s Cable Channel 77, the Town’s website, and hotline number.
Disaster Recovery/Assistance Centers	Community Center Tennis Center		305-866-5176	Centers that are set up in a disaster area to provide information and referral on available disaster assistance. Center management is jointly shared by the State, the Federal Emergency Management Agency.. The responsibility for managing these centers may be shared by the County, State, and the Federal Emergency Management Agency. The Town may also provide assistance, services and information at these sites.
Warehouse	Public Works Service Bay Mobile Trailer at the Staging Area			Location to store goods, supplies, and beneficial donated items. Public Works will remove vehicles from the service bay to allow use as a warehouse
Disaster Housing Group Site Location	No vacant lots are available within the Town at this time. Emphasis will be to allow mobile housing units on private lots.	TBD	TBD	Vacant sites to place recreational vehicles and/or mobile homes. Disaster housing will be established in collaboration with the County Housing Coordinator. The Town’s Logistics Section will identify potential housing sites based on existing infrastructure that is currently in place. This can include support for RV/mobile homes, vacant rental properties, platted vacant land, and placement of FEMA trailers on existing home sites.
Joint Field Office (JFO).	As directed by the State and Federal response agencies	TBD	TBD	The JFO is a Federal multi–agency coordination center established locally. It provides a central location for coordination of Federal, State, local, nongovernmental,



				and private sector organizations with responsibility for response and incident support. The County EOC will inform the Town of any establishment and location of a JFO.
Joint Information Center (JIC)	Miami Dade County Emergency Operations Center	TBD	TBD	The JIC serves as a focal point for the coordination and dissemination of information to the public and media. This may also include a Public Inquiry Center which is responsible for receiving and responding to public inquiries regarding the disaster. It is normally established and managed by the EOC.



Communications

The Town also has the following communications systems:

- **Landlines:** 4 Voice telephone lines and operated by AT&T are located at the Town Hall which functions as the EOC. There is no redundancy. A representative will be in the EOC when activated to provide ongoing communications
- **800 MHz Radio:** Forty-five (45) 800 MHz radios are available to the Police Department. The Police Chief and the Fire Chief have access to the County 800 MHz radio system. Repeater is located on the Florida Medical Center building, and bay station at the Public Works Building. Radio Communications Converter
- **Internet Connectivity:** Cable/Comcast Internet connectivity with no redundancy
- **Field Operations:** The Operations Section Chief will identify and document the method of dispatching and communicating with emergency workers in the field, the Town EOC and any other pre-designated emergency facility.
- **Code Red:** The Code Red Notification System is available for the town residents who register their telephone and cell phone numbers through the Town's website.
- **Hurrevac:** This Program to provide official routine hurricane tracking information based on immediate data from the National Hurricane Center. This software program is maintained by the Police Department and monitored during all routine hurricane updates (11:00am/pm, 5:00 am/pm). The hurricane track may also be updated during intermediate advisories (2:00am/pm, 8:00 am/pm)
- **WebEOC:** Miami Dade WebEOC is a web-based incident management tool which provides a centralized location to capture data regarding the response to a disaster, incident or event. It is the responsibility of the Town to access the Miami-Dade data provided on the current situation through WebEOC from the County EOC.
- **Dade Alert:** Miami-Dade County Department of Emergency Management offer Alerts to residents who participate in the program by registering at www.miamidade.gov/emergency/alerts.asp. Participants can receive SMS messages to their cell phones, or alerts to their text pagers, e-mail addresses and Blackberry devices advising them of several types of emergency updates, including severe thunderstorm, tornado, tropical storm and hurricane warnings, traffic updates, and more.
- **Amateur Radio:** If needed, RACES (Ham) Radio stations will be established by the Miami Dade County at the Divisional and City EOCs to serve as a redundant means of communicating with the Miami-Dade EOC. Each Divisional and City EOC is encouraged to establish alternative communication systems (e.g., satellite telephones) to maintain contact with the Miami-Dade EOC the Division EOC and other vital partners.
- **NOAA Weather Radio.** Many residents, businesses, organizations, schools, and municipal governments also obtain notifications and warnings through NOAA weather radios.
- **Marine Frequencies:** Using established marine frequencies, marine-specific information and warnings are disseminated by the U.S. Coast Guard.



County Communication

Notification: Miami-Dade Police Department provides emergency dispatch services for law enforcement and fire rescue services county-wide. The County, therefore, will be notified of most emergencies routinely. It will be the responsibility of the first responders through the dispatch center to notify the Police Chief of unusual events requiring mutual aid. The Town will notify the County Warning Point of emergencies in the Town and especially if the Town has an event that requires it to activate its emergency plan and emergency organization.

Contacts with the County EOC: Miami-Dade OEM maintains emergency contact information database including each municipalities to disseminate emergency information. A listing of the Divisional Contacts for their North Miami Divisional group is available to the Town. It is the responsibility of each municipality to provide OEM with current contact information by June 15th of each year including phone and fax numbers that are staffed 24 hours a day. Internal procedures must ensure that emergency information originating from the Miami-Dade EOC is immediately relayed to the appropriate contact person within the Divisional or Satellite EOC. The Town will maintain a liaison in the Divisional EOC when impacted by the disaster and the facility is activated.

Resource and Information Requests: Requests by the Town for resources and information from higher levels of government will be routed through the County EOC/Divisional EOC. The Town will participate in other inter-jurisdictional coordination efforts by the County including: telephone conference calls, situation reporting, community outreach, Joint Information Center, Disaster Recovery Centers, and Points of Distribution.

Functional Communication Support: The Deaf Services Bureau and the Florida Relay Service are also provided with updated emergency information for dissemination to their clients. Emergency Public Information is provided in English, Spanish and Creole to television and radio stations. All radio and television stations dedicated to the service of the Creole and Spanish communities are included in the Miami-Dade EOC Broadcast Fax System.

State and Federal Agency Communication

The Town EOC will coordinate all initial communications with higher levels of government through the Divisional and/or County EOC until such time as direct communications must occur. Direct communications with FEMA may occur during the joint damage assessment process, with community outreach team members within the Town, and once the Town becomes engaged in the financial reimbursement process. At this time, the Town will coordinate directly with the state and federal recovery agencies.



Recovery Operations Overview

The Town of Surfside will return the community to pre-disaster conditions as quickly as possible while implementing mitigation measures to protect and preserve the lives of residents and property of the Town when possible. As first responders are engaged in life safety missions, the recovery staff are planning for short-term and long-term recovery activities which are detailed in Chart 3. Once the life threatening response activities have been completed and the threat to the Town has diminished then recovery activities become the primary focus of emergency management.

Disaster Recovery Manager: The Town Manager is the designated Local Disaster Recovery Manager during the recovery process. The Town's Unified Management Team will coordinate recovery and disaster assistance efforts within the Town, and is responsible for gathering the assessed needs of the community, and coordinating with other agencies and organizations to meet those needs.

Damage Assessment: Preliminary FEMA Assessment

In order to be eligible for federal disaster assistance under the Stafford Act, the impacted area must demonstrate extensive damage to homes, businesses, and infrastructure which is beyond the local and the state response and recovery capability.

The Planning Section is responsible for the overall coordination of the FEMA compliant damage assessment for Individual Assistance (IA) and Public Assistance (PA) with all municipal departments. The information must be collected by the departments listed below, entered on a FEMA compliant damage assessment forms (See Appendix) compiled within the Town's EOC, and forwarded to the County Emergency Operations Center. The agencies responsible for FEMA Compliant Damage Assessment:

- **Public Works Department:** assess Town-owned infrastructure (streets, sidewalks, storm drainage and irrigation systems, culverts and ditches) vehicles, special equipment including parks and recreational facilities, vehicles and equipment, amount of debris.
- **Code Compliance, assisted by the Building Division,** is responsible for assessing the number of homes with minor damage, major damage, and destroyed. (see FEMA approved Damage Assessment Form in the Appendix)
- **Economic Injury:** The Tourism, Economic Development, and Community Services Director will provide assistance in assessing economic injury in support of the County's Economic Development damage assessment efforts.

Note: Miami-Dade County is responsible for the assessment of county roadways, including downed traffic signals, stop signs, and damaged sidewalks, sewage collection system, pumping facilities, and lift-stations. Florida Power and Light is responsible for the assessment of their electrical utilities and coordinating activities within the Town of Surfside.

County and State Assistance in Damage Assessment: Depending upon the severity and extend of impacted areas of a disaster, the County EOC will contact the Town in order to coordinate and assist in damage assessment operations. When possible, the county and state teams will support Town personnel. Prior to the arrival of county damage assessment teams, the Planning Section will forward available damage assessment information to the County EOC for coordination purposes.



As the data is collected from all cities, the State working with FEMA representatives will evaluate data to determine if the County qualifies for a Presidential Declaration and if the County is eligible for Individual Assistance (IA), Public Assistance (PA), or both. The Town of Surfside and others will coordinate through conference calls to determine the status of the County's IA damage assessment. As available, it is in the interest of the Town to cross check damage assessment findings with those of the American Red Cross. This will allow for the identification of unknown damaged areas and families in need of life safety assistance.

Habitability Assessment: The Building Division conducts the post-disaster habitability inspections for buildings within the Town in accordance with their operational guidelines. The purpose of these inspections is to ensure that all structures are safe for entry and that water, electric, and gas services may be reconnected to the structure. These inspections are not conducted until the FEMA required damage assessment process has been completed.

Financing Disaster Recovery

Suspend Purchasing Policies: When a critical incident or disaster strikes, the Town of Surfside will declare a Local State of Emergency and will suspend its purchasing policies and procedures. By the authority of Florida Statute 252.31-91 and local ordinance {TBD} emergency purchasing procedures come into effect. Prudent and sound business practices will be observed to the greatest extent possible during a critical incident or emergency situation. When normal purchasing and contracting rules are suspended, it is incumbent upon the Incident Commander to advise Town employees of the rules that are in effect for emergency purchasing and contracting. The Town Manager will advise the Town Commission of all Financial Management actions.

Available Budget: The Town will finance the immediate emergency response and recovery operations required by an event from the available funds within the current budget. In the event that the Town qualifies for a federal disaster declaration which includes public assistance funds, the Town will request post-disaster reimbursement for eligible expenditures.

Disaster Accounts: The Town of Surfside may establish disaster accounts which may be funded to a level approved by the Town Commission. Sub-accounts will be established to reflect the reimbursement categories established by the FEMA Public Assistance program for the following activities:

- a. Debris Removal
- b. Protective measures
- c. Roads and, signs and bridges
- d. Water control facilities
- e. Buildings and Equipment
- f. Public Utilities
- g. Parks, recreation and other

This disaster account may be utilized during critical incidents and disasters by the Town Manager as authorized by the Town Commission. This fund shall be used to cover expenditures that affect departmental operations town wide.



Open Purchase Order: At the beginning of each hurricane season, open purchase orders for emergency procurement will be established by the Purchasing and Contracts Manager. These purchase orders will be identified specifically with a purchase order prefix designating emergency purchase order.

Financial Documentation: The Human Resource Director will ensure that, during non-disaster times, staff with emergency management assignments receives information and/or training regarding state and federal requirements for documentation of emergency expenditures and operations. As necessary, following activation of the EOP the Finance and Administrative Section will be responsible for providing any additional information or guidance regarding financial documentation requirements.

Emergency Cash: A check request payable to the Chief of Police will be prepared in the amount of \$25,000. The Town Manager and Finance Director will sign the request form which will be coded to petty cash #001-0000-102-0000 (a balance sheet account) and logged in on a Petty Cash Audit Control Form. The cash will be stored in 25 envelopes, each containing \$1,000 (subject to the Finance Department Petty Cash Audit Procedures, including Log in Receipt and Record Procedures) and placed in the Police Department Property and Evidence safe. On November 1st (post hurricane season) the cash is to be redeposit into the Bal Harbour SunTrust operating account for use in a disaster.

Methods for Emergency Purchasing: When a disaster strikes, the Operation and Planning Section personnel will determine what supplies or services are needed to immediately address the current incident objectives. The Logistics Section evaluates Town resource inventories to determine if goods are available in Town warehouses or other inventories available to the Town before attempting to purchase the goods from a vendor.

Purchase Orders: If the resource is available from approved vendor, a manual or system emergency purchase order will be issued. Manual purchase orders should be converted to system purchase orders when the system is operational. A manual or system emergency purchase order must be *authorized* by the Town Manager before the supplier/vendor/contractor delivers the goods or performs the service as required.

Credit Cards: Town-issued store-specific credit cards (i.e. Home Depot, Costco, Lowes, Walmart and Publix) are controlled and issued by the Town's Finance Support Services Department. Cards may be signed out via a log after approval from the Finance Director. A general use credit card is issued to the Town Manager.

Purchasing procedures have been established through Ordinance Number 06-1467. Although typically purchases of \$2,500 or more require a competitive bidding process under normal situations, there are technically no spending limits during emergencies due to the provision of waivers and exemptions in the ordinance. Purchases made under these provisions must be approved by the Town Manager.

Section 3-12 of this ordinance provides authority to the Town Commission to waive the competitive bidding process under certain circumstances. Furthermore, Section 3-13 allows exemptions from bidding for purchases arising out of or because of emergencies in which quick action is necessitated. If the exemptions in this section are invoked, a written determination of the basis for the emergency and for the selection of the particular



contractor or vendor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall document the following:

- The contractor's name
- The amount and type of the contract
- A listing of the item(s) procured under the contract
- The identification number of the contract file

Supplier/Contractor/Vendor Documentation: All must indicate the assigned mission number on their invoice for payment. The mission number will be at a minimum, the mission/assignment number as designated by the Town of Surfside and may also include an additional mission/assignment number for the County and the State.

Personnel Time Tracking: Personnel utilized in Emergency Operations will keep detailed time sheets with their dates, times, and duties performed during Emergency Operations. In addition, the mission number assigned by the Town of Surfside, Miami Dade County EOC, and/or the State Emergency Operations Center will be noted next to each date worked as necessary. (See the Appendix for forms).

FEMA Financial Assistance

Under the Public Assistance program authorized by the Stafford Act, FEMA awards grants to assist governments with the financial expenses of response to and recovery from disasters. The program provides assistance for debris removal, emergency protective measures, and permanent restoration of infrastructure. The Public Works Director is responsible for filing requests for Public Assistance on behalf of the Town. This process includes:

- Coordinating the compilation of all Town project worksheets by all departments;
- Interfacing with County, State and Federal personnel throughout the public assistance grants process;
- Functioning as the coordination point for State Public Assistance Coordinator (PAC) and FEMA PAC;
- Identifies permanent work project options with department, state, and federal representatives;
- Coordinates appropriate financial resources for permanent work project options; and coordinating appropriate financial resources for all improved or alternative projects;
- Attending the Applicant Briefing (Kick-Off Meeting);
- Coordinate with contractors that has been pre-selected through a competitive bid to manage the grant applications in accordance to the requirements established under the Stafford Act.

Kickoff Meeting: The Public Works Director will attend the Federal Emergency Management Agency's Kickoff Meeting which details requirements associated with the Public Assistance reimbursement process and provides a detailed review of eligibility, documentation requirements. The Town may complete the Notice of Interest Form at the Kick-Off Meeting and must complete a Request for Public Assistance Form. The Request for Public Assistance form reports damages suffered by the Town and is used by the Federal Coordinating Officer and Public Assistance Officer to determine the number of damage



surveys and inspection teams to deploy. For further information reference the FEMA Public Assistance Digest FEMA 321.

Project Worksheets: The Public Works Director has the responsibility to coordinate with all departments within the Town to compile project worksheets with the Federal Emergency Management Agency, and conduct ongoing coordination to ensure full reimbursement.

Town Departments and/or Divisions are responsible for the following steps:

- Identifies their recovery projects through damage assessment as soon as practicable;
- Prepares a list of damaged sites and emergency work performed;
- Prepares project worksheets to restore each site/facility to pre-disaster conditions;
- Provides needed information to the Department Directors;
- Coordinates the necessary documentation for project worksheets with project officers;
- Coordinates field inspections of recovery work;
- Provides a contact person who accompanies the Public Assistance Coordinator or Project Officers for site damage surveys;
- Provides cost breakdowns and documentation for all completed work;
- Coordinates with the Finance Department for any appeal processes.

Insurance Claims: The property insurance policies will reimburse for reconstruction of jurisdictionally owned structures and equipment damages that are within the limits of the coverage and considered insurable damages under the policies. Although damage to public infrastructure is eligible for repair under FEMA's Public Assistance program, it will most likely not be sufficient to fund all repairs that will be necessary. Ensuring that adequate insurance is maintained on public infrastructure is a key tool in the recovery, especially since PA funds may restrict rebuilding only to the pre-disaster state. The Town of Surfside is ensured through the Florida League of Cities, Florida Municipal Insurance Trust (FMIT). Property insurance covers publicly owned buildings and their contents, property in the open, equipment, vehicles, watercraft and business interruption. This coverage is a key tool in financing recovery and redevelopment after a large scale federally declared disaster. This insurance policy requires that the Town meet a predetermined policy deductible for damages. In the event the cost of an individual claim (including allocated claims expenses) is excluded from the coverage or the amount in excess of a sublimit or the amount in excess of the total limit) and a federal disaster is declared, it is the responsibility of Town. The Town is also responsible for uninsured losses over the amount of coverage as well as the deductible that would be applied before the insurance policies would be required to start paying. Uninsured property damages may be eligible for federal disaster assistance through the Public Assistance Program. For example, roads and below ground systems are some of the items which are ineligible for property coverage. Property damages which exceed the coverage may be eligible for federal disaster assistance through the Public Assistance Program and/or the Federal Highway Administration. Contact information has been included in the Appendix.

Blue Roof Program / Disaster Housing: When a disaster necessitates the need for longer term and/or more permanent housing, efforts will be made to transition survivors from the mass care shelters in schools to other more appropriate facilities as outlined in the County's



Post Disaster Housing Plan. Having appropriate and geographically convenient long-term housing options is vital to ensuring a successful recovery. It helps to minimize the number of residents who permanently relocate outside of the County and can help those remaining to return to their regular social, economic and professional activities which help the community and local economy to stabilize and recover. The Town of Surfside will consider allowing waivers for residents to place a temporary housing unit on their private property when space is allowable. There are no other suitable open spaces within the Town limits to establish any types of disaster housing group home site. For additional information about long-term housing refer to the aforementioned Post Disaster Housing Plan from Miami-Dade Emergency Management.

Expedite Permitting

See example streamline permitting ordinance in the Appendix. The Town would need to review and approval through routine code amendment processes this legal action. The Town Attorney should review this and other examples for applicability to Surfside.

Debris Management

The Operations Section, Public Works and Infrastructure Group will activate the emergency debris removal plan, procedures and contractor and the debris monitoring contractor which are responsible for emergency debris monitoring and removal and long-term debris management. The Town has a detailed plan which identifies the debris contractor for long-term debris management, depending on the volume. A separate contractor has been selected by the Town to coordinate with the Federal and State agencies to ensure proper records are kept, and disposal practices are completed in an environmentally sound and safe manner. The Finance Section will liaise with this contractor with regard to proper retention of these records for reimbursement.

Humanitarian Assistance: Unmet Needs Committee Coordination, FEMA Community Assistance

The Town's Logistics Section, in coordination with Miami-Dade County ESF 6, ESF11, and ESF 15, are responsible for the delivery and provision of supplies and services (food, water, shelter, and clothing) to residents. The Town of Surfside EOC will support these efforts by identifying volunteers and donations from area businesses to meet the needs of the residents. The American Red Cross conducts door-to-door assessments of the areas affected by the event identifying residents' unmet needs. Other unmet needs reported to Town EOC or law enforcement should be tracked and forwarded to ESF 6 and the American Red Cross. The process to meet the identified needs is first to meet the basics of food, shelter, and clothing. The other needs are evaluated as to fairness, ability to provide service to all who need it, cost, and alternative means to meet need. Life-safety issues take precedence.

In the aftermath of an event, the Town's PIO will coordinate with the Miami-Dade County Joint Information Center to develop information for the community outreach programs providing critical victim assistance and recovery information. If necessary, the Town can generate maps based on census data, flood plains, and other requested mapping



parameters. If special information is required, such as pamphlets in a different language, or town meetings, these activities will be coordinated with community leaders, public officials, and through the Joint Information Center.

Unmet Needs Coordination and Long-Term Redevelopment Committee: The Unmet Needs Committee brings together County, State, Federal, faith-based and non-profit social services agencies to organize, identify and resolve emergency and long-term disaster related needs that cannot be addressed by traditional resources. The Town will coordinate unmet needs within the community with the Unmet Need Committee. The main activities of the Committee include but are not limited to:

- Actively seek out individuals and families with unmet needs.
- Assist them to develop personal recovery plans and to identify their specific needs.
- Report cases for consideration and voluntary commitment of resources by Committee members.
- Maintain the maximum confidentiality of client information.
- Maintain accurate records of clients, agency commitments to meet needs, and service provision.
- Maintain a status report of activities to determine if unmet needs exist.

Communities Organized to Respond in Emergencies (C.O.R.E.) is sub group of the Unmet Needs Committee and designed to better engage faith-based and community organizations in planning for, responding to and recovering from disasters. The identified strategies to engage diverse, hard-to-reach populations including low-income disadvantaged residents; seniors; immigrants, those with limited English-speaking abilities; those representing minority faith traditions; youth; and homeless. Services could include sheltering, mass feeding, managing donation drives following disasters, and providing neighborhood mass communication and translation services in times in crisis. For additional information about unmet needs refer to the Annex to ESF 6 – Unmet Needs Standard Operating Procedures from Miami-Dade Emergency Management.

The Miami-Dade County Emergency Operations Center is responsible for coordinating the response to unmet needs. The Town will evaluate unmet needs among the victims in the community through door to door neighborhood canvass, information received through the emergency hotline, and/or CERT, and relay information to the Divisional EOC.

Long-term Redevelopment Committee: The County may establish a long-term redevelopment committee (LTRC) who has the experience and authority to monitor and implement the community's redevelopment goals and policies. This group will include a broad mix of public and private sector representation to ensure that the community's voice is heard and there is public buy in and support throughout the process. The Town will coordinate interjurisdictional redevelopment issues with this committee.

Disaster Recovery Center (DRC) and Operations: The Operations Section Chief is responsible for coordinating with the County and State to determine if a DRC is required. If the DRC is required, the Logistics Section, Facilities Unit and County will work together to identify the location, agencies to participate, and any other logistical needs of the DRC. The State Division of Emergency Management usually informs the County of any events which warrant the opening of DRCs. The County, Town, and the State will then identify a location close to or centrally located to the affected areas. In addition to the state and Federal



Agencies, local agencies may be requested to participate in the DRC such as the American Red Cross, law enforcement, Building Inspections, Health Department, Animal Control, utilities departments, Salvation Army, and others. During the DRC operations, members will be contacted by telephone or e-mail. The DRC will be open several days after an event has occurred and after communications are repaired and functioning.

Business Assistance and Economic Recovery

Miami-Dade County Emergency Management leads the Business Recovery Program which is a public-private collaboration designed to ensure private sector emergency preparedness, response, recovery, and mitigation. The objective is to create a symbiotic relationship where accurate, actionable and timely information is exchanged amongst program participants. Businesses benefit by being able to open their doors quickly after a disaster which in turn helps the rest of the community recover thereby creating economic recovery and stabilization. A software program, Business Continuity Information Network, aimed at facilitating that exchange was developed by FIU for use by the county business community. This a web-based service where local businesses, emergency management, and organizations that assist businesses can gather to share critical information and support continuity efforts before, during and after a disaster. This tool tracks key employees and supply chain status, and locates needed recovery goods and services. Additional information may be located at: http://www.bizrecovery.org/blog/What_is_BCIN

Long-term Redevelopment

The goal of long-term recovery is to restore the Town to pre-disaster conditions which may extend for months or years based upon the severity and magnitude of the disaster. Generally, the immediate recovery period will be conducted from the EOC. Long-term recovery will be coordinated by the Town Manager with support from each department head with major roles and responsibilities in the recovery process. The Town may consider a number of planning, engineering, and economic development solutions to address long-term recovery needs. This may include the imposition of building moratoriums for substantially damaged structures, business and economic stimulation policies, and others.

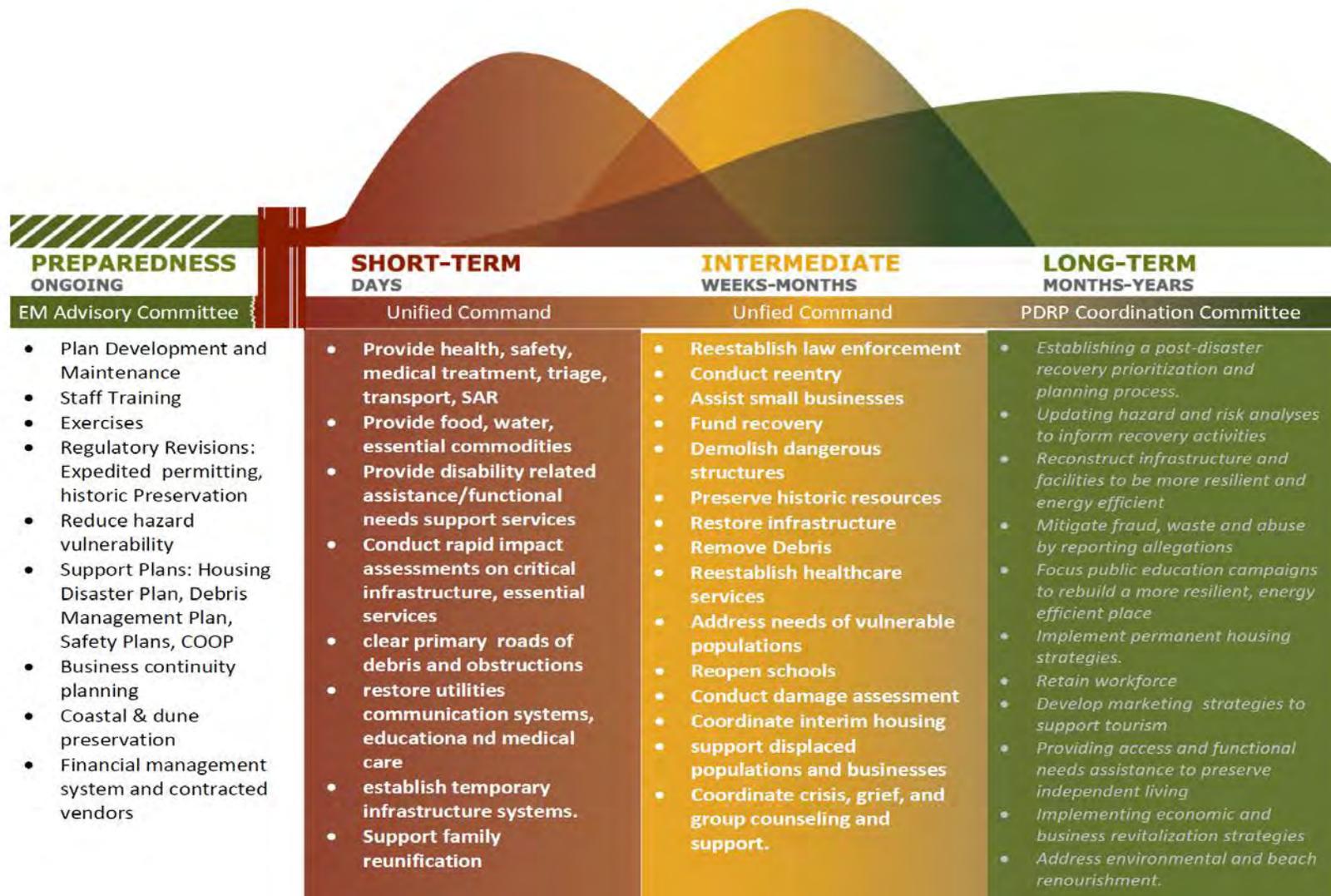
The methods used to provide recovery information to the public are media releases and press conferences (to television, radio and newspaper) release through the County Joint Information Center, Town, County and American Red Cross web sites, the Disaster Recovery Centers, community bulletin boards, community forums and town meetings. The Town will not offer disaster assistance program in the aftermath of events that do not receive presidential or gubernatorial declarations.

Post Disaster Redevelopment Plan: Objective 7 of the Town's Comprehensive Plan states that the Town shall prepare and adopt a post disaster redevelopment plan by 2012 which will reduce the exposure of life and property to disasters. Pursuant to the policy statements within this objective, elements of this plan will contain, but not be limited to the following:

- Emergency repairs related to environmental damage;
- Restoring economic vitality;
- Evaluating need for building moratoriums;
- Identifying hazard mitigation opportunities;
- Evaluating and revising land use policies, the EOP, or other plans.



Figure 3: Response and Recovery Actions Overview





Preparedness Program

The Town has established an Emergency Preparedness Committee, under the leadership of the Police Chief, to direct preparedness activities including plan maintenance, training, exercises, and maintenance of the improvement program needed to ensure the Town is ready to respond to emergencies. The EPC conducts meetings as needed to provide coordinated input from the policy level to operational level. The EPC includes the following members:

- Town Manager,
- Parks and Recreation Director,
- Building and Zoning Manager,
- Public Works Director,
- Redevelopment Officer,
- Police Chief,
- Human Resources and Risk Management Director,
- Town Clerk,
- Finance Director,
- Information and Technology Manager,
- Purchasing & Contracts Manager.

Miami-Dade County Preparedness Coordination

The Miami-Dade Office of Emergency will host quarterly meetings with the municipal emergency management representatives to discuss local emergency management initiatives, lessons learned from previous incidents, upcoming training/exercises and other Municipal Branch business. The meetings are conducted at the Miami-Dade Fire Rescue Headquarters and EOC complex. The Divisional EOCs are encouraged to hold regular meetings with their Satellite EOCs. The primary emergency management point of contact for the Town of Surfside is the Police Chief. This person should educate other key personnel within the Town on Miami-Dade OEM's initiatives and procedures. (*Miami-Dade Emergency Operations Center, Municipal Branch SOP, July 2012, p. 6*).

The Emergency Preparedness Committee is responsible for the following activities:

- Establish and maintain plans, procedures, public communications and awareness
- Establish the standards, guidelines and protocols necessary to promote interoperability among the jurisdictions agencies and reorganizations, as well as with adjacent jurisdictions and the county
- Adopt standards, guidelines, and protocols for providing resources to requesting organizations, including protocols of the emergency organization in supporting incident operations conducted by the municipality
- Participate in County Programs, mutual-aid agreements, incident information system, non-governmental organization and private sector outreach, public awareness and information system, and mechanisms to deal with information and operations security
- When directed by the Town Manager, exercise vital components of the plan by conducting or participating in Table Top, functional, and/or full scale exercise
- Train all existing, new, contract, and volunteer personnel supporting disaster response and recovery activities in their assigned roles and responsibilities.
- Establish and maintain vendor agreements, contracts, and equipment and facilities, which support response and recovery operations.



Plan Update and Maintenance

- **Authority:** The Emergency Preparedness Committee under the direction of the Police Chief is responsible for annually reviewing the EOP. The Police Department is the lead emergency planning agency and developed the basic planning policies, guidelines, and CEMP document.
- **Update Cycle:** The Plan will be updated once every four years unless substantial deficiencies are demonstrated through an actual or simulated disaster response incident. The Town Manager may also direct more frequent updates as the environment, conditions, or assumptions within the Town change.
- **Adoption:** The CEMP is adopted by resolution of the Town Commission.
- **Distribution:** The Distribution List at the front of this document details all parties.
- **Agency Responsibilities:** Each section chief should develop, update, and distribute operational procedures and ensure consistency with the CEMP and define specific internal procedures.
- **Support documents:** The plan is supported by standard operating guidelines, independent agency plans, the County's Local Mitigation Strategy (LMS), the county and state CEMP, and others.
 - **Vital Documents:** Take actions before and during a disaster to protect all vital records and documents within the agency's control,
 - **Family Preparedness:** Develop and implement "family emergency preparedness programs" for agency staff in order to facilitate the participation of key staff in the implementation of the EOP,

Training: Personnel Classification, Certification, and Training Records

The Federal Emergency Management Agency now mandates NIMS related training courses for each key emergency management position. Each individual assigned to one of these positions will be required to complete the FEMA required training courses as listed in the Appendix. NIMS requires that response personnel be classified as to their emergency response capabilities, as well as certified or licensed appropriately when necessary. The Town ensures that all individuals with assigned roles and responsibilities in the plan have received necessary and required training in the following areas:

- NIMS and ICS implementation,
- documentation of personnel training records,
- implementation of the emergency operations plan and its SOPs.

Documentation: The Police Chief is responsible for ensuring that all employees receive training in compliance with the National Incident Management System. Training will also be conducted to ensure that each individual assigned to a key role in the Town's Emergency Operations Center or the Divisional EOC is able to perform their responsibilities. Each Section Chief will be responsible for tracking documentation for NIMS compliance within their Section. As emails noting successful completion of NIMS courses are sent from the Emergency Management Institute, the Section Chief will hold the original certificates and will record the information on an electronic spreadsheet. The Town will coordinate a Records Management System for the storage and archiving of all training records, classifications, certifications and other information relevant to emergency management/disaster related training for its staff and contractors.



Training Maintenance: All personnel are required to achieve the required training levels within one year of assignment to their position. An annual audit will be conducted by the Police Chief to ensure that required training levels are achieved. The Town may offer in-house training for all NIMS-required courses for those personnel required to maintain a basic level of NIMS compliance. Advanced or specialized training above this level is coordinated with Miami-Dade County as well as other regional entities. The Police Chief will work in concert with Miami-Dade County Office of Emergency Management on available training opportunities. (See the Appendix for employee specific training requirements.)

Exercises and Improvement Planning

Purpose: Exercises are designed to assess and evaluate emergency plans and capabilities. Exercises which may take the form of drills, table top exercises, functional exercises, or full scale exercises, are designed to test the range of hazards that may confront the Town. The exercises are also designed to test all elements of the plan and build upon capabilities. Exercises should incorporate an all-hazard approach while ensuring that each hazard which faces the Town is addressed. In addition to the Town wide exercises, each of the agencies participates in its respective agency's routine drills to maintain skills and test equipment.

Exercise Type: Less complex exercises such as discussion based exercises will be conducted in house to the extent possible. Complex exercises will be coordinated with Miami-Dade County as well as other regional entities. The Town will participate in exercises that are countywide, regional or statewide, as resources are available. Upon invitation, the Town may also participate in exercises sponsored by other jurisdictions. Each agency or organization with assigned responsibilities will be responsible for ensuring staff participation in exercises.

Evaluation: NIMS and HSEEP require that the emergency response capabilities be evaluated on an ongoing basis, as well as after each exercise and/or actual emergency. Exercises form the first stage of the corrective action process. After each exercise, all participants will be asked to participate in an after-action critique. The lessons learned will be documented in an after action-report. The after-action report will identify corrective actions needed and assign responsibility and a schedule for implementation of the corrective actions. When deemed appropriate, the recommendations will be incorporated into the plan modifications, training curriculum, and future exercise evaluations. All exercises will be conducted in compliance with the HSEEP requirements and address capabilities outlined in the Target Capabilities List.

Improvement Planning: The Police Chief will be responsible for exercise coordination, scheduling evaluations, facilitating the involvement of all appropriate organizations, preparing the required written reports, and ensuring that identified corrective actions are incorporated into the Town's preparedness improvement plan. The Police Chief will also be the point of contact for Miami-Dade County for participation in countywide after-action evaluations.



Non-Disaster Public Information and Education

Pursuant to Policy Statement 6.3 in the Town's Comprehensive Plan, the Town conducts an ongoing hurricane evacuation information program to make all residents aware of evacuation needs and plans. The Town of Surfside implements a comprehensive, public information program on pre-emergency preparedness which includes public service announcements and press releases, as well as the maintenance of timely and updated messages on cable channel 77 and the Town's website, <http://www.townofsurfsidefl.gov/>. The goal of this program is to provide residents with the information that they will need to make and act on decisions affecting the protection of their lives and property. In addition to emphasizing the need for residents to have a personal disaster plan, this information will provide guidelines and tips on the supplies and provisions necessary to ensure that residents and their households can be self-sufficient for at least (5) days following an event

The Town of Surfside actively reaches out to the community through several public and business outreach efforts. Residents can obtain disaster related information at the Miami-Dade website, <http://www.miamidade.gov/oem/hurricanes.asp>. The *Surfside Gazette*, a monthly newsletter, is mailed directly to residents. The Town also participates and encourages citizens to participate in county and state sponsored preparedness events.

Mitigation / Prevention Actions

The Town of Surfside is committed to building a more disaster resistant and resilient community. It has pre-identified potential mitigation projects through the Local Mitigation Strategy (LMS) Committee. As is appropriate, the Town may in the future identify potential mitigation projects and submit them to the Local Mitigation Strategy (LMS) Committee. A large-scale disaster may also be an opportunity to reconstruct facilities and infrastructure more resilient, greener, and better. The County will notify the cities of the availability of pre-disaster mitigation funds through the LMS meetings and email notices. In the aftermath of a disaster, mitigation funds may become available. The State and FEMA Notice of applicants briefing meeting will be issued by the State and FEMA. The notification system for applicants for funding availability is through the LMS meetings.



Authorities and References

Upon activation, this EOP will be the primary document controlling and guiding all Town emergency operations. All procedures, implementation guides, checklists and similar documents utilized by the agencies and organizations assigned duties and responsibilities within the plan will be consistent with and supportive of its policies, protocols and procedures.

Supporting Plans:

Miami-Dade County Comprehensive Emergency Management Plan
Miami-Dade Local Mitigation Strategy
Turkey Point Nuclear Power Plant Emergency Plan
State of Florida Comprehensive Emergency Management Plan
Town of Surfside Debris Management Plan
Employee Policies and Procedures

Local Ordinances and Resolutions

Town of Surfside, Ordinance Number {TBD}, Local State of Emergency
Town of Surfside, Ordinance Number 06-1467, Purchasing Procedures
Town of Surfside, Ordinance Number 10-1548, Emergency Management Procedures
Town of Surfside, Resolution 2004-1665, Statewide Mutual Aid Agreement
Town of Surfside, Resolution 2005-1700, Adoption of NIMS
Town of Surfside Code of Ordinances. Part II. Article VIII. – Emergency Management Procedures
Town of Surfside, Code of Ordinances, Article I. Administration. Sec8-16. Special Hurricane Inspections

Florida Statutes (F.S.) and Administrative Code (FAC)

Chapter 22, Emergency Continuity of Government
Chapter 23, Florida Mutual Aid Act
Chapter 154, Public Health Facilities
Chapter 161. Beach and Shore Preservation
Chapter 162, County or Municipal Code Enforcement
Chapter 166, Municipalities
Chapter 215, Financial Matters
Chapter 245, Disposition of Dead Bodies
Chapter 252, Emergency Management Act
Chapter 388, Public Health
Chapter 403, Environmental Control
Chapter 406, Medical Examiners
Chapter 553, Building Construction Standards
Chapter 768, Good Samaritan Act
Chapter 870, Riots, Affrays, Routs, and Unlawful Assemblies
Chapter 943, Domestic Security
Chapter(s) 9G-2, 6, 11, 14, 19, 20, and 21, Florida Administrative Code.
Chapter(s) 9J-2, Florida Administrative Code
Florida State Executive Order No. 80-29, Disaster Preparedness, April 14, 1980



Federal Laws, Codes, and Directives

Public Law 81-920, Federal Civil Defense Act of 1950
Public Law 84-99, Flood Emergencies
Public Law 89-665, National Historic Preservation Act
Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act
Public Law 93-234, Flood Disaster Protection Act of 1973
Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980
Public Law 85-256, Price-Anderson Act
Public Law 100-707, The Robert T. Stafford Act
Public Law 106-390 Disaster Mitigation Act of 2000
Public Law 104-321, Emergency Management Assistance Compact
44, Code of Federal Regulations, The National Flood Insurance Program
Executive Order 12148, Federal Emergency Management
Homeland Security Presidential Directive 5, National Incident Management System
Homeland Security Presidential Directive 8, Domestic Preparedness
28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services
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.

Mutual Aid Agreements

Florida Emergency Mutual Assistance Compact, 1996

Mutual Aid Agreements (MAA) and their expiration date.

✓ Aventura	1/2016
✓ Bal Harbour	1/2014
✓ Bay Harbour	1/2016
✓ City of Miami Beach	9/2015
✓ City of Miami	9/2015
✓ Coral Gables	7/2015
✓ FDLE	Infinite/Change of Chief
✓ Indian Creek	1/2015
✓ Miami Beach	12/2014
✓ Miami Shores	1/2015
✓ Medley	7/2016
✓ Mount Sinai	9/2013
✓ North Miami	12/2016
✓ North Miami Beach	8/2013
✓ South Florida Strike Force	1/2015
✓ Sunny Isles	1/2015



The Town Attorney shall determine the potential liabilities before accepting offers of donations of supplies, equipment or services or committing manpower from individual or volunteer groups to emergency operations.



Websites

2012 evacuation centers / Bus Pick-up Points / EEAP

<http://www.miami-dade.gov/fire/evacuations.asp>

Evacuation Zone Map:

<http://www.miamidade.gov/fire/library/Evacuation-Zone-map.pdf>

Storm Surge Simulator:

<http://earl.cis.fiu.edu/gic/>

Hurricane Guide:

<http://www.miamidade.gov/hurricane>

MDEM: www.facebook.com/miamidadecountyem. The content posted on Facebook pushes out the regionally-adopted preparedness message; informs the public on events being monitored, emerging or occurring and provides insight into the steady-state operations of EM.Facilities



Hazard Identification and Risk Assessment

Demographic Information

The Town of Surfside is an oceanfront community encompassing the area from 87th Terrace to 96th Street between the City of Miami Beach the Village of Bal Harbour. The Town's population of 5,654 reside in a variety of old and new home neighborhoods. The median family income is 105,455 and the per capita income in \$54,440. Surfside enjoys a median house value which is above state average. The condominiums and hotels along the oceanfront on A1A are not permitted to exceed 12 stories in height.

Table 7: Demographics

Ethnicity	Total Number	% of Population per Ethnicity
White	4,630	81.9
Black	33	.5
Native American	134	2.4
Asian	645	11.4
Two or more races	50	.9
Other	162	2.9
Population Total	5,654	100
Total Pop by Sex	Total Number	% of Population per Sex
Total Male	2,884	51.0
Total Female	2,770	49.0
Media Age	41.2	

1Source: U.S. Census Bureau, ACS Demographic and Housing Estimates, 2007-2011 American Community Survey 5-Year Estimates. Located at http://factfinder2.census.gov/bkmk/table/1.0/en/ACS/11_5YR/DP05/1600000US1270075#

Geographic Information

Miami-Dade County has a flat, urban topography, low land elevations and high ground-water table in the Biscayne aquifer. A complex system of canals are designed to remove water to the east and ultimately to Biscayne Bay using gravity flow. White sand beaches and dunes border the Atlantic Ocean.

Economic Profile

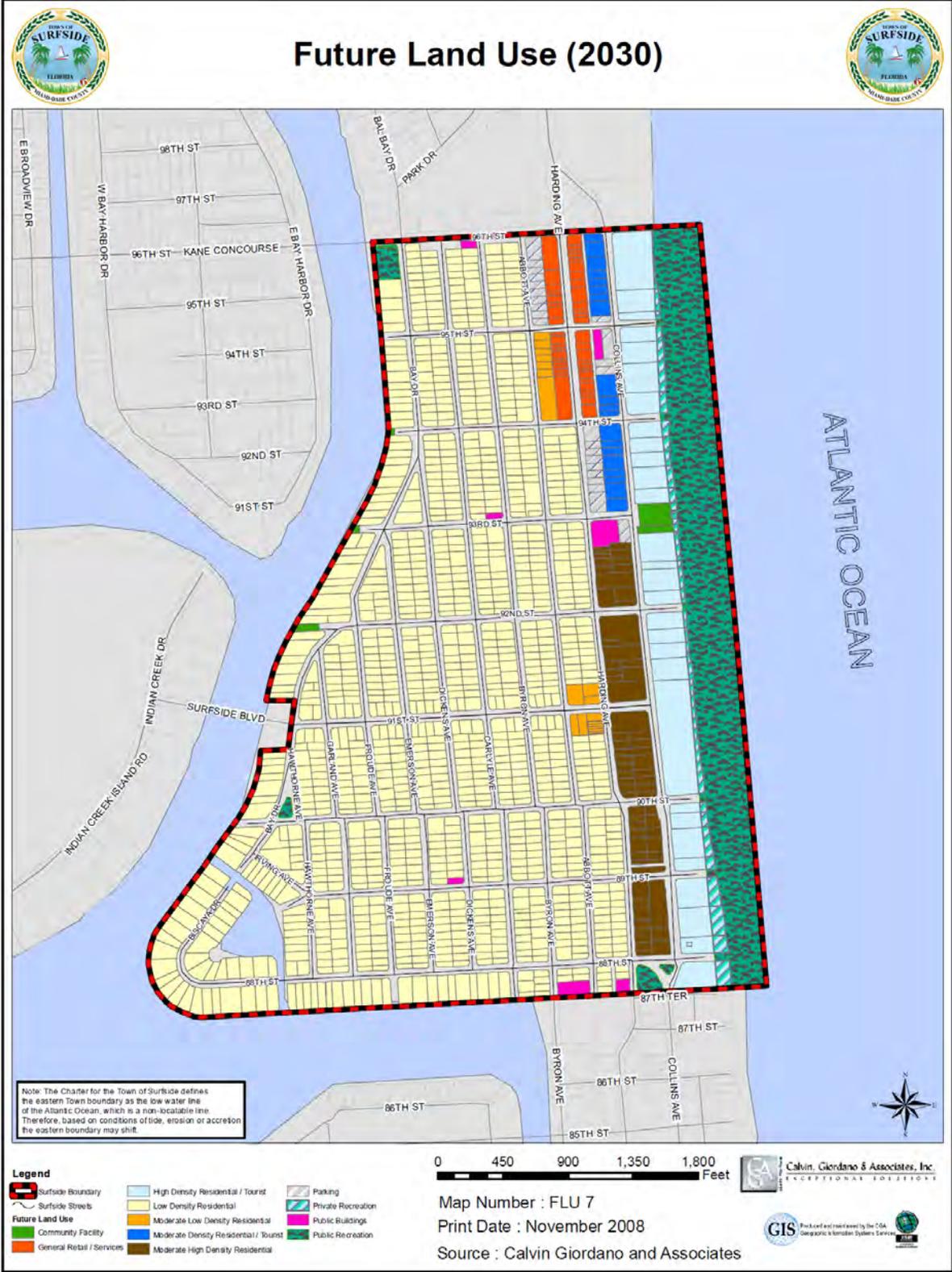
Surfside is a family vacation destination in close proximity to South Beach, downtown Miami, Oleta State Park, Haulover Park and Beach, North Shore Open Space Park, area golf courses, marinas with rental boating, and fishing expeditions. The Town has a business and commercial district which includes restaurants and a variety of retail stores. The Civilian employed population is 2,865 in the following occupations:

Occupations	Populations
Management, business, science, and arts occupations	1,154
Service occupations	828
Sales and office occupations	524
Natural resources, construction, and maintenance occupations	246
Production, transportation, and material moving occupations	113

2Source: U.S. Census Bureau, ACS Demographic and Housing Estimates, 2007-2011 American Community Survey 5-Year Estimates.



Map 1: Town of Surfside Future Land Use Map





Hazard Identification

Miami Dade County completed an extensive Threat and Hazard Vulnerability Study as a component of their Local Mitigation Strategy in 2012. This document provides extensive details on the hazards, risks and vulnerabilities which may threaten the Town of Surfside. This document provides a brief summary of the information detailed in this document. For additional information reference the Miami Dade County Local Mitigation Strategy, Hazard Vulnerability Analysis.

The Town of Surfside is vulnerable to a host of hazards, which pose a risk to the residents and property. The Town of Surfside is a participant in the Miami-Dade County Local Mitigation Strategy Steering Committee which has drawn from a broad range of sources, including federal, state, and local agencies, and private sector organization in identifying hazards and assessing risk and vulnerability to those hazards within their plan. The LMS may be referenced for additional information. All hazards, which may impact the town, have been considered and those with the highest risk are discussed below and include: wind, flooding, hazardous materials incidents (fixed facility and transportation), civil disturbances and mass migration events, terrorism, and biological epidemics.² The highest risk natural and man-made hazards that threaten the Town are listed below in descending order of risk (highest risk to lowest risk).

Wind and Hurricanes

Surfside is vulnerable to the impacts of hurricanes, and tropical storms from June 1 through November 30 with a 1 in 6 probability of receiving impacts. Primary and secondary effects from a hurricane include: storm surge, high winds, tornadoes, inland flooding, and environmental damage may be significant due to widespread destruction of vegetation, contamination of water systems, and vulnerable environments. Surfside has. In recent years, the Town has been impacted by Hurricanes Andrew, Georges, Floyd, Charley, Frances, Jeanne, Katrina, Rita, Wilma, and Sandy which caused varying degree of damage to the towns residences, infrastructure, loss of business revenue, and coastal erosion. The most destructive tornadoes occur between December and April, due to cold fronts from the north colliding with warm tropical air in the south. Miami-Dade County as a whole is likely to experience approximately two touchdowns per year with less than one percent of the population and property expected to be impacted by any single tornado event. The Town of Surfside's vulnerability to high winds is increased due to the widespread distribution of homes, which were constructed prior to new building codes, which mandates higher wind loading standards.

The following map details the Miami Dade County Hurricane Evacuation Zones.

² Additional hazards which are not considered high risk to the Town of Surfside and are, therefore, not incorporated in future discussions are nuclear power plants incidents, agricultural hazards, sinkholes, and earthquakes among others. The LMS hazard vulnerability analysis may be located at www.miamidade.gov/fir/library/part-4-appendices.pdf.



Map 2: Miami Dade County Hurricane Evacuation Zones





Flood

Much of Miami-Dade County is susceptible to localized flooding, particularly during the rainy season of June through October. The county’s flat terrain causes extensive “ponding” due to the lack of elevation gradients to facilitate “run-off”. Map 3 indicates the Town of Surfside’s Flood Zones.

The Town of Surfside has an elevation of two to ten feet above sea-level and is subject to storm surge which is a serious hazard to the barrier island community. Three³ repetitive loss properties have been identified by the National Flood Insurance Program and are being targeted for flood mitigation efforts. The Town participates in the National Flood Insurance Program and currently maintains a Community Rating System score of 10.

Map 3: FEMA Flood Zone Map



³ The Miami Dade County Local Mitigation Strategy (December 2012), p. P4-26.



Biological Epidemics

Pandemic Influenza may occur when a new influenza A virus emerges for which there is little or no immunity in the human population; the virus causes serious illness and spreads easily from person-to-person worldwide.

Mass Migration

Miami-Dade County has a history of mass immigration from the Caribbean basin, particularly Cuba and Haiti. A large uncontrolled influx of immigrants has the potential of significantly disrupting the social and economic stability in Miami-Dade County by overwhelming the delivery of essential services such as medical response and public safety. Mass immigration increases the need for law enforcement, detention, and mass care.

Coastal Oil Spills

Oil spills can have a serious economic impact on coastal activities. The impact on marine life is compounded by toxicity and tainting effects resulting from the chemical composition of oil, as well as by the diversity and variability of biological systems and their sensitivity to oil pollution. Marine mammals and reptiles, such as turtles and their nests, may be particularly vulnerable to adverse effects from oil contamination because of their need to surface to breathe and to leave the water to breed. Adult fish living in near shore waters and juveniles in shallow water nursery grounds may be at greater risk to exposure from dispersed or dissolved oil.

If oil waste reaches the shoreline or coast, it interacts with sediments such as beach sand and gravel, rocks and boulders, vegetation, and terrestrial habitats of both wildlife and humans, causing erosion as well as contamination. Waves, water currents, and wind move the oil onto shore with the surf and tide. Beach sand and gravel saturated with oil may be unable to protect and nurture normal vegetation and populations of the substrate biomass. Rocks and boulders coated with sticky residue interfere with recreational uses of the shoreline and can be toxic to coastal wildlife.

Terrorism and Civil Disturbance

The State of Florida is vulnerable to civil disturbances and terrorism as a result of its diverse population and close proximity to politically unstable nations. Miami and Miami-Dade have been identified as a “high threat” area by the U.S. Department of Homeland Security. The Town of Surfside does not contain likely terrorist targets.

Excess Temperatures

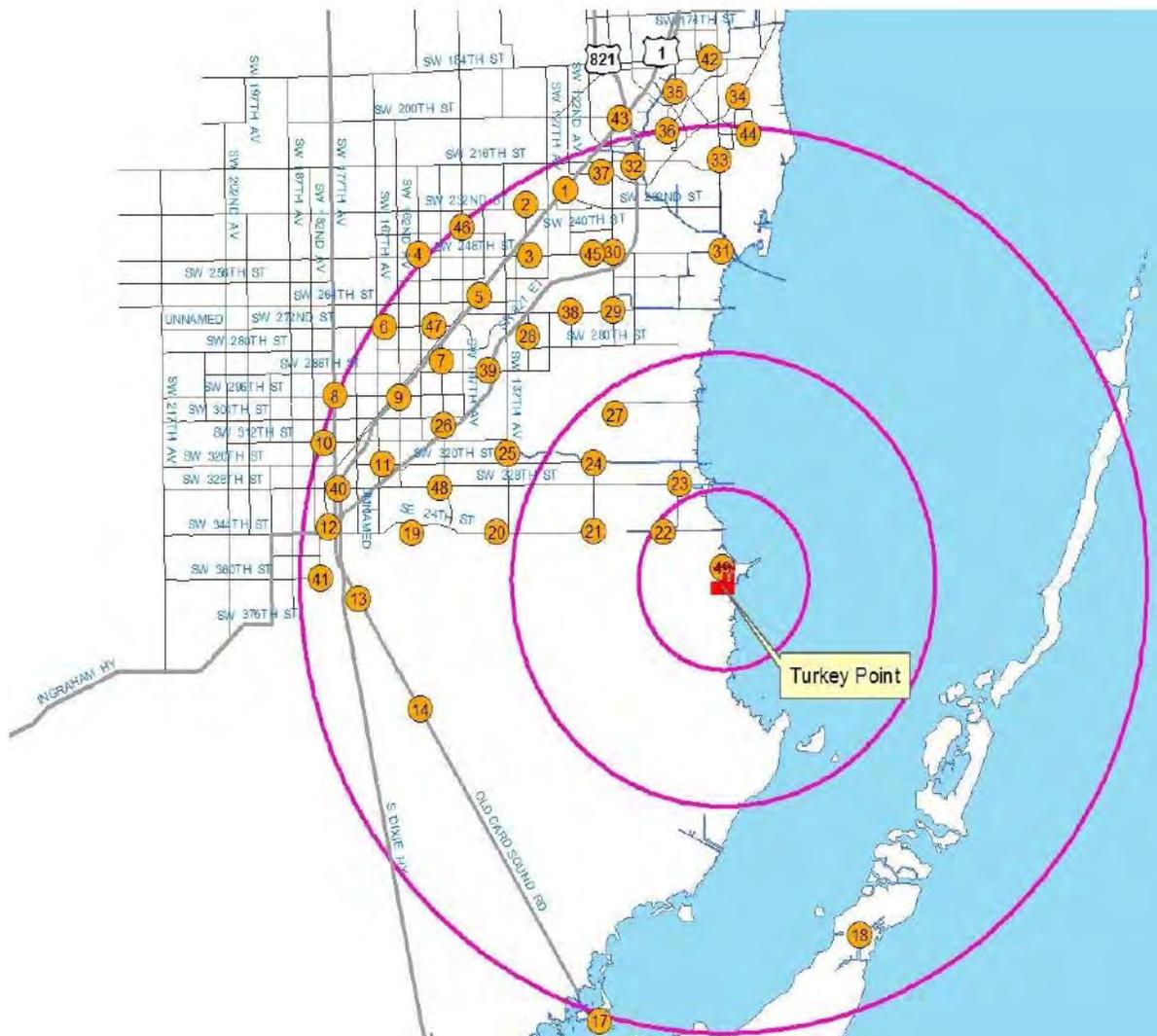
The risks associated with heat when exposed to temperatures of 80 degrees Fahrenheit or higher are dangerous to elder populations. On average, summer temperatures reach 80 degrees Fahrenheit or greater at least 4 months per year (statistics since 1953 – National Climatic Data Center). Impacts include small scale dehydration to heat cramps, heat exhaustion and heat stroke potentially leading to death in cases that are not treated. Miami Dade County may open temporary shelters when temperatures reach 50 degrees Fahrenheit or below.



Nuclear Power Plants

The Town of Surfside is in the extreme edge of the 50-mile Emergency Planning Zone (EPZ) for Turkey Point Nuclear Power Facility in Miami-Dade County. This EPZ includes the ingestion exposure pathway in which the population and animals are vulnerable to the long-term health effects associated with the ingestion of contaminated food and water. Property is less vulnerable because the distance from the facility is a sufficient buffer to protect the property and the town. The long-term environmental exposure to contaminants could still pose a threat.

Map 4: Turkey Point Ingestion Pathway Zone and Warning Sirens

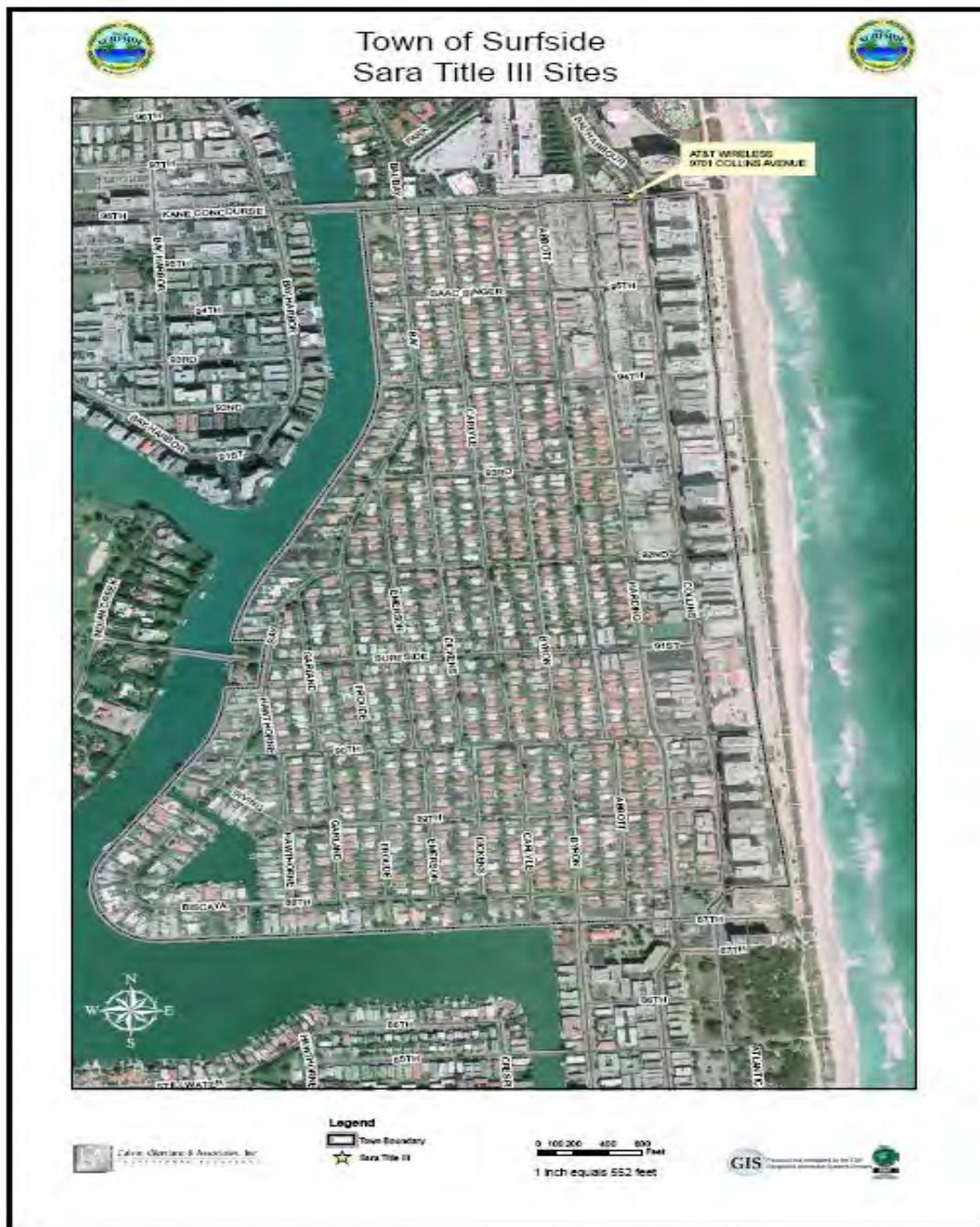




Hazardous Materials

The Town of Surfside is at risk for an accidental chemical release. There is one fixed SARA Title III facility (See Map 5) that contains a threshold quantity of extremely hazardous materials. There is also a high likelihood of an accidental hazardous material release associated with the transportation of chemical materials through the Town.

Map 5: Hazardous Materials Sites in the Town of Surfside





Hazard Identification and Risk Assessment (Miami Dade County Local Mitigation Strategy 2012, p. p1-17 – p1-21)

NATURAL HAZARDS

Probability		Consequence						OVERALL RISK SCORE	
Hazards	Frequency & Probability	Potential Magnitude & Scale	Impact Analysis			Capabilities & Capacity	Mitigation		Hazard Consequence & Impact Score
			Social Vulnerabilities Hazard Impact Rating	Physical Vulnerabilities Hazard Impact Rating	Community Conditions Impact Rating				
Natural Hazards									
Droughts	3%	30%	2%	3%	3%	3%	1%	3%	3%
Extreme Cold	1%	1%	2%	1%	1%	1%	1%	1%	1%
Extreme Heat	1%	1%	1%	1%	1%	1%	1%	1%	1%
Flooding	1%	1%	1%	1%	1%	1%	1%	1%	1%
Hailstorms	1%	1%	1%	1%	1%	1%	1%	1%	1%
Heavy Rain	1%	1%	1%	1%	1%	1%	1%	1%	1%
Hurricanes & Tropical Storms	1%	1%	1%	1%	1%	1%	1%	1%	1%
Lightning	1%	1%	1%	1%	1%	1%	1%	1%	1%
Winter Weather / Ice	1%	1%	1%	1%	1%	1%	1%	1%	1%
Sinkholes / Erosion	1%	1%	1%	1%	1%	1%	1%	1%	1%
Space	1%	1%	1%	1%	1%	1%	N/A	1%	1%
Tomadoes	1%	1%	1%	1%	1%	1%	1%	1%	1%
Tsunami	1%	1%	1%	1%	1%	1%	1%	1%	1%
Volcano (Ash)	1%	1%	1%	1%	1%	1%	N/A	1%	1%

Probability		Consequence						OVERALL RISK SCORE	
Hazards	Frequency & Probability	Potential Magnitude & Scale	Impact Analysis			Capabilities & Capacity	Mitigation		Hazard Consequence & Impact Score
			Social Vulnerabilities Hazard Impact Rating	Physical Vulnerabilities Hazard Impact Rating	Community Conditions Impact Rating				
Natural Hazards									
Windstorm	1%	1%	1%	1%	1%	1%	1%	1%	1%
Wildfires	1%	1%	1%	1%	1%	1%	1%	1%	1%
Earthquakes	1%	1%	1%	1%	1%	1%	N/A	1%	1%



TECHNOLOGICAL HAZARDS

Probability		Consequence						OVERALL RISK SCORE	
Hazards	Frequency & Probability	Potential Magnitude & Scale	Impact Analysis			Capabilities & Capacity	Mitigation		Hazard Consequence & Impact Score
			Social Vulnerabilities Hazard Impact Rating	Physical Vulnerabilities Hazard Impact Rating	Community Conditions Impact Rating				
Technological Hazards									
Dam/Levee Failure	1%	10%	2%	1%	1%	2%	3%	1%	1%
Electric Utility Failure	1%	1%	1%	1%	1%	1%	1%	1%	1%
Hazardous Materials Release	1%	1%	1%	1%	1%	1%	1%	1%	1%
Mass Migration	1%	1%	1%	1%	1%	1%	1%	1%	1%
Nuclear Power Plant Incident	1%	1%	1%	1%	1%	1%	1%	1%	1%
Structural Fires	1%	1%	1%	1%	1%	1%	1%	1%	1%
Transportation Incident	1%	1%	1%	1%	1%	1%	1%	1%	1%
Water/Wastewater Incident	1%	1%	1%	1%	1%	1%	1%	1%	1%

CRIMINAL/TERRORISM HAZARDS

Probability		Consequence						OVERALL RISK SCORE	
Hazards	Frequency & Probability	Potential Magnitude & Scale	Impact Analysis			Capabilities & Capacity	Mitigation		Hazard Consequence & Impact Score
			Social Vulnerabilities Hazard Impact Rating	Physical Vulnerabilities Hazard Impact Rating	Community Conditions Impact Rating				
Criminal/Terrorism Hazards									
Civil Unrest	1%	1%	1%	1%	1%	1%	1%	1%	1%
Cyber Security Incident	1%	1%	1%	1%	1%	1%	1%	1%	1%
Terrorism	1%	1%	1%	1%	1%	1%	1%	1%	1%
Bomb Threat	1%	1%	1%	1%	1%	1%	1%	1%	1%



PUBLIC HEALTH HAZARDS

Probability		Consequence						OVERALL RISK SCORE	
Hazards	Frequency & Probability	Potential Magnitude & Scale	Impact Analysis			Capabilities & Capacity	Mitigation		Hazard Consequence & Impact Score
			Social Vulnerabilities Hazard Impact Rating	Physical Vulnerabilities Hazard Impact Rating	Community Conditions Impact Rating				
Public Health Hazards									
Anthrax	3%	3%	2%	3%	6%	1%	6%	3%	1%
Animal / Plant Disease Outbreak	3%	3%	2%	3%	6%	7%	N/A	3%	3%
Food Borne Illness	3%	3%	2%	3%	2%	7%	3%	3%	2%
Meningitis	1%	3%	2%	3%	2%	3%	3%	3%	6%
Pandemic / Epidemic	3%	3%	3%	3%	3%	3%	3%	3%	3%
Plague	3%	3%	3%	3%	1%	3%	3%	3%	3%
Water Contamination	3%	3%	3%	3%	3%	2%	3%	3%	3%



Acronyms

AAR	After Action Report	NIMS	National Incident Management System
CEMP	Comprehensive Emergency Management Plan	NRF	National Response Framework
COOP	Continuity of Operations	PA	Public Assistance
DHS	Department of Homeland Security	PIO	Public Information Officer
DRC	Disaster Recovery Center	POD	Point of Distribution
EAS	Emergency Alert System	PW	Project Worksheet
EMAC	Emergency Management Assistance Compact	RACES	Radio Amateur Civil Emergency Services
EMPA	Emergency Management Preparedness and Assistance Trust Fund	RDSTF	Regional Domestic Security Task Force
EMS	Emergency Medical Services	SEOC	State Emergency Operations Center
EOC	Emergency Operations Center	SERT	State Emergency Response Team
EOP	Emergency Operations Plan	SITREP	Situation Report
ESF	Emergency Support Function	SMAA	Statewide Mutual Aid Agreement
FDLE	Florida Department of Law Enforcement	SO	Safety Officer
FEMA	Federal Emergency Management Agency	SOP	Standard Operating Procedure
FOG	Field Operations Guide	UC	Unified Command
GIS	Geographic Information System	US&R	Urban Search and Rescue
HAZMAT	Hazardous Material		
HSEEP	Homeland Security Exercise and Evaluation Program		
IA	Individual Assistance		
IAP	Incident Action Plan		
IC	Incident Commander		
ICP	Incident Command Post		
ICS	Incident Command System		
IC or UC	Incident Command or Unified Command		
IMT	Incident Management Team		
JIC	Joint Information Center		
JIS	Joint Information System		
JFO	Joint Field Office		
LMS	Local Mitigation Strategy		
LSA	Logistical Staging Area		
LSE	Local State of Emergency		
NBHD	North Miami-Dade Hospital District		
NDMS	National Disaster Medical System		
NFIP	National Flood Insurance Program		
NGO	Nongovernmental Organization		



Appendix 1: Service Provider Table



SERVICE PROVIDERS FOR THE TOWN OF SURFSIDE						
Service	Method of Delivery				Contract In Place (☑)	Responsible Entity or Entities
	Municipality	Other Jurisdiction	Community Organization	Private Sector		
Governance and continuity of government	✓					Town Mayor, Town Vice Mayor, Town Commission, Town Manager, Town Clerk, etc.
Law enforcement and security	✓	✓			✓	Town of Surfside
Traffic management and safety	✓	✓			✓	Town of Surfside
Hazardous materials emergency response		✓			✓	Miami-Dade County Fire Rescue
Public health services		✓				Miami-Dade County Health Department
Emergency medical services		✓			✓	Miami-Dade County Fire Rescue
Sewer services	✓					Town of Surfside
Electricity				✓	✓	Florida Power & Light
Waste collection and disposal	✓					Town of Surfside
Emergency Debris Removal				✓		Ashbritt Environmental Services, Inc.
Debris Monitoring				✓		Solid Resources, Inc.
Telephone and hardwire communications				✓	✓	AT & T
Emergency Information Hotline	✓					Town of Surfside
Communications for municipal government				✓	✓	AT & T / Motorola



SERVICE PROVIDERS FOR THE TOWN OF SURFSIDE						
Service	Method of Delivery				Contract In Place (☑)	Responsible Entity or Entities
	Municipality	Other Jurisdiction	Community Organization	Private Sector		
Information management for municipal government				✓	✓	Atlantic Broadband
Comprehensive planning and land use control	✓					Building & Zoning
Environmental protection and enhancement within the municipality		✓				Miami-Dade County Environmental Resources Management
Mass transit and transportation services		✓				Miami-Dade County Transit
Roadway repair and maintenance	✓					Public Works Department
Storm drainage system cleaning, repair and maintenance	✓					Public Works Department
Maintenance of municipally-owned or operated facilities	✓					Public Works Department
Building construction inspection				✓	✓	Calvin-Giordano & Associates
Code enforcement				✓	✓	Calvin-Giordano & Associates
Social services to municipal residents in need (e.g., the homeless, displaced, elderly, etc.)	✓	✓			✓	Town of Surfside / Miami-Dade County Human Services
Emergency animal care and control		✓				Miami-Dade County Animal Services



SERVICE PROVIDERS FOR THE TOWN OF SURFSIDE						
Service	Method of Delivery				Contract In Place (☑)	Responsible Entity or Entities
	Municipality	Other Jurisdiction	Community Organization	Private Sector		
Local Public Transportation		✓				Miami-Dade County Transit
Municipal government relations with business and industry; Economic development in the municipality		✓				Miami-Dade County Capital Improvements
Infrastructure Development: Roadway construction	✓					Public Works Department
Infrastructure Development: Drainage system construction	✓					Public Works Department
Infrastructure Development: Water system construction		✓				Public Works Department / Miami-Dade Public Works
Infrastructure Development: Sewer system construction		✓				Public Works Department / Miami-Dade Public Works
Infrastructure Development: Town roadway construction	✓					Public Works Department
Infrastructure Development: Town buildings construction	✓					Public Works Department



Appendix 2: ICS Forms



Table A-1: Summary of ICS Form Numbers, Titles, and Assignment

Summary of All ICS Forms. Available online at:

<http://www.training.fema.gov/EMIWeb/IS/ICSResource/index.htm>

ICS Form #	ICS Form Title	Form Completed By
ICS 201	Incident Briefing Initial	Incident Commander
ICS 202	Incident Objectives	Planning Section Chief
ICS 203	Organization Assignment List	Resources Unit Leader
ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief
ICS 205	Incident Radio Communications Plan	Communications Unit Leader
ICS 205	A Communications List	Communications Unit Leader
ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart	Resources Unit Leader
ICS 208	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List	Resources Unit/Check-In Recorder
ICS 213	General Message	Any Message Originator
ICS 214	Activity Log	All Sections and Units
ICS 215	Operational Planning Worksheet	Operations Section Chief
ICS 215A	Incident Action Plan	Safety Analysis Safety Officer
ICS 218	Support Vehicle/Equipment Inventory	Ground Support Unit
ICS 219-1 to 10	Resource Status Card (T-Card)	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident



Situation Report (Miami Dade County, Municipal Branch SOP Form)

SITUATION REPORT	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
	4. SECTION/BRANCH/AGENCY COMPLETING REPORT		5. OPERATIONAL PERIOD
6. SUMMARY OF CURRENT SITUATION, OPERATIONS, AND OBJECTIVES			
7. PROBLEMS ENCOUNTERED OR POTENTIAL OBSTACLES			
8. ASSISTANCE REQUIRED OR REQUESTED			
9. PROJECTED INCIDENT OBJECTIVES			
10. PREPARED BY (NAME & POSITION)		11. APPROVED BY (NAME & POSITION)	



6. Summary of Current Actions

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ICS 201

Page 2



7. Current Organization

ICS 201	Page 3



ICS Form 202 – Incident Action Plan

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 (<input checked="" type="checkbox"/> if attached) <input type="checkbox"/> Organization List (ICS 203) <input type="checkbox"/> Medical Plan (ICS 206) <input type="checkbox"/> _____ <input type="checkbox"/> Assignment List (ICS 204) <input type="checkbox"/> Incident Map <input type="checkbox"/> _____ <input type="checkbox"/> Communications Plan (ICS 205) <input type="checkbox"/> Traffic Plan <input type="checkbox"/> _____			
9. PREPARED BY (PLANNING SECTION CHIEF)		10. APPROVED BY (INCIDENT COMMANDER)	



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 206 – Medical Plan

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period			
5. Incident Medical Aid Station							
Medical Aid Stations	Location			Paramedics Yes No			
6. Transportation							
A. Ambulance Services							
Name	Address	Phone	Paramedics Yes No				
B. Incident Ambulances							
Name	Location			Paramedics Yes No			
7. Hospitals							
Name	Address	Travel Time Air Ground		Phone	Helipad Yes No	Burn Center Yes No	
8. Medical Emergency Procedures							
Prepared by (Medical Unit Leader)				10. Reviewed by (Safety Officer)			



INCIDENT/PROJECT ORDER NUMBER	RESOURCE ORDER			INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME				3. INCIDENT /PROJECT ORDER NUMBER				4. OFFICE REFERENCE NUMBER										
	5. DESCRIPTIVE LOCATION/RESPONSE AREA					6. SEC.	TWN	RNG	Base MDM	8. INCIDENT BASE/PHONE NUMBER				9. JURISDICTION/AGENCY									
						7. MAP REFERENCE								10. ORDERING OFFICE									
	11. AIRCRAFT INFORMATION					LAT.				LONG.													
BEARING		DISTANCE		BASE OR OMNI		AIR CONTACT		FREQUENCY		Ground Contact		FREQUENCY		RELOAD BASE		OTHER AIRCRAFT/HAZARDS							
12. Request Number	Ordered Date/Time		From To	QTY	RESOURCE REQUESTED			Needed Date/Time	Deliver To	To From	Time	Agency ID	RESOURCE ASSIGNED			ETD ETA	RELEASED Date To		Time ETA				
13. ORDER RELAYED				ACTION TAKEN								ORDER RELAYED				ACTION TAKEN							
Req. No.	Date	Time	To/From									Req. No.	Date	Time	To/From								



GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by:	Name: _____	Signature: _____ Position/Title: _____
9. Reply:		



[Large empty rectangular area for notes or comments]

10. Replied by:	Name:	Position/Title:	Signature: _____
ICS 213		Date/Time:	



INSTRUCTIONS FOR COMPLETING THE DEMOBILIZATION CHECKOUT

Prior to actual demobilization, Planning Section (Demobilization Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demobilization and release. If any, add to line Number 11.

Item Number	Item Title	Instructions
1.	Incident Name/No.	Print Name and/or Number of incident.
2.	Date/Time	Enter Date and Time prepared.
3.	Demob No.	Enter Agency Request Number, Order Number, or Agency Demobilization Number if applicable.
4.	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force I.D. Number(s) and Leader's name or individual over-head or staff personnel being released.
5.	Transportation Type/No.	Method and vehicle I.D. Number for transportation back to home unit. Enter N/A if own transportation is provided. *Additional specific details should be included in Remarks, block #12.
6.	Actual Release Date/time	To be completed at conclusion of demobilization at time of actual release from incident. Would normally be last item of form to be completed.
7.	Manifest	Mark appropriate box. If yes, enter manifest number. Some agencies require a manifest for air travel.
8.	Destination	Location to which Unit or personnel have been released, i.e., Area, Region, Home base, Airport, Mobilization Center, etc.
9.	Area/Agency/Region Notified	Identify Area, Agency, or Region notified and enter date & time of notification.
10.	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. Note, not all agencies require these ratings.
11.	Unit/Personnel	Demobilization Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check (unit requirements as needed), i.e., Safety Officer, Agency Representative, etc.
12.	Remarks	Any additional information pertaining to demobilization or release.



INDIVIDUAL LOG (ICS FORM 214a-OS)

Special Note. This optional ICS form 214a-OS is a log for individual use, and ICS form 214-OS is designed to log activities for an entire unit.

Purpose. The Individual Log, while not required, records details of each individual's activities. These logs provide a basic reference from which to extract information for inclusion in any after-action report.

Preparation. An Individual Log can be initiated and maintained by each member of the ICS. Completed logs are forwarded to supervisors who provide copies to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Individual Logs. The original of each log MUST be submitted to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Individual Name	Enter the name of the individual.
4.	ICS Section	Enter the ICS Section to which the individual is assigned.
5.	Assignment/Location	Enter the assignment or location for the individual.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).



Appendix 3: Damage Assessment Forms



INITIAL DAMAGE ASSESSMENT - PUBLIC ASSISTANCE

(1) DAMAGED ENTITY:

- (a) County Government (b) Municipality
(c) Private Non-Profit (d) Indian Tribe
(Specify One)

(3) POPULATION: _____

(4) ANNUAL OP BUDGET: _____

(5) OUTSTANDING DEBTS: _____

(6) NET BUDGET: _____

(7) INCIDENT (X)

() FLOOD

() HURRICANE

() TORNADO

() OTHER _____

(8) ADD'L INFO SOURCE _____

(9) TELEPHONE NUMBER _____

(10) ASSESSMENT TEAM _____

(11) INCIDENT PERIOD _____

(12) DATE OF SURVEY _____

(2) COUNTY: _____

(Specify)

(13) PAGE ____ OF ____

REF NO.	NAME/LOCATION (STREET, SR, X-ROADS, ETC.) (15)	DESCRIPTION OF DAMAGE (16)	CATEGORIES (DOLLARS)							TOTAL ESTIMATED DAMAGES (24)	\$ AMOUNT INSURANCE COVERAGE (25)	TOTAL ESTIMATED UNINS. LOSS (26)	COMMENTS (NOTE ANY IMPACTS DUE TO LOSS) (27)
			A DEBRIS REMOVAL (17)	B PROTECTIVE MEASURES (18)	C ROADS, SIGNS, BRIDGES (19)	D WATER CONTROL (20)	E BLDG'S & EQUIP. (21)	F PUBLIC UTILITIES (22)	G PARKS&REC. SOTHER (23)				
TOTALS													

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(28) TOTAL EST. UNINS. LOSS/POPULATION=\$ ____ / CAPITA

(29) TOTAL EST. UNINS. LOSS/NET BUDGETx100=% IMPACT ON BUDGET



INITIAL DAMAGE ASSESSMENT - BUSINESS LOSSES

(1) COUNTY: _____

(3) INCIDENT (X)

(4) ASSESSMENT TEAM

(6) INCIDENT PERIOD: _____

() FLOOD

(8) DATE OF SURVEY: _____

() HURRICANE

() TORNADO

() OTHER _____

(Specify)

(7) PAGE _____ OF _____

REF. NO.	NAME OF BUSINESS / SITE LOCATION / TELEPHONE NO.	NAME OF TENANT OR OWNER & TYPE OF BUSINESS	ESTIMATED DAYS OUT OF OPERATION	EMPLOYEES		REPLACEMENT COST OR FAIR MARKET VALUE	ESTIMATED DOLLAR LOSS	DOLLAR AMOUNT OF INSURANCE COVERAGE	% UNINSURED LOSS TO BUSINESS VALUE [(col. 15)-(col. 16) / (col. 14) X 100%]	IF COLUMN 17 IS:		
				NUMBER COVERED	BY U.I.					<40% (X) MIN.	40-75% (X) MAJ.	>75% (X) DEST.
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		Tenant OR Owner (circle one)				LAND: \$ _____ STRUCTURE: \$ _____ CONTENTS: \$ _____ OTHER: \$ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____				
		TOTALS				\$ _____	\$ _____	\$ _____				

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Appendix 4: Daily Activity Log



**TOWN OF SURFSIDE
DAILY ACTIVITY REPORT**

DATE WORK PERFORMED: _____ DISASTER EVENT: _____

EMPLOYEE NAME: _____ EMPLOYEE STATUS: FULL TIME _____ PART TIME _____

EMPLOYEE TITLE / DEPT: _____ EXEMPT _____ NON-EXEMPT _____

TIME	LOCATION	DESCRIPTION OF WORK PERFORMED	TIME		HOURS	
			START	STOP	REGULAR	OVERTIME

EQUIPMENT	ID NUMBER	MODEL / DESCRIPTION OF EQUIPMENT	HORSEPOWER	CAPACITY	HOURS		MILES	
					START	STOP	START	STOP

MATERIALS / STOCK NUMBER	INVENTORY / STOCK NUMBER	MATERIALS / SERVICE DESCRIPTION	UNITS USED	UNIT OF MEASURE	RATE OR PRICE	IF PURCHASED -
						P.O. # / VENDOR NAME

EMPLOYEE NAME: _____ EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR NAME: _____ SUPERVISOR SIGNATURE: _____ DATE: _____



Appendix 5: Staffing Assignment for Town of Surfside Emergency Operations Center Support Team



Names	Section	Unit/Group	Shift A/B	Required NIMS Training				Other Training Recommended	
				ICS 100	ICS 200	ICS 300	ICS 400		
R. Carlton / D. Allen	Command	Incident Commander	IC	A / B	X	X	X	X	G775, L958, L962, L967 G110, G191
L. Miller	Command	Legal		A / B	X	X	X	X	FL101B, MGT366
D. Dietch	Command	Mayor		A	X	X	X		G402, MGT340
L. Jain	Command	Public Information Officer		A / B	X	X	X	X	G-290, G291, L952
TBD	Command	Public Works		A	X	X	X	X	G775
Dawn Hunziker	Command	Admin. Support		A	X	X	X	X	G775
	Planning	Section	Chief		X	X	X	X	L962, L964
D Tavares / L Jain	Planning	IAP Unit	Lead	A / B	X	X	X		L962, L964
S. Novoa / P. Krutules	Planning	Situation/Doc Unit	Lead	A / B	X	X	X		L962, L964
TBD	Planning	Damage Assessment Unit	Lead	A / B	X	X	X		IS556
	Finance	Section	Chief	A	X	X	X	X	L973
M. Garmiolea	Finance	Contracted Services Unit	Lead	A	X	X	X		L973
Y. Slate-McCloud	Finance	Force Account Unit	Lead	A	X	X	X		L973
	Logistics	Section	Chief	A / B	X	X	X	X	L-967, IS-26, IS-27, IS-703 IS807, FDEM 1005
T. Millian / S. Barrett	Logistics	Section	Chief	A / B	X	X	X	X	IS807, FDEM 1005
S. James / J. Villagran	Logistics	Vol./Donations Unit	Lead	A / B	X	X	X		G-288, G489
D. Flores / G. Meneaes	Logistics	Staging Areas Unit	Lead	A / B	X	X	X		IS-26, IS27, IS 703
	Operations	Section	Chief	A / B	X	X	X	X	G-191, G 110, L958
R. Alberto	Operations	Section	Chief	A / B	X	X	X	X	G-191, G 110, L958
R. Williams	Operations	Law Enforcement Group	Lead	A / B	X	X	X		IS813
TBD	Operations	Fire/EMS Group	Lead	A / B	X	X	X		IS804, IS809
	Operations	Public Works/Infrastructure	Lead	A / B	X	X	X		IS554, IS803, IS552
R. Stokes	Operations	Works/Infrastructure	Lead	A / B	X	X	X		IS554, IS803, IS552



SENSITIVE INFORMATION

Appendix 6: Emergency Contact Information



Emergency Contact Numbers for Condominiums

Building Name	Property Address	Name	Contact Number
Champlain Towers South Condominium	8777 Collins Ave.	Gilda Smith	305-865-4740/954-303-5600
Champlain Towers East Condominium	8855 Collins Ave	Andria Silverman	305-542-0300
Champlain Towers East Condominium	8877 Collins Ave	Hugo Landivora	305866-5947
Solara Surfside	8801 Collins Ave.	Carlos Martinez	305-777-3400/786-252-8622
Rimini Beach Condominium	8911 Collins Ave.	Sandra Sullo, Miami Management Inc.	305-378-0130 ext31
Mirage Condominium	8925 Collins Ave.	Victoria Albury	954-895-2228
The Surf House Condominium	8995 Collins Ave.	Lynn Olapin	305-807-9594
The Surf Club	9011 Collins Ave.	Jim Lucchese/Larry Wilkinson	305-866-2481/305-866-4839
Carlyle on the Ocean Condominium	9195 Collins Ave.	Colin Henrick	305-867-0915
The Manatee Condominium	9273 Collins Ave.	The American Management Group	954-458-5557/305-500-2422
Marbella Condominium	9341 Collins Ave.	Lou Cohen	305-868-3687
Best Western Hotel	9349 Collins Ave.	George Uceda	786-514-6565
The Waves Condominium	9455 Collins Ave.	Yeir Eliav	305-773-4492
Solimar Condominium	9559-9595 Collins Ave.	Jeanette Perez Carrillo/Cezar Parrales	786-366-4355/786-397-0624
Surfside Towers Condominium	9511 Collins Ave.	Orlando Arrom	305-321-3091

Not for general distribution



How to contact FPL during a major storm event

When a hurricane, major storm or other natural disaster affects FPL's service territory, we mobilize our storm restoration organization to restore power as rapidly as possible. My storm duties might make me difficult to reach, and I want to make sure you know how to communicate with FPL and find information if I am unavailable.

+ To report power outages:

Call **1-800-4-OUTAGE (1-800-468-8243)** or report online at FPL.com.

+ For assistance with your accounts during storm restoration periods:

Contact me via phone or e-mail for help with restoration updates. If I cannot be reached, then contact **Ms. Lisa Britt**, your account specialist, at **305-552-3584** or via e-mail at lisa.britt@fpl.com. Your backup account specialist is **Ms. Juliet Ward** at 561-640-2555 or via e-mail at Juliet.Ward@fpl.com

+ Throughout a storm:

We will e-mail updates and provide up-to-date information through FPL.com and the news media.

+ For hurricane preparation tips:

Visit FPL's Storm Center at fpl.com/storm. After a storm, we'll post up-to-date information about the status of our restoration effort.



READY, RESPOND, RESTORE

Florida Power & Light Company Local Government Communication Channels

If a storm threatens our area, timely and localized information relative to your area is critical. With this in mind, FPL has created multiple communication channels to provide our emergency partners with the most up-to-date outage and restoration data.

Emergency Operations Centers (EOCs):

FPL staffs 34 Emergency Operations Centers throughout its service area. FPL's EOC team focuses on the needs of local governments before, during and after emergency events. EOC reps will provide restoration progress to emergency liaisons and additional support as needed.

FPL Online Resources/Direct Communication Channels:

www.FPL.com/storm: FPL maintains a storm preparedness resource center year round. This site informs the public how to prepare for a storm, what to do before and during a storm, and actions to take after a storm. The FPL.com homepage has a direct link to the storm center.

www.FPL.com/govupdate: FPL operates a dedicated government website that provides officials with the latest updates 24/7 after a storm hits. You can count on us to keep you informed.

Government Update

Creating a powerful connection between our business and the community

This site provides government officials with the information on FPL emergency event-related activities. During an event, we will periodically update this website with the latest information.

(Co)

Select your county from the dropdown list above to receive the latest information pertaining to your county.

- News Releases** last update:
- Customer Outages** last update:
- Estimated Times Of Restoration (ETR)** last update:
- Resources** last update:
- Transformer Outage Map(s)** last update: 5/5/2011 10:00 AM
- More Information** last update:

Additional information and maps.

Contact Us

Email Communication: If a storm threatens or impacts our service area, we will also reach out to you via email. Be sure that your local FPL External Affairs manager has your up-to-date email address. (See the back of this sheet for a list of FPL External Affairs contacts.)



Get access to information about your area on our [Government Portal](#)



-  Stay up-to-date on our progress
-  Follow immediate live storm updates
-  Watch the restoration in action
-  Get news releases straight to your desktop
-  Join the restoration conversation

In an effort to keep you informed, please see FPL's most current news release concerning Tropical Storm Isaac. We will continue to send you communications following the storm. In addition, FPL operates a dedicated government website providing you with the latest outage and restoration updates after the storm passes. Please bookmark www.FPL.com/govupdate to retrieve the most current information about your area.

Sincerely,

Pamela Rauch
Vice President of Development & External Affairs
Florida Power & Light Company

NEWS RELEASE

FPL has fully activated its emergency response plan; resources in place to respond and customers urged to prepare for power outages resulting from Isaac

- FPL has more than 7,700 field workers dedicated to the restoration effort
- Crews will be working around the clock when weather conditions make it safe to do so
- FPL is committed to keeping customers informed
- FPL urges customers in the path of the storm to stay safe and make appropriate preparations

JUNO BEACH, Fla. - As Isaac moves closer to Florida, Florida Power & Light Company has fully activated its emergency response plan and is prepared to respond to power outages that will be caused by the storm's anticipated high winds and rain. FPL urges customers to be prepared for power outages as bands of severe weather move into the area.

The latest forecast from the National Hurricane Center indicates that Isaac's winds extend out more than 200 miles from the center



of the storm, and hurricane and tropical storm watches and warnings have been issued for a large part of Florida. Based on Isaac's size, path and intensity, this storm will cause damage to overhead lines and possibly to underground electric lines due to flooding and saturated grounds. Damage could be caused by flying debris, fallen trees, winds and flooding, among other factors.

"Isaac is expected to produce strong, sustained winds and rain that will cause power outages. We're in full storm mode, with more than 7,700 workers dedicated to the restoration effort," said FPL President Eric Silagy. "In an effort to restore power as quickly as possible, as conditions permit, our crews will be working throughout the event as bands of severe weather from Isaac cause power outages. Safety is our first priority, and we urge our customers to stay safe and make their preparations, too."

FPL is ready to respond; crews and staging sites in place

FPL has made pre-storm preparations to enable the company to quickly deploy equipment and crews to storm-damaged communities.

- The company has commitments for a total restoration workforce of more than 7,700, including more than 5,200 line and vegetation workers from FPL's mutual assistance partners and electrical contractors, who will work alongside FPL crews and contractors.
- Crews will work around the clock to respond to power outages as conditions permit.
- FPL is setting up at least 12 strategic staging and support sites throughout its 35-county service area.

Immediately following the storm, and as soon as it's safe, FPL will deploy field teams to conduct damage assessments. This helps FPL assign resources (crews and materials) appropriately and provide customers an estimate of when repairs will be finished and power restored in their areas.

FPL is committed to keeping customers informed

When outages occur, FPL understands that its customers need to know when their power will be restored so they can plan ahead. That's why FPL communicates frequently through the news media and makes important information, including restoration estimates, accessible on smart phones and tablets, through such sites as:

- o FPL website: www.FPL.com
- o Twitter: www.twitter.com/insideFPL
- o Facebook: www.facebook.com/FPLconnect
- o YouTube: www.youtube.com/FPL
- o FPL blog: www.FPLblog.com
- o FPL Power Tracker: www.FPLmaps.com

FPL urges everyone in the path of the storm to stay safe and prepare to be without power



Appendix 7: Streamlined Permitting Ordinance Example



Example of a Streamlined Permitting Ordinance

TEMPORARY REGULATIONS The Town Manager shall have the authority to administer the provisions of this ordinance temporarily modifying provisions of the Code of Ordinances dealing with building and occupancy permits, demolition permits, and restrictions on the use, development or occupancy of private property provided that such action is reasonably justifiable for protection of life and property, mitigation of hazardous conditions, avoidance or undue displacement of households or businesses, or prompt restoration of public infrastructure.

Duration. The provisions of this ordinance shall be in effect for a period of X months from the date of local emergency declaration following a disaster or until determination of a state of local emergency , which ever occurs later, or until the provisions are extended, modified, replaced by new provisions, or terminated, in whole or in part, by action of the Town Council through separate ordinances.

Damage Assessment. The Town Manager or an authorized representative shall direct damage assessment teams having authority to conduct field surveys of damaged structures and post placards designating the condition of such structures as follows:

A placard indicating “Inspected – Lawful Occupancy Permitted” is to be posted on any building in which no apparent structural hazard has been found. This does not mean there are not other forms of damage that may temporarily affect occupancy. This is referred to as the “green tag” placard.

A placard indicating “Restricted Use” is to be posted on any building in which damage has resulted in some form of restriction to continued occupancy. The individual posting this placard shall note in general terms the type of damage encountered and shall clearly and concisely note the restrictions on continued occupancy. This is referred to as the “yellow tag” placard.

A placard indicating “Unsafe – Do Not Enter or Occupy” is to be posted on any building that has been damaged to the extent that continued occupancy poses a threat to life safety. Buildings posted with this placard shall not be entered under any circumstances except as authorized in writing by the department that posted the building or by authorized members of damage assessment teams. The individual posting this placard shall note in general terms the type of damage encountered. This placard is not to be considered a demolition offer. This is referred to as the “red tag”.



This ordinance number, the name of the department, its address, and phone number shall be permanently affixed to each placard.

Once a placard has been attached to a building, it shall not be removed, altered, or covered until done so by an authorized representative of the Town or upon written notification. Failure to comply with this prohibition will be considered a misdemeanor and punishable by a \$100.00 fine. Each day a property is in non-compliance with this prohibition shall be deemed a separate offense.

Development Moratorium. The Town Manager shall have the authority to establish a moratorium on the issuance of building permits, approval of land-use applications or other permits and entitlements related to the use, development, and occupancy of private property authorized under other chapters and sections of the Zoning Ordinances, Health Ordinances, including but not limited to on-site Waste Water Treatment Ordinances, Health Nuisance Ordinances, and Well Ordinances and other related ordinances, provided that, on the opinion of the Town Manager, such action is reasonably justifiable for protection of life and property and subject to the following:

Posting. Notice of the moratorium shall be posted in a public place and shall clearly identify the boundaries of the area in which a moratorium is in effect as well as the exact nature of the development permits or entitlements that are temporarily held in abeyance.

Duration. The moratorium shall be in effect subject to review by the Town Council at the earliest possible time, but no later than ninety (90) days, at which time the Council shall take action to extend, modify, or terminate such moratorium by separate ordinance.

Debris Clearance. The Town Manager shall have the authority to remove from public right-of-way debris and rubble, trees, damaged or destroyed vehicles, trailers, equipment, and other private property, without notice to owners, provided that this is reasonably justifiable for protection of life and property, provision of emergency evacuation, assurance of fire-fighting or ambulance access, mitigation of otherwise hazardous conditions, or restoration of public infrastructure. The Town Manager shall also have the authority to secure emergency waivers of environmental regulations from state and federal authorities and to call upon outside support from such agencies for debris clearance, hazardous material spills, and restoration of ground access.



One-Stop Center for Permit Expediting. The Town Manager shall establish a one-stop center, staffed by representatives of pertinent departments, for the purpose of establishing and implementing streamlined permit processing to expedite repair and reconstruction of buildings, and to provide information support for provision of temporary housing and encouragement of business resumption and industrial recovery. The Town Manager shall establish such center and procedures in coordination with other governmental entities that may provide services and support, such as FEMA, SBA, HUD, or the Emergency Management Division.

Temporary Use Permits. The Town Manager shall have the authority to issue permits in any residential, commercial, industrial, or other zone for the temporary use of property that will aid in the immediate restoration of an area adversely impacted by a disaster, subject to the following provisions:

Critical Response Facilities. Any police, fire, emergency medical, or emergency communications facility that will aid in the immediate restoration of the area may be permitted in any zone for the duration of the declared emergency;

Other Temporary Uses. Temporary use permits may be issued in any zone, with conditions, as necessary, provided written findings are made establishing a factual basis that the proposed temporary use:

Will not be detrimental to the immediate neighborhood;

Will not adversely affect the comprehensive plan and;

Will contribute in a positive fashion to the reconstruction and recovery of areas adversely impacted by the disaster.

Temporary Repair Permits. Following a disaster, temporary emergency repairs to secure structures and property damaged in the disaster against further damage or to protect adjoining structures or property may be made without fee or permit where such repairs are not already exempt under other chapters of the Code of Ordinances. The building official must be notified of such repairs within 10 working days, and regular permits with fees may then be required.

Deferral of Fees for Reconstruction Permits. Except for temporary repairs issued under provisions of this chapter, all other repairs, restoration, and reconstruction of buildings damaged



or destroyed in the disaster shall be approved through permit under the provisions of other chapters of this code. Fees for such repair and reconstruction permits may be deferred until issuance of certificates of occupancy.

Nonconforming Buildings and Uses. Buildings damaged or destroyed in the disaster that are legally nonconforming to use, yards, height, number of stories, lot area, floor area, residential density, parking, or other provisions of the Code of Ordinances may be repaired and reconstructed in-kind, provided that:

The building is damaged in such a manner that the structural strength or stability of the building is appreciably lessened by the disaster and is less than the minimum requirements of the Zoning Ordinance for a new building;

The cost of repair is less than 50 percent of the replacement cost of the building;

All natural hazard mitigation requirements of the {pertinent local legislation} are met;

Reestablishment of the use or building is in conformance with the National Flood Insurance Program (NFIP) requirements and procedures;

The building is reconstructed to the same configuration, floor area, height, and occupancy as the original building or structure, except where this conflicts with National Flood Insurance Program (NFIP) provisions;

No portion of the building or structure encroaches into an area planned for widening or extension of existing or future streets as determined by the comprehensive general plan or applicable specific plan; and

Repair or reconstruction shall commence within two years of the date of the declaration of local emergency in a disaster and shall be completed within two years of the date on which permits are issued.

Nothing herein shall be interpreted as authorizing the continuation of a nonconforming use beyond the time limits set forth under other sections of the Zoning Ordinance that were applicable to the site prior to the disaster.