



*Surfside*  
FLORIDA



# Town of Surfside Emergency Management Plan and Procedures





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# Town of Surfside Emergency Management Plan and Procedures

## **SECTION I**

### Incident Command System Overview and Executive Summary

May, 2020

I  
**INCIDENT COMMAND SYSTEM (ICS)  
OVERVIEW AND EXECUTIVE  
SUMMARY**

**I. PURPOSE**

The purpose of the Emergency Management Plan and Procedures is to guide municipal emergency response and immediate recovery operations by reducing the vulnerability of people and property from disasters, ensuring an effective response to the impacts of a disaster, and guide immediate community recovery actions.

The National Incident Management System (NIMS), a program of the Federal Emergency Management Agency (FEMA), is a comprehensive approach to incident management that can apply to emergencies of all types and sizes. The NIMS approach is intended to be both flexible, and standardized, and to provide a coordinated, efficient response to each incident.

The NIMS model for incident management is the Incident Command System (ICS). The ICS is a methodical tool used for the command, control, and coordination of planned and/or emergency responses of all sizes. The ICS allows the Town of Surfside to work on scenes of all complexities, in conjunction with other governmental agencies, both local and federal.

- The ICS is a standardized management tool for meeting the demands of small or large emergency or non-emergency situations.
- The ICS will allow for the use of common terminology and operating procedures for the control of personnel, facilities, equipment, and communications.

**II. GOAL**

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. The goals are to:

- 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.

### **III. POLICY**

The policy of the Town of Surfside is to utilize the Incident Command System (ICS) for command, control and coordination of scenes of various complexities, with the common goal of stabilizing an emergency in an effort to protect life, property and the environment.

### **IV. DISTRIBUTION LIST**

The Police Chief will distribute the Emergency Management Plan and Procedures annually, or as directed by the Town Manager to the following:

- Town Mayor, Vice Mayor, and Town Commission (Town of Surfside).
- All Town of Surfside Department Heads.
- Miami-Dade Office of Emergency Management: Municipal Branch Director
- North Miami Divisional Emergency Management Director.
- Police Chiefs: Bal Harbour, Bay Harbor Islands, and Indian Creek Police Departments.

### **V. 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 and the Village of Bal Harbour, between the Intracoastal Waterway and the Atlantic Ocean. The Town's population is approximately 5,800 residents who reside in a variety of old and new home neighborhoods. Surfside enjoys a median house value which is above state average. As of 2017, the median household income is \$73,241 and the median property value is \$596,800. The condominiums and hotels along the oceanfront on A1A are not permitted to exceed 12 stories in height.

### **VI. 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 is designed to remove water to the east and ultimately to Biscayne Bay using gravity flow. White sand beaches and dunes border the Atlantic Ocean.

### **XIX. ECONOMIC PROFILE**

Surfside is a family vacation destination in close proximity to South Beach, downtown Miami, Oleta State Park, Haulover Park and Beach, Bal Harbour Shops, 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.

## **VII. COMMAND AND CONTROL & AUTHORITY**

Town Commission: The Mayor and Town Council are authorized and responsible for policy making and legislation of matters relative to an emergency.

Town Manager: 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.

Police Chief: The Police Chief will act as the Emergency Operation Center (EOC) Incident Commander (IC) during and 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.

## **VIII. 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 that 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).

## **IX. ICS POSITIONS, TITLES, AND DEFINITIONS**

Common terminology is essential in any emergency management system, especially when dealing with various agencies and departments.

- Area Command – an expansion of the Incident Command function that is primarily designed to manage a very large incident that has multiple incident management teams assigned to it.
- Base - the location, at which primary Logistics functions for an incident are coordinated and administered. The Incident Command Post may be collocated with the Base.
- Branch – the organizational level, having functional or geographic responsibility for major incident operations.
- Chief – the Incident Command System (ICS) title for individuals responsible for the command of functional sections: Operations, Planning, Logistics, and Finance/Administration.
- Command - the Chief of Police shall have command and control over all Town resources committed to an emergency/disaster operation within the department's jurisdiction. In the absence of the Chief of Police, command and control shall pass to the designated Incident Commander(IC).
- Cost Unit – the functional unit, within the Finance/Administration section, that is responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.
- Demobilization – the closing of an incident to include the collection of reports and the release of personnel and equipment.
- Deputy – a fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task.
- Command and General Staff - the group of incident management personnel, comprised of the Incident Commander (IC), Public Information Officer (PIO), Safety Officer (SO), Liaison Officer (LO), Operations Section Chief (OSC), Planning Section Chief (PSC), Logistics Section Chief (LSC), and the Finance/Administration Section Chief (FSC).
- Demobilization Unit – the functional unit, within the Planning section, that is responsible for assuring orderly, safe, and efficient demobilization of incident resources.
- Documentation Unit – the functional unit, within the Planning section, that is responsible for collecting, recording, and safeguarding all documents relevant to the incident.

- Emergency Operations Center (EOC) - a central command and control facility that is responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level during an emergency, and ensuring the continuity of the operation. The EOC for the Town of Surfside will be located at 9293 Harding Avenue, Florida 33154.
- Finance/Administration Section - the section that is responsible for all incident costs and financial considerations; including the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.
- Food Unit – the functional unit, within the Service Branch of the Logistics Section, that is responsible for providing meals for incident personnel.
- Incident Action Plan (IAP) – a written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. The IAP shall consist of the Incident Action Plan Cover Sheet (Appendix A), Situation Report/Incident Objective: Form ICS 201 (Appendix B), Organization Assignment List: Form ICS 203 (Appendix C), Incident Organizational Chart: Form ICS 207 (Appendix D). The IAP may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
- Incident Commander (IC) - the individual who is responsible for all incident activities, which include the development of strategies and tactics, as well as the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
- Incident Objectives – statements of guidance and direction, necessary for the selection of appropriate strategies and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.
- Integrated Communications – involves managing communications through the use of a common communication plan. Such plans should include common frequency, common terminology, and clear text speaking (plain English).
- Joint Information Center (JIC) – a facility established within or near an Incident Command Post, where the Public Information Officer (PIO) and staff can coordinate and provide information about the incident to the public, media and other agencies.

- Joint Information System (JIS) – an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, and accurate information to the public in a crisis. It includes representatives from all applicable agencies, with one (1) publicspokesperson.
- Legal Counsel – Legal Counsel may be assigned directly to Command Staff to advise the Chief of Police and/or the IC on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.
- Liaison Officer (LNO) - a member of the Command Staff, who is responsible for coordinating with representatives from cooperating and assisting agencies.
- Logistics Section - this section is responsible for providing facilities, services, and materials for the incident.
- Mitigation - the activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often formed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards.
- Mobile Command Post - the field location at which the primary tactical level and on-scene incident command functions can be performed.
- Operational Period - the period of time that is scheduled for execution of a given set of operation actions, as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.
- Operations Section - the section that is responsible for all tactical operations of an incident, which includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.
- Planning Meeting – a meeting that is held, as needed, throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).
- Planning Section - the section that is responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident, which includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.

- Public Information Officer (PIO): a member of the Command Staff who is responsible for interfacing with the public and media or with other agencies with incident-related information. The IC must approve the release of all incident-related information. In a Unified Command, assistants to the PIO may be assigned from other agencies or departments involved.
- Resources – all personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.
- Safety Officer (SO) - a member of the Command Staff, who is responsible for monitoring and assessing safety hazards or unsafe situations.
- Section – the organization level that has functional responsibility for primary segments or incident operations such as: Operations, Planning, Logistics and Finance.
- Span of Control – the number of organizational elements that may be directly managed by one (1) person; Span of Control may vary from three (3) to seven (7) and a ratio of one-to-five (1:5) reporting elements is recommended. Depending on the incident, this span of control may be modified.
- Staging Area – an established location where resources can be placed while awaiting a tactical assignment. The Operations Section manages staging areas.
- Time Unit – a functional unit within the Finance/Administration section that is responsible for recording time for incident personnel and hired equipment.
- Unified Command (UC) – an authority structure in which the role of the Incident Commander (IC) is shared by two (2) or more individuals, each having authority in a different responding agency/department. A unified team manages an incident by establishing a common set of incident objectives and strategies.
- Storm Surge Watch - The possibility of life-threatening inundation from rising water moving inland from the shoreline somewhere within the specified area, generally within 48 hours.
- Storm Surge Warning - The danger of life-threatening inundation from rising water moving inland from the shoreline somewhere within the specified area, generally within 36 hours.
- Extreme Wind Warning - is a warning that informs the public of the need to take immediate shelter in an interior portion of a well-built structure due to the onset of extreme tropical cyclone winds.

## **X. REGULATION/TRAINING**

Members of the Town of Surfside shall familiarize themselves with the Incident Command System (ICS) to include its deployment, expansion, and its contraction or demobilization. The Human Resources Director is responsible for ensuring that all employees receive training and compliance with the National Incident Management System.

- A. All Town personnel (sworn and civilian) shall be trained and certified in IS 100 (Introduction to the Incident Command System) and IS 700 (NIMS, an Introduction).
- B. In addition to all of the above requirements, all first line supervisors shall also be trained and certified in IS 200 (ICS for Single Resources and Initial Action Incidents) and in IS 800 (National Response Framework, an Introduction)
- C. In addition to all of the above requirements, all mid-level response supervisors shall also be trained in ICS/G300 (Intermediate ICS for Expanding Incidents). Web EOC and EOC Municipal Branch trainings requires attendees to complete FEMA Independent Study Courses IS 100, IS 200, and IS 700 prior to attending the training.
- D. In addition to all of the above requirements, all senior-level response managers shall also be trained and certified in ICS/G400 (Advanced ICS, Command and General Staff-Complex Incidents).

## **XI. EXERCISES/EVALUATIONS**

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 of Surfside.

Exercise Type: The Town of Surfside will participate in exercises that are countywide, regional or statewide, as resources are available. Upon invitation, the Town of Surfside 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.

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 of Surfside's Emergency Management Plan and Procedures. The Police Chief will also be the point of contact with the Miami-Dade Office of Emergency Management.

## **XII. PROCEDURAL GUIDELINES**

### **A. Implementation of the Incident Command System (ICS)**

All employees shall ensure that the ICS is instituted for all planned and/or emergency incidents and unusual occurrences.

In most cases, the highest-ranking member on the scene of an incident will be the Incident Commander (IC). However, ICS is designed to allow experience and training to be the primary factor for determining the IC. Accordingly, there may be times when the IC may not be the highest-ranking member.

Upon the decision to implement the ICS, the Incident Commander (IC) shall:

1. Determine the incident objectives and strategy to be used; and
2. Consider alternative strategies that may be employed. If possible, an alternative strategy should be considered for each incident objective.

### **B. Incident Management**

All officers at the scene of an emergency/disaster shall have the responsibility of preserving life and protecting property.

The first officer on the scene shall be the Incident Commander (IC) until relieved by a supervisor. The IC shall provide the Communications Section with all pertinent information to include type of incident, number of injuries/deaths, and request any additional resources required.

The first officer on the scene shall also establish restrictions of traffic flow to include an inner and outer perimeter of the affected area, if possible. Traffic flow shall be re-directed utilizing personnel, traffic cones, barricades, and/or police vehicles.

The first patrol supervisor on the scene shall implement and/or expand on these protocols, establish an Incident Command Post, coordinate ingress and egress for emergency response vehicles, and request all necessary resources required.

On small incidents, the Incident Commander (IC) shall develop incident objectives and strategies.

On large or complex incidents, the IC shall expand his/her organization to include all Command Staff and General Staff positions. In the case of larger incidents, members of the Command and General Staff and others shall contribute to the development of incident objectives and strategies.

### C. Classification of Emergencies and Disasters

1. 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.
2. 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 (FEMA) will be notified and potential federal assistance will be predominantly recovery oriented.
3. 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.

### D. Special/Planned Events

When preparing for planned events and operations, the Incident Command System (ICS) may be utilized at the discretion of the Chief of Police (IC) or designee. The planned event/operation shall be documented on a Town of Surfside Operational Plan. These events include, but not limited to: parades, athletic events, or public demonstrations.

Each individual event will necessitate specific plans and operation requirements. Additional road patrol personnel may be used to supplement manpower depending on the nature and requirements of the event.

The Chief of Police (IC) or designee, will supervise and coordinate the event as follows:

1. Supervise requests for law enforcement services and manpower and determine if the utilization of members and resources will be extra-duty or on-duty status.
2. Assign a supervisor as the Special Event Coordinator.

The Special Event Coordinator's responsibilities may include:

1. Conducting an on-site inspection of the event location and develop an action plan that will consider the following:
  - a. Traffic/pedestrian control
  - b. Temporary traffic controls/barricades
  - c. Vehicle ingress and egress/alternative traffic routes
  - d. Parking spaces and prohibitions
  - e. Estimated number of attendees
  - f. Crowd control measures and security posts
  - g. Command post requirements

- h. Possible criminal activity and contingency plan
  - i. Any required or specialized equipment
  - j. Assistance from other Town departments, (e.g. public works, parks and recreation)
  - k. Notifying medical facilities/resources
2. The Special Event Coordinator will make a final determination of staffing requirements based on the action plan and include a cost analysis for the event.
  3. If the special event is to be an on-duty assignment, the coordinator may arrange for additional personnel from other shifts, as needed.
  4. The Special Event Coordinator may need to provide the following services either from within the agency or through other agencies:
    - a. K-9
    - b. Mounted Patrol
    - c. Community Policing Officers
    - d. Marine Units
    - e. Police Explorers
    - f. Other law enforcement agency personnel
  5. The Special Event Coordinator will seek advanced approval, if needed, and ensure cooperation from within the agency and outside organizations.
  6. If necessary, the Special Event Coordinator will assign a Public Information Officer (PIO) to the event to assist with any media coverage.
  7. The Special Event Coordinator will determine the logistical placement of manpower and equipment prior to the event commencing and ensure that sufficient personnel are on hand for unforeseen occurrences at the event.
  8. The Special Event Coordinator will generate an after-action report critiquing the event, noting strengths and weaknesses to better prepare for future events.

### **XIII. ORGANIZATION**

- A. Single Command: the following chart depicts the organizational structure when utilizing the Incident Command System (ICS). The chart depicts Command and General Staff:

B.



C. Unified Command: an authority structure, in which the role of the Incident Commander (IC) is shared by two (2) or more individuals, each having authority in a different responding agency/department. Each Incident Commander (IC) maintains authority over their department's response, personnel, and resources. Incident planning and operations are approved by the members of the Unified Command. A single set of objectives and strategies are developed under a single Incident Action Plan (IAP).

Below, the chart depicts an example of Unified Command:



#### **XIV. COMMAND STAFF**

The Command Staff consists of the Incident Commander (IC), Public Information Officer (PIO), Safety Officer (SO), Liaison Officer (LO), and other positions as required, who report directly to the IC. They may have an assistant or assistants, as needed.

- A. The Incident Commander (IC) has overall authority and is responsible for all incident activities, including the development of strategies, tactics, and the ordering and release of resources. Responsibilities include but are not limited to:
1. Ensure clear authority and knowledge of Town policies and procedures.
  2. Ensure incident safety.
  3. Establish an Incident Command Post.
  4. Assess the situation and/or obtain a briefing from the prior IC.
  5. Establish immediate priorities and determine incident objectives and strategies.
  6. Communicate Incident Objectives throughout the entire organization.
  7. Document progress, measure performance and facilitate corrective action.
  8. Establish the level of organization needed and continue to monitor the operation and effectiveness of that organization.
  9. Manage planning meetings as required.
  10. Approve and implement the Incident Action Plan (IAP).
  11. Coordinate the activities of the Command and General Staff.
  12. Approve requests for additional resources or for the release of resources.
  13. Approve the use of participants.
  14. Authorize the release of information to the news media.
  15. Order demobilization of the incident, when appropriate.
  16. Keep agency administrator informed of incident status.
  17. Ensure incident after-action reports are complete.
  18. Conduct a transfer of command meeting, which will be held thirty (30) minutes prior to the start of the next operational period. The IC and Section Chiefs will be in attendance for the meeting.
- B. The Public Information Officer (PIO) is a member of the Command Staff, who is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. It is the goal of the Town of Surfside to release timely and accurate emergency information to the public in a cooperative manner with the media.

The Town of Surfside will coordinate emergency information releases with the North Miami Divisional, Miami-Dade County Office of Emergency Management, and State/Federal agencies. Only one (1) PIO is designated, even under Unified Command. Responsibilities include but are not limited to:

1. At the direction of the IC, determine any limits on information release.
2. Develop accurate, accessible, and timely information for use in the press and media briefings.
3. Obtain IC's approval for all news releases.
4. Conduct periodic media briefings.
5. Arrange for tours and other interviews or briefings that may be required.
6. Monitor and forward media information that may be useful to incident planning.
7. Maintain current information, summaries and/or displays on the incident.
8. Make information about the incident available to incident personnel.
9. Maintain and release casualty information, as directed by the IC.
10. Provide rumor control through media briefings and to incident personnel.
11. Participate in the planning meeting.
12. Serve as, or assist, the Town of Surfside PIO.
13. Maintain logs and copies off all press releases sent during the event/storm. These logs and copies of the press releases will be part of the After-Action Report.

C. The Safety Officer (SO) is a member of the Command Staff who is responsible for monitoring and assessing safety hazards, unsafe situations, and developing measures for ensuring personnel safety. Only one (1) SO will be assigned for each incident. The SO may also have assistants. Responsibilities include, but are not limited to:

1. Identify and mitigate hazardous situations.
2. Review Incident Action Plan (IAP) for safety implications.
3. Exercise emergency authority to stop and prevent unsafe acts.
4. Investigate accidents that have occurred within the incident area.
5. Review and approve a medical plan.
6. Participate in planning meetings.

D. The Liaison Officer (LO) is a member of the Command Staff, who is responsible for coordinating with representatives from cooperating and assisting agencies. The LO may also have assistants. Responsibilities include, but are not limited to:

1. Act as a point of contact for agency representatives.
2. Maintain a list of assisting and cooperating agencies and agency representative.
3. Assist in setting up and coordinating inter-agency contacts.

4. Monitor incident operations to identify current or potential or inter-organizational problems.
5. Participate in planning meetings, providing current resource status including limitations and capabilities of agency resources.
6. Provide agency-specific demobilization information and requirements.

## **XV. GENERAL STAFF / SECTIONS / BRANCHES**

The General Staff is a group of incident management personnel, organized according to function and reporting to the Incident Commander (IC). The general staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and the Finance/Administration Section Chief.

Command and General Staff shall, continually, interact and share vital information relating to the incident. Status reports of the current situation and the projected future of the situation shall be discussed. If necessary, recommended courses of action will be submitted to the Incident Commander (IC) for consideration. Briefings will be held every four (4) hours or at the discretion of the IC.

A. Operations Section: This section is responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups. The Operations Section's responsibilities include, but are not limited to:

1. Establish perimeters/conduct evacuations/direct and control traffic.
2. Maintain command post and scene security.
3. Maintain security of department or Town facilities, if appropriate.
4. Provide for detainee transportation, processing, and confinement.
5. Conduct post-incident investigation.
6. Conduct routine patrol functions.
7. Work with the Operation Section, the Town of Surfside Public Works Department and Infrastructure Group and will:
  - Support the Operation Section by assessing, prioritizing and restoring public infrastructure and public facilities, removing debris, and restoring governmental services. The Town of Surfside is committed to rebuilding a more efficient, resilient, and sustainable community.
  - Coordinate debris management in accordance with the Town of Surfside Debris Management Plan (Appendix E) 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.

B. Planning Section: This section is responsible for the collection evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP). This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident including post-incident demobilization. Responsibilities include but are not limited to:

1. Supervise preparation of the Incident Action Plan (IAP).
2. Provide input to the IC and the Operations Section Chief in preparing the IAP.
3. Incorporate the Traffic, Medical and Communications Plans and other supporting materials into the IAP.
4. Conduct and facilitate planning meetings.
5. Reassign personnel within the ICS organization.
6. Compile and display incident status information.
7. Establish information requirements and reporting schedules.
8. Determine the need for specialized resources.
9. Establish specialized data collection systems, (e.g. weather).
10. Assemble information on alternative strategies.
11. Provide periodic predictions on incident potential.
12. Report significant changes in incident status.
13. Prepare all schedules.
14. Attend Quarterly Community Engagement Meetings.
15. Submit Emergency Contact Update form to the Miami-Dade OEM.
16. Maintain an up-to-date list of all emergency contacts.

The Planning Section Chief may expand the Planning section if additional personnel are needed to manage information and planning activities including, Damage Assessment Unit and Information Technology Unit.

- 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 Miami-Dade County Emergency Operations Center, Planning Section. The Building Official conducts the post-disaster habitability inspections for building within the Town of Surfside 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.

- Information Technology Unit: This unit will identify and restore communication failures and acquire additional communication equipment for response and recovery operations, including computers, radios, telephones, data systems, and satellite.
- C. Logistics Section: This section is responsible for providing facilities, services, and material support for the incident. Responsibilities include but are not limited to:
1. Provide all facilities, transportation, communications, supplies and equipment.
  2. Manage and track all incident logistics.
  3. Provide logistical input to the Incident Action Plan (IAP).
  4. Brief logistics staff as needed.
  5. Identify anticipated and known incident service and support requirements.
  6. Track and request additional resources, as needed.
  7. Maintain records of event related expenses for equipment and supplies. These records will be forwarded to the Finance Section Chief.
  8. Coordinate with the Town of Surfside's Building Official and Human Resources to inventory and repair any damage to the police department post storm/event.
  9. The Town of Surfside's Logistics Section, in coordination with Miami-Dade Office of Emergency Management (OEM), 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.
  10. 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 Unit, Food Unit Volunteers and Donations Unit, and Facilities Unit.

- D. Finance/Administration Section: This section is responsible for all incident costs and financial considerations. This includes, the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit. Responsibilities include but are not limited to:
1. Provide financial and cost analysis information as requested.
  2. Develop an operating plan for the Finance/Administration section and fill section supply and support needs.
  3. Ensure that personnel time records are completed accurately and transmitted appropriately.
  4. Document injuries and liability issues.
  5. Keep accurate records detailing disaster operational day-to-day expenditures.
  6. Coordinate financial relief efforts with County, State, and Federal agencies.
  7. Properly keep records of the labor costs of all personnel related to the event and forward all reports to Town of Surfside's Finance Director.
  8. All purchasing procedures will be under the Town of Surfside Purchasing Manual guidelines, to include all FEMA purchasing requirements and vendor contract regulations.

## **XVI. DEMOBILIZATION PROCEDURES**

Demobilization procedures are the closing of an incident, to include the collection of reports and the release of personnel and equipment.

The Planning Section Chief shall prepare the demobilization plan; a systematic approach to release personnel and resources. Demobilization is conducted by all sections and branches.

The Incident Commander (IC) shall approve all demobilization procedures. Prior to doing so, all section chiefs and department heads will compile a report that addresses the current status, and describes how day-to-day services will be restored to the community. This report will encompass the following points:

1. Incident assessment
2. Resource assessment (supply status)
3. Manpower availability
4. Communications status
5. Town of Surfside status

## **XVII. AFTER-ACTION REPORTS**

An event debriefing between Command, General Staff, and Divisional Representatives will be conducted as soon as practical after the event.

The findings of the post incident analysis will be documented by the Incident Commander (IC). The IC shall ensure that an After-Action Report is completed as soon as practicable.



# Town of Surfside Emergency Management Plan and Procedures

## **SECTION II**

### Emergency Operations Plan

May, 2020

## II EMERGENCY OPERATIONS PLAN

### I. POLICY

The Town of Surfside Emergency Operations Plan (EOP) addresses the planned response to emergency situations associated with natural disasters, technological incidents, and security emergencies in or affecting the Town of Surfside.

### II. PURPOSE

The Town of Surfside EOP is designed to guide the user through each phase of an emergency: preparedness, response, recovery, and mitigation.

The EOP meets those conditions of emergency management and the basic tenets of the Incident Command System (ICS), required by the National Incident Management System (NIMS).

As soon as practical during an emergency, the concepts, responsibilities, and assignments of the Incident Command System (ICS) shall be implemented. (See Section I: Incident Command System).

The Emergency Operations Plan (EOP) seeks to mitigate the effects of hazards, prepare for measures to be taken, which will preserve life and minimize damage, enhance response during emergencies, provide necessary assistance, and establish a recovery system in order to return the Town of Surfside to their normal state of affairs.

The Emergency Operations Plan (EOP) can be used in conjunction with the Miami-Dade Emergency Operation Center Municipal Branch Operations Guide (Appendix F), the Miami-Dade Comprehensive Emergency Management Plan, and the State of Florida Comprehensive Emergency Management Plan.

### III. MIAMI-DADE LOCAL MITIGATION STRATEGY STEERING COMMITTEE

The Town of Surfside is vulnerable to a host of hazards, which pose a risk to residents and property. The Town of Surfside is a participant in the Miami-Dade County Local Mitigation Strategy Steering Committee (LMS) 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 states:

- In general, the Town shall regulate development so as to minimize and mitigate hazard resulting from hurricanes. In particular, the Town shall ensure that all construction and reconstruction complies with applicable regulations designed to minimize hurricane impact on buildings and their occupants.
- The Town shall continue to enforce regulations and codes which provide for hazard mitigation, including but not limited to, land use, building construction, placement of fill, flood elevation, sewer, water and power infrastructure, and stormwater facilities. These regulations shall be applied to eliminate unsafe conditions, inappropriate uses and reduce hazard potentials.
- The Town shall increase public awareness of hazards and their impacts by providing hazard mitigation information to the public. Information shall address evacuation, sheltering, building techniques to reduce hazards as well as other hazard mitigation issues that could help prevent loss of life and property.

#### **IV. TOWN OF SURFSIDE RISKS**

The highest risk natural and man-made hazards that threaten the Town of Surfside are listed below in descending order of risk (highest risk to lowest risk).

- Wind and Hurricanes:

The Town of Surfside is vulnerable to the impacts of hurricanes, and tropical storms from June 1 through November 30. Primary and secondary effects from a hurricane include: storm surge, high winds, tornadoes, inland flooding, and environmental damage. Miami-Dade County is also susceptible to tornadoes. 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 tornadoes per year. 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 that mandate higher wind loading standards.

- Flood:

Much of Miami-Dade County is susceptible to localized flooding, particularly during the rainy season of June through October. 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.

- 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 migration from Caribbean countries, 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 migration 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.

- 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. The City of Miami and Miami-Dade County have been identified as a “high threat” area by the U.S. Department of Homeland Security.

- Hazardous Materials:

The Town of Surfside is at risk for an accidental chemical release. There is a high likelihood of an accidental hazardous material release associated with the transportation of chemical materials through the Town of Surfside.

## V. RESPONSIBILITIES

During an emergency, all Department Heads are responsible for ensuring that the EOP is implemented in a timely and efficient manner. The designated Incident Commander (IC) for each emergency will act as the principal advisor to the Chief of Police.

All Section Chiefs with disaster responsibilities are required to have a reporting or call procedure for their respective EOC Support personnel. Upon the direction of the Chief of Police, the Communications Section will notify EOC Unified Command Staff and Section Chiefs. On an annual basis, the Human Resources (HR) Director will verify a list of primary and secondary points of contact for all Town of Surfside employees.

The Operations Lieutenant will conduct a review and update of the Town of Surfside Emergency Management Plan and Procedures annually.

During an emergency, all Department Heads, or their designees, are responsible for ensuring that all equipment used by their departments is operational and ready for deployment. Inspections of emergency equipment shall be conducted semi-annually.

All members shall be responsible for maintaining all equipment issued to them in a state of readiness. This includes notifying the appropriate authority of any equipment, which is in need of repair or replacement.

All department heads will be responsible to schedule all personnel under their command once an emergency has been declared. All schedules will be forwarded to the Incident Commander.

The Chief of Police, or his designee, will oversee the Emergency Operations Center (EOC) as the designated Incident Commander (IC).

The Incident Commander (Chief of Police) shall:

- Assess and conduct studies, report, regulations, and technical guidance relevant to the Town of Surfside's Emergency Management Program.
- Ensure compliance with NIMS, Miami-Dade County, the State of Florida and other regulatory and statutory bodies.
- Coordinate with the Town of Surfside's PIO to conduct public information activities and outreach to the private sector within the municipality and or participating in Miami-Dade County's public information and outreach programs.
- Analyze staffing, equipment and facility resources to determine their adequacy for plan implementation, and plan for corrective actions where indicated.
- Direct Town of Surfside agencies to update and maintain the Town of Surfside Emergency Management Plan and Procedures and its annexes and to maintain readiness to implement the plan and update associated operational procedures by the responsible organizations.
- Develop and/or implement municipal training programs in emergency plan implementation and in NIMS compliance. Monitor and track the completion of NIMS training by all Town of Surfside employees, contracted personnel, and volunteers.
- Develop an exercise program for the municipality and ensure municipal participation in county, regional and statewide exercises.
- Chair and support the Town of Surfside's Emergency Preparedness Committee (EPC).

- Periodically evaluate the Town of Surfside's response capabilities and identify areas of shortfall. Ensure evaluations as well as the updating and maintenance of the Town of Surfside's Emergency Management Plan and Procedures.
- Coordinate the Town of Surfside's efforts to classify and certify personnel and equipment used in emergency operations, as well as tracking the licensure/certification status of personnel.
- Evaluate and document the Town of Surfside's response and recovery capabilities in accordance with NIMS.
- Represent the Town of Surfside in Miami-Dade County's inter-jurisdictional emergency preparedness efforts.
- Monitor and track completion of NIMS training requirements and town wide implementation compliance.
- Participate in town, county, and regional all-hazards exercises.
- On an annual basis, obtain from Miami-Dade OEM a list of all special- needs residents.

## **VI. EMERGENCY PREPAREDNESS COMMITTEE**

The Town of Surfside has established an Emergency Preparedness Committee (EPC), under the leadership of the Chief of Police, to direct preparedness activities including plan maintenance, training, exercises, and maintenance of the improvement program needed to ensure the Town of Surfside 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:

1. Town Manager
2. Parks and Recreation Director
3. Building Official
4. Public Works Director
5. Tourism Director
6. Chief of Police
7. Human Resources Director
8. Town Clerk
9. Finance Director
10. Information and Technology Manager
11. Purchasing & Contracts Manager
12. Town Planner

The Emergency Preparedness Committee is responsible for the following activities:

1. Establish and maintain plans, procedures, public communications and awareness.
2. Establish the standards, guidelines and protocols necessary to promote interoperability among departments, adjacent jurisdictions, and Miami-Dade County.
3. Adopt standards, guidelines, and protocols for providing resources to requesting organizations.
4. Participate in Miami-Dade County Programs, Mutual-Aid Agreements, incident information systems, and private sector outreach programs.
5. When directed by the Town Manager, exercise vital components of the plan by conducting or participating in tabletop, functional, and/or full-scale exercises.
6. Train all existing, new, contract, and volunteer personnel supporting disaster response and recovery activities in their assigned roles and responsibilities.
7. Establish and maintain vendor agreements, contracts, and equipment and facilities, which support response and recovery operations.

## **VII. CONCEPT OF EMERGENCY OPERATIONS**

A major natural, technological or terrorism related emergency will overwhelm the capabilities of the Town of Surfside to provide prompt, effective emergency response and emergency short-term recovery measures. Transportation infrastructure may be damaged and local transportation services could be disrupted. There is the potential for widespread damage to commercial telecommunications facilities which would impair the ability of governmental response and emergency response agencies to communicate. The movement of emergency supplies and resources could be seriously impeded. Public utilities may be damaged and either fully or partially inoperable. Separate hazardous conditions and other emergencies as a result of the major event can be anticipated. Many victims will be in life-threatening situations requiring immediate rescue and medical care. There could be shortages of a wide variety of supplies necessary for emergency survival.

The Town of Surfside's preparations and responses to a potential disaster or emergency are executed in phases, which include preparedness activities, response, recovery, and mitigation.

- A. Preparedness: includes plans and preparations made to save lives and to help response and rescue operations. Preparedness activities take place before an emergency occurs.

- B. Response: includes actions taken to save lives and prevent further property damage in a disaster or emergency situation. Response activities take place during an emergency.
- C. Recovery: includes actions taken to return to a normal or even safer situation following an emergency. Recovery activities take place after an emergency.
- D. Mitigation: includes any activities that prevent an emergency, reduces the chance of an emergency happening or reduces the damaging effects of the event. Mitigation activities take place before, during, and after emergencies.

## **VIII. INCIDENT COMMAND POST**

Whenever the Town of Surfside is confronted with a situation or event requiring enhanced communications and control, an incident command post can be established by the on-scene supervisor.

The Incident Command Post shall be established as close as practical to the affected area but taking into account variables such as officer safety, not hindering rescue or tactical operations and investigative and control efforts.

The Communications Unit will be advised of the incident command post location and the identity of the Incident Commander (IC) and notify all command staff personnel.

During an emergency, a detailed chronological log of events will be maintained and submitted with the After-Action Memorandum. The After-Action Memorandum shall be prepared by the Incident Commander (IC).

Separate staging areas (i.e., media, victim, subject, etc.) may need to be established. These areas may be adjacent to the incident command post, but not within it.

Depending on the incident, the Incident Commander (IC) shall determine which support personnel will be activated.

All personnel on the scene should be briefed on the available information regarding the situation and the objectives of the operation. Due to the dynamics of a particular event, this may not always be feasible.

The Incident Commander (IC) will coordinate with the Communications Unit and establish a designate a radio frequency for the incident.

**IX. TOWN OF SURFSIDE: CODE OF ORDINANCES. ARTICLE VIII:  
EMERGENCY MANAGEMENT PROCEDURES (Appendix G)**

- A. 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.

Pursuant to Chapter 252, Florida Statutes, which authorizes the waiver of procedures and formalities otherwise required of a political subdivision in the event of a state of emergency and allows whatever action is necessary to ensure the health, safety and welfare of a community when a quorum of the Town Commission is unable to meet, the mayor, or in the mayor's absence, the vice-mayor, is empowered to declare a local state of emergency whenever he shall determine that a natural or manmade disaster or emergency has occurred, or that the occurrence or threat of one is imminent and requires immediate and expeditious action.

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.

"Emergency" shall mean any occurrence, or threat thereof, whether natural, technological or manmade, in war or peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.

A state of emergency shall be declared by resolution. The state of emergency shall continue until the mayor and the Town Manager finds that the threat or danger no longer exists or until an emergency meeting of a quorum of the Town Commission can take place and terminate the state of emergency by resolution.

The resolution declaring a state of emergency shall activate the Town of Surfside Emergency Operations Plan shall be the authority for use or distribution of any supplies, equipment, materials, or facilities assembled or arranged to be made available pursuant to such plans and/or procedures. The resolution declaring a state of emergency shall empower the mayor and the Town Manager to act on behalf of the Town in requesting the National Guard of the Army, Coast Guard, or other law enforcement agencies as necessary, to assist in the mitigation of the emergency or to help maintain law and order, rescue and traffic control.

Nothing in this section shall be construed to limit the authority of the Town Commission to declare or terminate a state of emergency and take any action authorized by law when sitting in regular or special session.

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 State of Emergency depending upon the geographic impact of the disaster. These State of Emergency declarations may impact the Town of Surfside. When any of these levels of government declare a State of Emergency, it is recommended that the Town of Surfside also declare a State of Emergency to legally indicate that the Town of Surfside is activating its Emergency Management Plan and Procedures and employing all emergency powers necessary to protect the safety of its citizens and property.

**Procurement Procedures:** The declaration of a state of emergency shall suspend all procurement procedures and requirements contained in state law or in the Code of Ordinances and the following procedures shall apply during the state of emergency:

*Town Manager:* The Town Manager is empowered to authorize the purchasing agent to secure any needed emergency supplies, materials, equipment or services, using the most efficient and effective procurement methods in each procurement as determined by the purchasing agent. The Town Manager is authorized to exceed the current formal bid threshold of the procurement code making such purchases. The Town Manager shall provide a full report of all such purchases to the Town Commission at the next earliest available Commission meeting.

*Department head:* With the prior approval of the Town Manager or the purchasing agent, if so designated by the Town Manager, the head of any department may purchase any needed emergency supplies, materials, equipment or services using the most effective procurement methods in each procurement as determined by the department head and the purchasing agent.

*Other municipalities:* The Town Manager or purchasing agent, if so designated by the Town Manager, may request another municipality to purchase for the Town any needed emergency supplies, materials or equipment, or the Town may purchase from another municipality any needed emergency supplies, materials or equipment that such municipality has available. The Town Manager is authorized to exceed the current formal bid threshold in making such purchases from or through another municipality. The Town Manager shall provide a full report of such purchases to the Town Commission at the next earliest available Commission meeting.

The declaration of state of emergency shall waive all procedures and formalities required by law or by the Code of Ordinances relating to:

1. The performance of public works and taking whatever action is necessary to insure the health, safety and welfare of the community.
  2. Entering into contracts.
  3. Incurring obligations.
  4. Employing permanent or temporary workers.
  5. Utilization of volunteer workers.
  6. Rental of equipment.
  7. Acquisition and distribution with or without compensation of supplies, materials and facilities.
  8. Appropriation and expenditure of public funds.
- B. Police Emergencies: An emergency may be declared because of civil unrest or imminent threat to public peace or order when the chief of police, or if unavailable, the next highest ranking officer in the police department chain of command certifies to the Town Manager that an emergency condition arising from hostile actions of others, armed or unarmed or other imminent threat to public peace or order, requires extraordinary measures for control, including, but not limited to curfew; blockade; proscription of the sale of firearms, other weapons or alcohol beverages; explosives and combustibles; evacuation; and other similar actions. The Town mayor/vice-mayor may issue a declaration of a state of emergency in accordance with section 2-262.

The declaration of state of emergency because of civil unrest or imminent threat to public peace or order, shall authorize the issuance of emergency resolutions or orders and other appropriate resolutions or orders, as may be required and may, if applicable, require automatic emergency measures pursuant to Section 870.044, Florida Statutes. In addition, additional discretionary emergency measures pursuant to Section 870.045, Florida Statutes may be issued.

Legal Authority to conduct law enforcement activities, while responding to emergencies, is provided through Florida State Statutes to include, but not limited to:

1. FSS §252 Emergency Management
2. FSS §870 Affrays, Riots, Unlawful Assemblies
3. FSS §901 Arrests
4. FSS §562.454 Vendors to be Closed in Time of Riot.

A state of emergency may be declared because of fire and hazardous materials emergencies, utility emergencies, and weather emergencies when the chief of police, or if unavailable, the next highest-ranking officer in the police department chain of command certifies to the Town Manager that an emergency condition exists. The Town mayor/vice-mayor may issue a declaration of a state of emergency pursuant to section 2-262 because of fire or hazardous materials emergencies, utility emergencies, and weather emergencies shall authorize, respectively, the issuance of emergency resolutions or orders.

The declaration of a state of emergency may establish a curfew throughout the Town of Surfside between the hours of 7:00 p.m. and 7:00 a.m. If the imposition of a curfew is deemed necessary, the curfew may be established by resolution declaring the state of emergency.

The declaration of a state of emergency shall empower the Town Manager to authorize employees of the Town and other agencies, including the United States Army Corps of Engineers, to enter onto private property for the purpose of debris removal and clearing necessary to protect the health, safety and welfare of the community.

C. Fire, Hazardous Materials, Plane Crash, Building or Bridge Collapse Emergency.

An emergency may be declared because of fire or hazardous materials incident emergency when the Miami-Dade County Fire Chief, or the designee of the Miami-Dade Fire Chief certifies to the Town Manager that an actual or potential condition arising from fire, explosion, chemical spill or release, building or bridge collapse, or plane, or other vehicle accident, requires extraordinary measures for control, including, but not limited to calling out of off-duty and reserve personnel; assistance by outside agencies; evacuation; and other similar actions. The Town mayor/vice-mayor may issue a declaration of a state of emergency in accordance with section 2-262.

The declaration of state of emergency because of fire and hazardous material emergency shall authorize the issuance of emergency resolutions or orders and other appropriate resolutions or orders, as may be required.

D. Suspension of Local Building Regulations:

The Town Manager may authorize a suspension of local building regulations during and following a declared state of emergency when the chief building official certifies to the Town Manager that action is necessary for the expeditious restoration of property damaged by the emergency event, unless terminated by the Town Commission. Such suspension of building regulations may be applied on a case-by case basis as required to remedy specific conditions and to facilitate the provision of emergency housing for disaster victims. The chief building official shall specify the provisions of the building code to be suspended and the reasons therefore, when certifying the necessity of such suspension to Town Manager.

E. Coordination with Miami-Dade County: The Town Manager shall coordinate the Town's Emergency Operations Plan with emergency management programs established by Miami-Dade County.

F. Price Gouging: Upon declaration of an emergency and during the duration of such emergency, it shall be prima facie evidence that an unlawful method of competition and an unfair and deceptive trade act or practice has occurred if any individual or business entity doing business in the Town charges more than the average retail price for any consumer good and such price exceeds the average price at which the same or similar consumer good was readily obtainable in the Town during the thirty (30) days immediately prior to a declaration of a state of emergency; or the charges represent a gross disparity between the price of the consumer good or dwelling unit or self-storage facility that is the subject of the offer or transaction and the average price at which that commodity or dwelling unit or self-storage facility was rented, leased, sold, or offered for rent or sale in the usual course of business during the thirty (30) days immediately prior to a declaration of a state of emergency, and the increase in the amount charged is not attributable to additional costs incurred in connection with the rental or sale of the commodity or rental or lease of any dwelling unit or self-storage facility, or national or international market trends; or for a person or his agent or business entity or its employee to rent or sell or offer to rent or sell at an unconscionable price within the area for which the state of emergency is declared, any consumer good including, but not limited to, supplies, services, provisions or equipment that is necessary for consumption or use as a direct result of the emergency.

This section does not prevent the seller of consumer goods from charging an amount in excess of the average retail price if such higher price is the direct result of, and limited to, any increased costs due to the transportation of the consumer good during the state of emergency or any increased cost for the consumer goods from the manufacturer, distributor or wholesaler to the seller. In such instances, only the actual cost increase per item from the manufacturer, distributor or wholesaler can be added to the average retail price.

A price increase approved by an appropriate government agency shall not be in violation of this article.

This section shall not apply to sales by growers, producers or processors of raw or processed food products, except for retail sales of such products to the ultimate consumer within the area of the declared state of emergency.

- G. Portable Generators: The use and operation of a portable auxiliary electrical generator is prohibited within or on the following areas:
1. If the exhaust system is within ten feet of any opening (includes, but is not limited to, doors and windows) into the building structure;
  2. Within garages, enclosed or partially enclosed areas, or under eaves or other overhangs;
  3. On roofs or roof areas, balconies, ingress/egress areas and discharge ways, including but not limited to walkways, stairways and stairwells.
  4. The generator shall be operated in a safe manner and in accordance with the National Electric Code and all other applicable laws, regulations and Town ordinances.
- I. Termination of a State of Emergency:  
A state of emergency shall be terminated by a vote of the Town Commission if practicable or upon the certification of the Town Manager that the conditions leading to a state of emergency established under Sections 870.041—870.046, Florida Statutes shall terminate at the end of a period of seventy-two (72) consecutive hours after the declaration of the emergency, and must be confirmed by the Town Commission by resolution at the next regular meeting, unless the nature of the emergency renders a meeting of the Town Commission impossible. Notice of termination of the emergency declaration shall be made to the public by the Town Manager by the same means as the declaration of the state of emergency.

**X. FINANCING DISASTER RECOVERY/EMERGENCY PURCHASING**

- A. 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 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 Finance Director to advise the Town of Surfside 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.
  
- B. Available Budget: The Town of Surfside 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 of Surfside qualifies for a federal disaster declaration which includes public assistance funds, the Town of Surfside will request post-disaster reimbursement for eligible expenditures.
  
- C. 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:
  - 1. Debris removal
  - 2. Protective measures
  - 3. Roads, signs and bridges
  - 4. Water control facilities
  - 5. Buildings and equipment
  - 6. Public utilities
  - 7. Parks, recreation, and other

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

- D. Open Purchase Order: At the beginning of each hurricane season, open purchase orders for emergency procurement maybe established by the Finance Director. These purchase orders will be identified specifically with a purchase order prefix designating the emergency purchase order.

- E. 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 Director will be responsible for providing any additional information or guidance regarding financial documentation requirements.
- F. Emergency Cash: A check request payable to the Chief of Police or designee 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, under a designated account number, 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. As soon as practical, after November 30<sup>th</sup> (post hurricane season), at the direction of the Finance Director, the cash will be redeposited.
- G. Methods for Emergency Purchasing: When a disaster strikes, all Town of Surfside department heads and key staff will determine what supplies or services are needed to immediately address the current incident objectives. The Logistics Section evaluates Town of Surfside resource inventories to determine if goods are already available before attempting to purchase the goods from a vendor.
- H. Purchase Orders: If the resource is available from an 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.
- I. Credit Cards: The Town of Surfside has store-specific credit cards (i.e. Home Depot, Costco, Lowes, Walmart and Publix) which are controlled and issued by the Town's Finance 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.
- J. Ordinance #06-1467(Appendix H): 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:

1. The contractor's name
2. The amount and type of the contract
3. A listing of the item(s) procured under the contract
4. The identification number of the contract file

K. **Supplier/Contractor/Vendor Documentation:** All supplier/contractor/vendor documentation 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 Miami-Dade County and the State of Florida.

L. **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 of Florida Emergency Operations Center will be noted next to each date worked as necessary. All personnel shall complete the Town of Surfside Activity Log (ICS Form 214) (Appendix I)

## **XI. COMMUNICATIONS**

Primary form of communication will be via two-way radio. Other forms of communications may be via cellular telephone, mobile data messaging, or mobile computer terminal (MCT). The Town of Surfside also has the following communication systems: Landlines, Video Conferencing, Internet Connectivity, Satellite Phones, Code Red, and WebEOC.

If all of the above listed communications options are not operable, all police personnel responding to calls for service will report to the station. All personnel will meet with their squad sergeant. Police Units will respond to one call at a time and then respond back to the station after the call is completed.

If an operation involves other departments, the Communications Supervisor may opt to revert to “Plain Language.”

The Communications Supervisor shall be responsible for monitoring other involved agencies and forwarding all pertinent information to the Shift Supervisor or Incident Commander (IC). In addition, the Communications Supervisor will be responsible for the following:

1. Ensure communications from the EOC to units on the field are operational.
2. Ensure that the emergency communications in the EOC is fitted with the appropriate equipment.
3. Inventory of equipment, including telephone, radio, batteries and computers
4. All storm related calls for service will be entered into the CAD under a Natural Disaster (ND) classification group by the communications operator entering the call(s), to include: live wires down, road blockage by debris, traffic lights out, etc.

## **XII. PUBLIC NOTIFICATION**

The on-site Incident Commander will notify the Chief of Police who in turn notifies the Town Manager of the incident and protective actions taken. The Town Manager may direct the Public Information Officer (PIO) to disseminate protective action information to the public.

All Town of Surfside emergency and disaster-related information will be disseminated through the Public Information Officer at the Town’s EOC. Response and recovery related updates may be provided through the following mechanisms: media, Citizen’s Hotline (305-933-1070), internet website, social media, Code Red, and town meetings. The hearing impaired receive emergency public information through open/closed captioning provided by local television stations.

## **XIII. WORKING SHIFTS/ROLL CALL**

The Town of Surfside recognizes that every contingency of an emergency situation cannot be foreseen. Modification to schedules during an emergency may be necessary to accomplish the mission of the Town of Surfside during rapidly changing circumstances.

The Chief of Police may modify the execution of this plan based on changing conditions and expectations. The reporting times will be dictated by the dynamics of the particular event/storm and the needs of the Town of Surfside. Employees will be given time to prepare their homes and families before activation.

Generally, working shifts will be: **Alpha (7:00am-7:30pm)** and **Bravo (7:00pm-7:30am)**.

When briefing officers in roll call before each shift, the supervisor shall advise of the mission and expectations for the shift. As well as any updates to the current situation.

#### **XIV. SITUATION MAPS**

Department issued grid maps shall be used for plotting locations of emergency operations, setting perimeters, planning evacuations routes, etc.

During emergency operations, all personnel shall have the capability to generate maps for use in plotting operational commitments.

#### **XV. STAGING AREA / REPORTING**

Staging areas provide location to temporarily store equipment, personnel, and/or goods.

The primary staging area for all Town personnel will be located at the Town of Surfside City Hall building at 9293 Harding Avenue, Surfside, Florida 33154.

The alternate staging area will be located at the municipal parking lot at 94<sup>th</sup> Street and Harding Avenue.

In the event the Town of Surfside City Hall building and the municipal parking lot at 94<sup>th</sup> Street and Harding Avenue are evacuated or damaged the following locations will be utilized:

95<sup>th</sup> Street and Collins Avenue (Municipal lot).

9500 block of Abbott Avenue (Municipal lot).

Responding personnel will report as directed by the Communications Unit. Personnel may be directed to respond directly to the scene of the emergency or to one of the above listed staging areas.

Personnel will report in their Class B uniform, unless otherwise directed by the Incident Commander (IC).

Personnel shall plan for an extended deployment, if necessary. Personnel shall bring the below listed items:

- ✓ All assigned duty gear
- ✓ Contact and phone list
- ✓ Departmental plans, policies, procedures
- ✓ Medications
- ✓ Cell phone
- ✓ Sleeping bag, pillow, blanket, etc.
- ✓ Bath towel and toiletries
- ✓ Uniforms/extra clothing/foul weather gear and boots
- ✓ Non-perishable food, snacks and water
- ✓ Spare glasses or contacts
- ✓ Ear plugs
- ✓ Hygiene items
- ✓ Communications equipment, batteries, and charges
- ✓ Listing of passwords
- ✓ Applicable keys, security cards, access badges, identification cards
- ✓ Security documents/driver's license
- ✓ Camera and recording devices

#### **XVI. TRANSPORTATION**

All department heads shall maintain a list of all vehicles available to the Town of Surfside for use prior, during, or after an emergency.

In advance of a large-scale disaster, all department heads shall ensure that all Town vehicles and equipment are fueled to capacity. The Public Works Director will request a top off of the Town's fuel tanks as soon as conditions warrant.

When transportation of personnel and equipment to the site of an emergency is required, all sources of transportation will be considered.

A tow company will be on rotation for emergencies during any emergency operations.

#### **XVII. PROTECTIVE ACTION / AREA SECURITY / MANAGEMENT**

In incidents involving immediate threat to life safety (e.g. hazardous materials incident, flooding), the on-scene incident commander may implement immediate protective actions and notify the Communications Unit and the Emergency Operations Center as soon as practicable.

When the Town of Surfside is threatened by a significant natural or man-made threat, the Incident Commander (IC) will evaluate the hazard and vulnerability and issue the most appropriate protective action decision. Protective action may include:

- A. Evacuation: Emergency/disaster occurrences can develop into situations, in which evacuations of an area are a necessity for public safety. The type of notification to the public to evacuate depends on the type of emergency and the urgency of the situation. The Incident Commander (IC) will be responsible for implementing the evacuation plan for the given emergency/disaster. Notifications to evacuate an area can be made via news outlets, mass media, public announcements, phone calls, social media, Code Red, etc. The Miami-Dade Transit buses provide free transportation to Miami-Dade County designated shelters. The emergency bus pick up site for the Town of Surfside is located at the Surfside Town City Hall, 9293 Harding Avenue.
- B. Perimeter: Control of the perimeter around an emergency is a primary concern. A perimeter may be established to protect the integrity of an emergency. The Incident Commander (IC) will establish a perimeter and determine access as soon as possible. Once a perimeter has been established or an area has been evacuated, access to that area may be limited. The type of access will depend upon the conditions, as determined by the Incident Commander (IC). The two (2) types of access are:
  - 1. NO ACCESS: prohibits unauthorized persons from entering the closed area. Authorized personnel are police, fire, medical, or other persons authorized by the IC.
  - 2. LIMITED ACCESS: According to the pre-determined criteria, limited access allows persons into the closed area. Persons to be included in the criteria include, but not limited to: residents/business owners with identification, public utility workers, press personnel.
- C. Re-entry: 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 Incident Commander (IC) 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 (IC) 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 the Incident Commander, the following persons will be allowed into the Town of Surfside: residents with proof of residency, business owners, employee/representative of business owners, media personnel with valid credentials, and persons approved by the IC. Business owners, their employees, and vendors shall follow the Private Sector Credentialing Guidance (Section XVIII).

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

### **XVIII. Town of Surfside Private Sector Credentialing Guidance**

- A. Introduction: Business owners' access to areas under a perimeter and/or curfew is guided by the Town of Surfside Emergency Management Plan and Procedures. This plan establishes guidelines that are followed by the Town of Surfside Police Department in coordinating and managing the re-entry to affected areas. Access to businesses in an affected area are based on the needs of businesses to restock their supplies and return to normal operations as soon as possible. This guidance document offers resources and tips on maintaining access during and following an emergency and/or disaster.

- B. Enforcement of Business Access: The imposition of a perimeter and/or curfew or the closing of certain types of businesses in the Town of Surfside is embodied in Town Ordinance Article VIII: Emergency Management Procedures and Florida Statute 252. These ordinances empower the Town Mayor and City Manager to establish a perimeter and/or curfew. Law Enforcement is responsible for enforcing perimeter points and/or a curfew. In order to accomplish this task, the following actions may be taken: Facilitation of restricted entry establishing guidelines for permitting workers restricted entry from the critical private sector, critical public sector, and tourist and visitors sector establishing locations of restricted entry points.
- C. Restricted Entry Credentials: Town of Surfside business owners are encouraged to provide their employees with the following prior to a disaster:
  - 1. Business photo identification.
  - 2. A letter from their employer stating that they are an essential employee.
  - 3. A letter to their vendors stating that they need access to the area for deliveries or services.
- D. Company Photo Identification Guidance: The Town of Surfside recommends that business photo identification contains the following minimum information:
  - 1. Photo of the employee.
  - 2. Business logo.
  - 3. The employee's name and title.
  - 4. Expiration date.
- E. Essential Employee Letter (Sample Letter: Appendix J): This letter should contain the following basic information:
  - 1. Businesses Logo, name, location and general contact information.
  - 2. Employee's name and contact information.
  - 3. Employee's title and basic job responsibilities.
  - 4. Expiration date for the letter.
  - 5. Manager's name, title and contact information and/or 24-hour contact to verify the letter's content.
- F. Entry: The Town of Surfside Chief of Police recommends that if private sector partners are stopped by law enforcement they should abide by the following recommendations:
  - 1. Be courteous and truthful to the police officer at all times.
  - 2. If the police officer refuses to let them pass don't argue with him/her, just follow their directions and contact your employer.

3. Have all their necessary documentation, such as:
  - a. Driver's License.
  - b. Proof of Registration.
  - c. Insurance Card.
  - d. Company ID and Essential Employee Letter.

## **XIX. MEDICAL TREATMENT/ FATALITY MANAGEMENT (MASS CASUALTIES)**

The Miami-Dade Fire Rescue Mass Casualty Incident Plan describes the activities and lead and support agencies for Mass Casualty/Mass Fatality operations. The goal of this plan is to provide guidance and ensure the collaborative efforts of the lead and support agencies as they respond to a mass casualty event. Emergency first responders will provide first aid to injured person(s) until transported to medical facilities. The Town of Surfside is susceptible to a wide variety of disasters capable of producing multiple casualties (e.g., air-craft accidents, structural failures, mass transit accidents, as well as other man- made and natural disasters). Such incidences could overwhelm the County's standard system of medical assessment and treatment.

A countywide mass casualty response capability is essential to coordinate the efforts of multiple agencies responding to a mass casualty incident. The Town of Surfside Incident Commander will coordinate with Miami-Dade Fire Rescue, Miami Dade Police Department Homicide Unit, and the Medical Examiner's Office during the implementation of Mass Casualty/Mass Fatality operations.

During Mass Casualty/Mass Fatality operations the following protocols will be followed:

1. Document location of bodies, body parts, property, and related evidence.
2. Collect and transport remains and associated personal effects and evidence. Human remains should only be removed if and when authorized by the Miami Dade Medical Examiner.
3. Arrange for temporary storage, when necessary.
4. Maintain custody of property and personal effects, if needed.
5. Initiate and maintain communication with families and next-of-kin.
6. Gather personal information from families, physicians, and other sources relevant to the identification of remains.
7. Conduct examinations relevant to cause and manner of death, identification of remains, and identification of human factors responsible for incident.
8. Coordinate release of remains and property following examination and identification.
9. Determine if the situation may require temporary morgue facilities.

10. Identify potential sites and/or storage facilities for the dead, (i.e. refrigeration units, trucks, trailers, etc.) as well as processing sites.
11. Establish and maintain comprehensive record keeping system for continuous updating and recording of fatality numbers.
12. Establish and maintain contact with Miami-Dade County.

## **XX. POINTS OF DISTRIBUTION**

Miami-Dade County Points of Distribution (POD) provide life sustaining bulk emergency relief supplies including water, food, and tarps to the residents of the Town 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 North Miami Divisional EOC. All Public Information Officers will disseminate information regarding POD's through media releases, the Town of Surfside's Cable Channel 77, website, and hotline numbers. Miami Dade OEM has preidentified POD sites in every geographic area of Miami Dade County. The nearest predetermined POD site to the Town of Surfside is located at Haulover Park 10800 Collins Ave Miami FL 33154.

## **XXI. DISASTER RECOVERY CENTER (DRC)**

A Disaster Recovery Center (DRC) is a readily accessible facility or mobile office, where applicants may visit for information about Federal Emergency Management Agency (FEMA) or other disaster assistance programs, or for questions related to assistance available. The Town of Surfside will work with FEMA and the Miami Dade OEM to select the best site for DRC for the Town. Some of the services that a DRC may provide include:

1. Guidance regarding disaster recovery assistance and programs for survivors.
2. Clarification of any written correspondence received from FEMA.
3. Housing assistance and rental resource information.
4. Answers to questions, resolution to problems and referrals to agencies that may provide further assistance.
5. Status of applications being processed by FEMA.
6. Small Business Administration (SBA) program information regarding assistance.

## **XXII. UNMET NEEDS COORDINATION AND LONG-TERM REDEVELOPMENT COMMITTEE**

Unmet Needs Coordination: Through the Miami-Dade Office of Emergency Management (OEM), 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 Miami-Dade County Office of Emergency Management is responsible for coordinating the response to unmet needs. The Town of Surfside will evaluate unmet needs among the victims in the community through door to door neighborhood canvass and information received through the emergency hotline. All information will be relayed to the North Miami Divisional EOC.

Long-term Redevelopment Committee: Miami-Dade County may establish a Long-Term Redevelopment Committee (LTRC) who has the authority to monitor and implement the community's redevelopment goals and policies. This committee 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 of Surfside will coordinate interjurisdictional redevelopment issues with this committee.

### **XXIII. BUSINESS ASSISTANCE/ECONOMIC RECOVERY/LONG-TERM REDEVELOPMENT**

Business Assistance/Economic Recovery: Miami-Dade County Office of 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.

Long-term Redevelopment: The goal of long-term recovery is to restore the Town of Surfside 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 Emergency Operations Center (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 of Surfside 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.

### **XXIV. COURT AND PROSECUTORIAL LIASION**

During a major event, when an increased number of arrests may be made, the Miami-Dade Corrections and Rehabilitation and the Miami-Dade State Attorney's Office shall be notified. The Liaison Officer, or his designee, shall make this notification and act as the liaison between these departments and the Town of Surfside.

## **XXV. STRESS MANAGEMENT/FATIGUE**

It will be incumbent on all supervisors to constantly monitor their respective employees' stress and fatigue level. The Town of Surfside will provide Employee Assistance Program (EAP) information after all major event/storm. In addition, the Town of Surfside may provide grief counseling, support group(s), and mental health specialist services.

## **XXVI. MUTUAL AID ASSISTANCE**

The Town of Surfside will exercise lawful authority to save lives and properties, enforce laws, and enforce emergency orders and regulations during emergencies/disasters, but depending on the emergency, resources may be limited. All requests for mutual aid assistance during a declared emergency must be requested thru the Miami-Dade OEM via the North Miami Divisional.

- A. Statewide Assistance: The State of Florida provides assistance to impacted counties when the resources of the affected county and its municipalities have been depleted. Requests for and deployment of resources are approved and coordinated by the State Emergency Response Team (SERT). The State-Wide Mutual Aid Agreement for Emergency Response/Recovery (Appendix K) is the primary system that the State of Florida employs to support the county level disaster response. All counties and municipalities within the State of Florida are authorized to enter into mutual aid agreements for emergency assistance. Through the statewide Mutual Aid Agreement, the SERT can coordinate mutual aid requests from the affected counties. Assistance is provided in the form of Rapid Response Teams (RRT) or Rapid Impact Assessment Teams (RIAT). RRTs are composed of non-affected county/state emergency management and other emergency workers. RIATs are deployed to assist in the "needs assessment" of the affected communities. After coordinating with local officials, an assessment of transportation, communications, and utility systems is completed to determine resources required. An assessment of food, water, health, medical, and housing needs is also accomplished.
- B. Local/Outside Police Agencies: In the event outside police agency assistance is requested they will be used in the following capacity:
1. Direct and control traffic during emergency operations.
  2. Crowd control.
  3. Search and rescue.
  4. Support damage assessment activities.
  5. Deploy personnel to provide security for emergency teams (Fire and EMS) operating in hostile or potentially hostile environments.

6. Provide security to key facilities: incident sites, critical facilities, damaged property, mass care/shelter sites, and staging areas.
  7. Provide security in areas affected by the emergency to protect public and private property.
- C. Military Support: On a major or catastrophic disaster, the request and the use of the Florida National Guard or federal military resources may be granted. The use of these resources must be requested through the State of Florida Emergency Operations Center (EOC). The Florida National Guard may be activated in one of the following ways:
1. A declaration of emergency by the governor of the State of Florida.
  2. A declaration of emergency by the President of the United States.
  3. A unilateral activation by the Local Florida National Guard Commander in response to an immediate and focused threat to the community classified as “imminent/serious.” The Town of Surfside will request military support through the Miami-Dade County Emergency Operations Center (EOC), via the North Miami Divisional, only when the situation is so severe and so widespread that effective response is beyond the capability of the Town and available mutual aid resources.



Town of Surfside  
Emergency  
Management  
Plan and Procedures  
**SECTION III**  
Emergency Operations Center

May, 2020

### III EMERGENCY OPERATIONS CENTER

#### I. PURPOSE/FUNCTIONS

Purpose: An Emergency Operations Center (EOC) is a central command and control facility responsible for carrying out the principles of emergency preparedness and management, disaster management functions at a strategic level during an emergency, and ensuring the continuity of the operation. The purpose of this manual is to provide guidelines for the activation of the Town of Surfside Emergency Operations Center, to detail mobilization procedures for resources during response and recovery activities, to reduce the vulnerability of people and property from a disaster, to ensure an effective response to the impacts of a disaster, to ensure community recovery, and to document and provide records for financial reimbursement and historical documentation.

Functions of the Emergency Operations Center:

1. Plan, coordinate, and direct protective actions, response actions, and immediate recovery of the Town of Surfside. Coordinate and direct local emergency operations with those of the Miami-Dade County Emergency Operations Center, the State of Florida Emergency Operations Center, private, non-profit, volunteer organizations as detailed in the Comprehensive Emergency Management Plan (CEMP), and coordinate the procedures thereof.
2. Identify, prioritize, acquire, and coordinate resource support for all response and recovery activities.
3. Coordinate the receipt, processing, and delivery of public information and emergency instructions to residents of the Town of Surfside.
4. Coordinate the activation, operation, and deactivation of other emergency facilities in the Town.
5. Obtain incident status information, potential impact on residents and property, infrastructure, and other vital information from local and county sources.

#### II. LOCATION/SUPPLIES/OPERATIONAL PERIOD

The Town of Surfside Emergency Operations Center (EOC) will be located either on the 2nd floor of Town Hall in the Town Manager's Conference Room. In the event that the primary EOC is rendered inoperable, a secondary site will be established at the Grand Beach Hotel, 9449 Collins Avenue, Surfside, FL 33154.

The third (3) and fourth (4) locations in the event that the Town of Surfside Town Hall building and the Grand Beach Hotel are evacuated or damaged will be the following:

Residence Inn by Marriott: 9200 Collins Avenue, Surfside, FL or,  
Four Seasons Hotel at the Surf Club, 9011 Collins Avenue, Surfside, FL

The Information Technology Department will set up the Emergency Operations Center when directed by the Incident Commander. The Police Department will maintain the general supplies needed for EOC activation and will move them to the EOC upon activation. List of supplies shall consist of:

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| ✓ Automatic External Defibrillator | ✓ Legal Pads                        |
| ✓ Battery operated radio           | ✓ Paper Towels                      |
| ✓ Cameras/Camcorders               | ✓ Pens/Pencils/Highlighters/Markers |
| ✓ Cell Phones and Chargers         | ✓ Phone message pad                 |
| ✓ Cleaning Supplies                | ✓ Phones with headsets              |
| ✓ Clip Boards                      | ✓ Plain Paper/Printer Paper         |
| ✓ Contact Lists                    | ✓ Post it Notes                     |
| ✓ Computers/Laptops                | ✓ Power strips, extension cords     |
| ✓ Cork boards/White boards         | ✓ Printers/plotter                  |
| ✓ Emergency Operations Plan/SOPs   | ✓ Projectors                        |
| ✓ Emergency Purchasing Guidelines  | ✓ Sanitary Wipes and Hand Sanitizer |
| ✓ Fax                              | ✓ Scissors                          |
| ✓ File Folders                     | ✓ Stapler/Staples/Staple Remover    |
| ✓ First Aid Kits                   | ✓ Tables and Chairs                 |
| ✓ Flashlights and batteries        | ✓ Tape                              |
| ✓ Flip chart and flip chart paper  | ✓ Toilet Paper                      |
| ✓ Forms (message/ICS/sign in)      | ✓ Town Grid Maps (wall size)        |
| ✓ Heavy Duty Garbage Bags          | ✓ Town Letter Head                  |
| ✓ In/Out baskets (table/wall)      | ✓ Town Map                          |

Operational Period: Operational Period for the Town of Surfside Emergency Operations Center, as with the Miami-Dade Emergency Operations Center (EOC), will be 0630-1930 for Alpha (A) Shift and 1830-0730 for Bravo (B) Shift.

### **III. BUILDING PREPAREDNESS**

The Town Hall building is fitted with hurricane shutters. Public Works will secure all the shutters at the direction of the IC. The Town Hall building is equipped with a backup generator. The generator will be tested on a regular basis to ensure that it is fully operational. The Town of Surfside also has portable generators that will be maintained and operated by Public Works staff.

#### **IV. AUTHORITY**

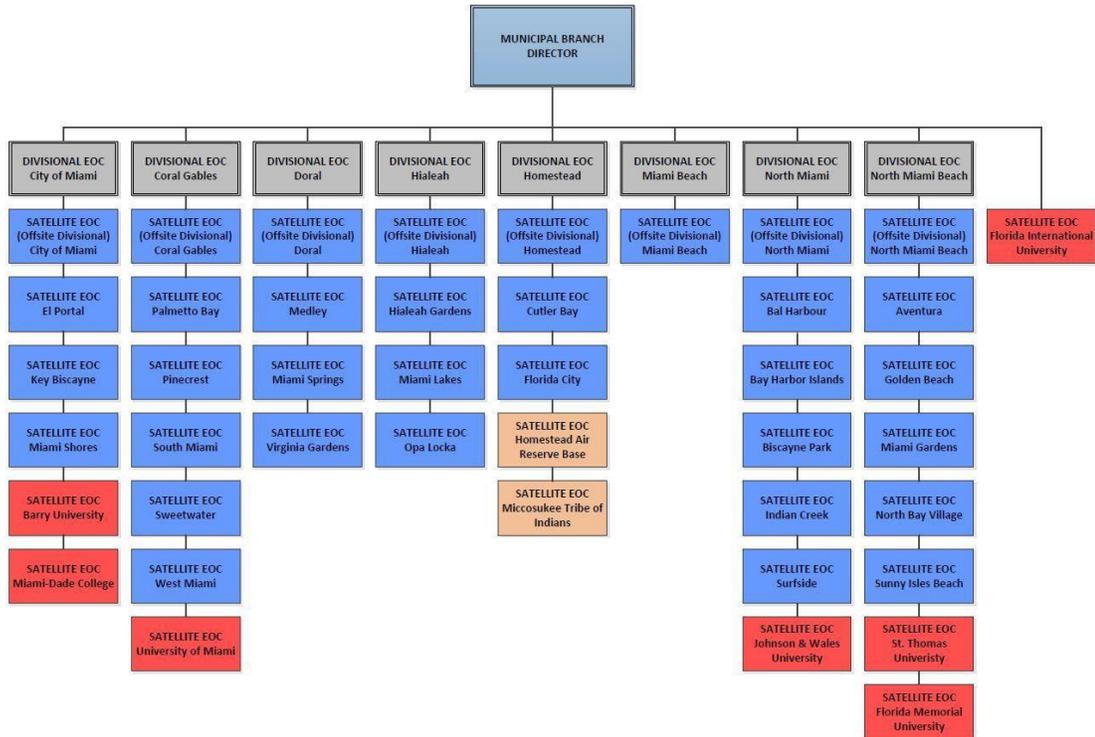
The Miami-Dade Department of Emergency Management & Homeland Security/Office of Emergency Management (OEM) is responsible for the coordination of all county agencies and municipalities in response to, and recovery from, emergencies and disasters within Miami-Dade County. The Miami-Dade County Emergency Operations Center (EOC) is the facility in which all emergency and disaster preparations, response, and recovery activities are coordinated among the participating agencies. The OEM is located at the R. David Paulison of Fire rescue Head 9300 NW 41<sup>st</sup> St, Miami, FL 33178

#### **V. MUNICIPAL BRANCH EOC'S**

In order to facilitate effective coordination and communication between Miami-Dade County and its municipalities and universities, these entities have been grouped into nine (9) divisions. Each division has identified a host city to act as the liaison with the Miami-Dade Emergency Operations Center (EOC) during times of critical incident or disaster. The host cities are commonly known as Divisionals and the cities/towns within the divisions are known as Satellite EOCs.

The Town of Surfside has been designated as a Satellite Emergency Operational Center (EOC) under the North Miami Divisional EOC. During an activation, the Surfside Police Department is required to send one representative to the North Miami Divisional EOC. There are currently nine (9) Divisional EOC's hosted by the below listed entities:

1. City of Miami
2. Coral Gables
3. Doral
4. Hialeah
5. Homestead
6. Miami Beach
7. North Miami
8. North Miami Beach
9. Florida International University



The Surfside Emergency Operations Center (EOC) should also have representatives from the following entities:

1. Town of Surfside Police Department
2. Town of Surfside Building Department (Employee Hotline)
3. Town of Surfside Public Works
4. Town of Surfside Parks and Recreation
5. Any other organization deemed appropriate by the Chief of Police (IC)

## VI. POLICIES

Each municipality maintains its own independence and decision-making authority, yet will utilize the Divisional Emergency Operations Center structure to enhance emergency management planning, communication, and information sharing.

Each divisional and satellite EOC is responsible for identifying a person within their municipality to act as the primary point of contact for all matters related to the Municipal Branch and Divisional EOC program.

The Town of Surfside Incident Commander (IC) will be the primary point of contact with the Miami-Dade Office of Emergency Management (OEM).

Operationally, Satellite EOCs report to the Divisional EOC. Divisional EOC's report to the Municipal Branch Director of the Miami-Dade Office of Emergency Management (OEM).

All requests from the Satellite EOC will be routed from the Incident Commander to the Divisional EOC. The Divisional EOC is responsible to forward the request to the Miami-Dade OEM.

Only authorized personnel will be allowed to enter the Emergency Operations Center (EOC).

Town of Surfside Mayor, Town Commissioners, and Department Heads briefings will be conducted in the City Manager's Conference Room.

## **VII. TRANSFER OF COMMAND**

Transfer of command is the process of moving the responsibility for incident command from one Incident Commander to another.

Incident Commander meetings for shift changes will occur 30 minutes before each shift change. These meetings will be held in the Police Chief's Conference Room and include the overview of the prior shift incidents, the status of officers and resources, and tasks that the next shift will need to complete.

The meeting will be attended by both Incident Commanders (IC) and all Section Chiefs. Planning Section Chief will utilize this meeting to prepare the next shifts' Situation Report and Incident Action Plan.

## **VIII. COMMUNICATIONS/NOTIFICATIONS**

During non-emergency times, the Miami-Dade Office of Emergency Management (OEM) will distribute general information to and communicate with up to three (3) emergency points of contacts of the municipalities within Miami-Dade County.

During a disaster or emergency that requires activation of the Miami-Dade EOC, the Miami-Dade OEM will maintain open lines of communication with the Divisional EOCs who, in turn, will serve as a conduit of information to and from their Satellite EOCs.

Landline telephones, electronic mail (e-mail), and facsimiles are the primary method of communication from the Miami-Dade EOC to the Divisional EOCs and from the Divisional EOCs to the Satellite EOCs.

Divisional and Satellite Emergency Operation Centers (EOC's) must identify phone, fax numbers, and email addresses that are staffed 24 hours a day.

When a Satellite EOC loses the capability to communicate via telephone, e-mail, and/or fax, the Satellite EOC should send a representative to the Divisional Emergency Operations Center (EOC) to notify their staff of the situation.

Serving as a redundant means of communications with the Miami-Dade EOC, the Town of Surfside EOC shall be equipped with satellite phones.

## **IX. MIAMI-DADE EOC/DIVISIONAL REPRESENTATIVE**

During any activation, the Town of Surfside Emergency Operations Center (EOC/Satellite) will have, at least, one (1) representative at the North Miami Divisional Emergency Operations Center (EOC).

The divisional representative must be knowledgeable about the Divisional/Satellite EOC concept, be trained and certified in IS100, IS700, IS200, and IS800. The representative must also be trained in WebEOC, be capable of making key decisions, and be able to communicate information between the Satellite Emergency Operations Center (EOC) and the Divisional Emergency Operations Center (EOC).

Each satellite representative is considered a branch of the Operations Section within the activated Town of Surfside EOC. Each representative will be responsible to:

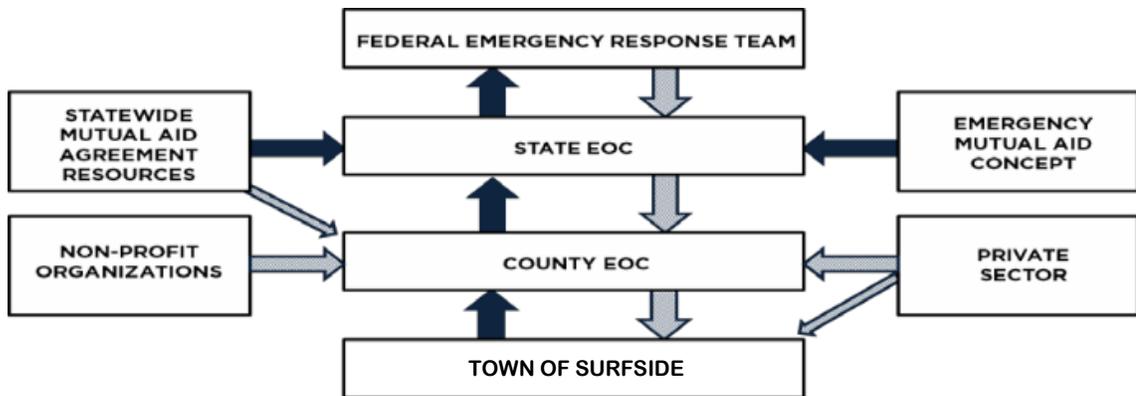
1. Coordinate response and recovery activities from the Town of Surfside EOC to the County/Divisional EOC.
2. Submit, monitor, track resource requests and resource deployments with the County/Divisional EOC and monitor status of missions through the WebEOC mission tracking website.
3. Monitor status of response and recovery operations and notify the Incident Commander of emergency information and status items.
4. Monitor and forward Miami-Dade Incident Action Plans, Situation Reports, Flash Report, and Media Releases to the Town EOC's Planning Section. Provide updates related to scheduling of conference calls, website information, federal financial assistance, and related activities.

All requests from the Town of Surfside for support and/or equipment to the Miami-Dade Office of Emergency Management (OEM) shall be approved by the IC. Once approved, the request shall be forwarded to the North Miami Divisional EOC and entered into WebEOC by the satellite representative.

**X. RESOURCE REQUESTS**

The Town of Surfside EOC must validate and approve all resource requests to include any request from surrounding cities and verify that local resources have been exhausted, and that resources are not available.

The Miami-Dade County EOC will attempt to support all requests for resource support from locally available resources, until these too have been exhausted. Municipal and county resource requests will be consolidated and forwarded to the State of Florida. Resource/mission requests from the Miami-Dade County EOC to the State of Florida EOC are funneled through the State Emergency Response Team (SERT) liaison assigned to the Miami-Dade EOC. The below diagram illustrates the process of requesting resources.



State and Federal Agency Communication: The Town of Surfside EOC will coordinate all initial communications with higher levels of government through the North Miami Divisional EOC and/or Miami-Dade 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 of Surfside, and once the Town of Surfside becomes engaged in the financial reimbursement process. At this time, the Town of Surfside will coordinate directly with the state and federal recovery agencies.

Tracking and Reporting Resources: Resource mobilization is directly linked to resource tracking. When resources arrive on scene, they must be formally checked in. The Logistics Section is responsible for conducting the resource check in and status. ICS Form 210 (Appendix L) is used for resource check-in. A check-in recorder should be assigned to designated resource storage areas and report this information to the Planning Section. The Logistics Section Chief shall monitor the inventories, locations, assignments, and deployment of all resources.

## **XI. DONATIONS AND VOLUNTEERS**

In the event of a major emergency, an influx of unaffiliated volunteers and unsolicited donations will hinder response operations unless planned for and managed effectively by the Town of Surfside. The Logistics Section is responsible agency for volunteer and donations management operations.

The Logistics Chief should plan for unsolicited goods and spontaneous volunteers, especially during a large-scale disaster.

Donations: Donations management plans should be developed to prepare for an emergency.

The Logistics Section should be capable of receiving, storing, and distributing donated goods to the community and/or for Town use.

All donations of goods shall be documented on ICS form 210 Resource Status.

Donations management must be a flexible plan; there is no single approach to donations management.

Volunteers: Volunteers are a valuable resource when they are trained, assigned, and supervised within established emergency management systems.

There are valuable and appropriate roles for unaffiliated spontaneous volunteers in mitigation, preparedness, response, and recovery, as well as in other areas of community need. The response phase provides an opportunity to direct volunteers toward longer-term affiliation and community involvement.

An essential element of every emergency management plan is the clear designation of responsibility for the on-site coordination of unaffiliated volunteers. Every volunteer should be logged with name, address, phone number, and availability.

## **XII. EOC ACTIVATION LEVELS**

The Miami-Dade Office of Emergency Management (OEM) operates at one of three levels of readiness in order to carry out its mission. The Town of Surfside Emergency Operations Center (EOC) can be activated before or in conjunction with the Miami-Dade OEM.

- Level III: Activation (Monitoring & Assessment): Level III activation is typically a monitoring and assessment phase, whereby the Miami-Dade OEM is actively monitoring a specific threat, unusual event, or situation. The threat, unusual event, or situation simply warrants observation, verification of appropriate action, and follow-up by Office of Emergency Management (OEM) staff. No action is typically required by Satellite and/or Divisional EOCs.

- Level II: Activation (Partial Activation): Level II activation is, typically, limited agency activation. The purpose of Level II activation is to initiate preparations due to significant threat of a disaster or to coordinate response due to the occurrence of a minor disaster. Typically, during Level II activation, the EOC is operational 8-12 hours each day, however, it may be operational 24 hours. When the Miami-Dade EOC activates to Level II activation, it is recommended that Divisional EOCs send a representative to the Miami-Dade Emergency Operations Center (EOC).
- Level I: Activation (Full Scale): In a full-scale activation, the EOC is activated on a 24-hour schedule due to the imminent threat or occurrence of a disaster. The Incident Command System (ICS) is activated and all sections and branches are activated. Divisional representatives are required to send a representative to the Miami-Dade Emergency Operations Center (EOC). Satellite representatives are required to send a representative to the designated Divisional Emergency Operations Center (EOC).

During a Level I activation, Emergency Operations Center (EOC) briefings will be held every four (4) hours or at the discretion of the EOC Commander.

All activations and deactivations of the Town of Surfside EOC will be approved by the Chief of Police (IC), in conjunction with the North Miami Divisional and the Miami- Dade Office of Emergency Management (OEM).

Upon the decision to activate the Emergency Operations Center (EOC), it will be the responsibility of the Planning Section Chief or his/her designee to make all necessary contacts.

### **XIII. EMERGENCY OPERATIONS CENTER STAFFING**

The Emergency Operations Center (EOC) will be overseen by the Incident Commander (IC).

When the Divisional EOC is activated, each satellite City/Town is required to send one representative to communicate for and act on behalf of his/her municipality/agency. The representative that is sent must be certified in the Federal Emergency Management Agency (FEMA) Independent Study (IS) courses as outlined below:

1. IS 100: Introduction to ICS
2. IS 700: National Incident Management System (NIMS), an introduction
3. IS 200: ICS for Single Resources and Initial Action Incidents
4. IS 800: National Response Framework, an Introduction.

As outlined in the Incident Command System (ICS), the Town of Surfside Emergency Operations Center (EOC) will activate support personnel from the areas of Operations, Logistics, Planning, and Finance and supporting groups and branches.

- A. Operations: The Operations section is responsible for all tactical operations at the incident.
  
- B. Logistics: The Logistics section is responsible for providing facilities, services, and materials for the incident. The Logistics Section Chief is responsible for the management of all resources in support of the current incident objectives. The Logistics Section may obtain resources from internal supplies, contractor resources, private vendors, local mutual aid, donated items or through the Statewide Mutual Aid Agreement which is coordinated through the Miami-Dade Divisional Emergency Operations Center. All locally available resources must be exhausted before outside resource requests can be made.
  
- C. Planning: The Planning section is responsible for the collection, evaluation, and dissemination of information related to the incident and for the preparation and documentation of Incident Action Plans (IAP). The Planning section also maintains information on the current and forecasted situation. The Planning Section will conduct the following activities:
  - 1. Incident Action Plan Cover Sheet (Appendix A)
  - 2. Complete ICS Form 201: Situation Report/Incident Objectives (Appendix B)
  - 3. Provide situation evaluation, prediction and analysis and prepare information on alternative strategies
  - 4. Review current and projected incident and resource status
  - 5. Identify resources required to implement contingency plan; and coordinate ongoing incident objectives with EOC Unified Command and Section Chiefs
  - 6. Complete ICS Form 203: Organization Assignment List (Appendix C)
  - 7. Complete ICS Form 207: Incident Organizational Chart (Appendix D)
  - 8. Collect, evaluate, and disseminate incident information and resources situation status
  - 9. Organize and maintain accurate and up-to-date incident files, forms, reports, emergency declarations, press releases, and all other official documents
  - 10. Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process
  - 11. Establish duplication services, and respond to requests.

D. Finance: The Finance section is responsible for all incident costs and financial considerations; includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

#### **XIV. AGENCY SITUATIONAL REPORT**

At the beginning of each operational period, the Town of Surfside Emergency Operations Center (EOC) will be required to complete a Situation Report/Incident Objectives: ICS 201 (Appendix B). Situation Reports are often referred to as a SITREP. This report will be prepared by the Planning Section Chief and approved by the IC.

The Situation Report/Incident Objectives (ICS 201), describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Each Satellite EOC will also be required to complete a Situation Report daily, through the use of WebEOC, at the beginning of each operational period. Situational Reports should be concise and in bullet point form.

#### **XV. INCIDENT ACTION PLAN**

The Incident Action Plan (IAP) in ICS is a set of documents that guide the response for that operational period. An Incident Action Plan (IAP) formally documents incident goals, operational period objectives, and the response strategy defined by incident command during response planning. It contains general tactics to achieve goals and objectives within the overall strategy, while providing important information on event and response parameters.

The IAP shall consist of the Incident Action Plan Cover Sheet (Appendix A), the Situation Report /Incident Objectives (Appendix B), the Organizational Assignment List, Appendix C, the Incident Organizational Chart, (Appendix D).



# Town of Surfside Emergency Management Plan and Procedures

## **SECTION IV**

### Emergency Mobilization Plan

May, 2020

## IV EMERGENCY MOBILIZATION PLAN

### I. RESPONSIBILITY

Under emergency conditions, members of the Town of Surfside will protect and/or evacuate citizens, provide crowd and traffic control, if necessary, and perform other functions as may be deemed necessary by the Chief of Police (IC) or his designee.

To carry out these tasks, each Town employee must be ready and prepared for duty whenever emergency conditions arise. All personnel called to duty will report to Town City Hall ready and equipped for the task at hand. Personnel will report as soon as possible but no later than two (2) hours after notification.

Immediately after the passing of a hurricane, all essential employees will be required to contact the Communications Unit as soon as possible for information and assignments by calling the Town Employee Emergency Hotline number (305-993-1071).

Those essential employees that are unable to respond to their assignment due to a personal emergency as the result of a hurricane will be required to contact the Communications Unit as soon as possible.

In the event the bridges leading to the Town of Surfside are declared unsafe, essential employees will muster at the North Miami Police Station, 700 N.E. 124 Street, North Miami, FL 33161, for instructions on re-entry into the Town.

Non-essential employees shall return to duty as directed by the Town Manager. They will assist with administrative duties necessitated by the emergency.

### II. NOTIFICATIONS

The Planning Section Chief or his/her designee will make the necessary notifications under this plan and shall maintain a log for each incident.

### III. STAND-BY/MOBILIZATIONS

**All police personnel (sworn and civilian) are subject to recall at any time.**

- **Emergency Standby:** During the initial stages of a possible emergency, an Emergency Standby will be issued, if appropriate. All personnel will be notified by the Planning Section Chief or his/her designee that a potential emergency exists or is developing that may require them to report for duty.

Personnel are not required to stay home, but must provide contact information. However, pending leaves and training may be cancelled, at the discretion of the Chief of Police (IC). An emergency notification log shall be maintained.

- Stage One (or partial) Mobilization: shall only be authorized by the Chief of Police (IC).
- Stage Two (Alpha-Bravo) Mobilization: shall only be authorized by the Chief of Police (IC).

#### **IV. TRANSPORTATION**

Transportation to the main police building, staging area, etc. is the responsibility of each employee.

#### **V. PRIMARY AND ALTERNATE ASSEMBLY AREA**

The Town of Surfside Town Hall building shall be designated the primary assembly area, unless the situation dictates otherwise. In such situations an alternate assembly area will be determined and made aware via the Town Employee Emergency Hotline number.

#### **VI. SCHEDULING**

Under emergency conditions, all police and civilian personnel are subject to be mobilized and scheduled at the discretion of the Incident Commander.

All department heads will be responsible to schedule all personnel under their command once an emergency has been declared. All schedules will be forwarded to the Incident Commander.

#### **VII. EMERGENCY CONTACT**

Every Town of Surfside employee must ensure that his/her home address, home and cellular phone numbers, and emergency notification contact information is current and accurate. The Human Resources Director shall be responsible to maintain an updated emergency contact list and disseminate the list to all Town department heads and key staff.



# Town of Surfside Emergency Management Plan and Procedures

## **SECTION V** Hurricane Plan

May, 2020

## V HURRICANE PLAN

### I. PURPOSE

The Town of Surfside will prepare to sufficiently meet any circumstances that may arise as a result of a hurricane in our area. This plan is intended to establish procedural guidelines for hurricane preparations and operational activities prior to, during, and after a storm.

This plan outlines the emergency management standard operating procedures of the Town of Surfside during a hurricane emergency and assigns responsibility for each of these procedures. The plan also provides overall guidance for Town operations during a hurricane emergency.

The Town of Surfside recognizes that every contingency of an emergency situation cannot be foreseen. Modification of the plan during the emergency may be necessary to accomplish the mission of the Town of Surfside during rapidly changing circumstances. The Incident Commander may modify the execution of this plan based on changing conditions and expectations of the hurricane making landfall.

### II. GOALS AND OBJECTIVES

The goals of the Town of Surfside during a hurricane emergency are:

- Protect life and property within the confines of the Town of Surfside using both Town resources and those additional resources made available to the Town.
- To perform all Emergency Response Functions (ERFs) and Emergency Support Functions (ESFs) as defined in the Florida Statutes.
- Exercise strict command and control of Town operations to ensure that all appropriate emergency responses are made and that all responses are consistent with the need to safeguard the community, personnel and resources of the Town of Surfside.
- Upon order of the Incident Commander, provide assistance to other agencies, under Mutual Aid Agreements.
- Upon order of the Incident Commander, conduct pre-hurricane/post-hurricane assessments and request additional resources from agencies or other external organizations under Mutual Aid.

### III. DEFINITIONS (NATIONAL HURRICANE CENTER)

Hurricane Season: The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from June 1 to November 30.

Tropical Storm: An organized system of strong thunderstorms with a defined circulation and top winds of 39 mph to 73 mph. Tropical storms are “named” when they reach tropical storm strength.

Tropical Storm Watch: An announcement that sustained winds of 39 to 73 mph (34 to 63 knots) are *possible* within the specified area within 48 hours in association with a tropical, subtropical, or post-tropical cyclone.

Tropical Storm Warning: An announcement that sustained winds of 39 to 73 mph (34 to 63 knots) are *expected* somewhere within the specified area within 36 hours in association with a tropical, subtropical, or post-tropical cyclone.

Hurricane/Typhoon: A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt. (74 mph or 119 km/hr.) or higher. The term hurricane is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific tropical cyclones north of the Equator west of the International Dateline.

Storm Surge: An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide. Evacuation zones are identified by their likelihood of being flooded by this rising water. Storm surge is responsible for most hurricane deaths.

Hurricane Watch: An announcement that sustained winds of 74 mph or 119 km/hr (64 knots) or higher are *possible* within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical storm force winds.

Hurricane Warning: An announcement that sustained winds of 74 mph or 119 km/hr (64 knots) or higher are *expected* somewhere within the specified area in association with a tropical, subtropical, or post-tropical cyclone. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds. The warning can remain in effect when dangerously high water or a combination of dangerously high water and waves continue, even though winds may be less than hurricane force.

Saffir-Simpson Hurricane Wind Scale: The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The following table shows the scale broken down by winds:

Category	Wind Speed (mph)	Damage
1	74 - 95	Very dangerous winds will produce some damage
2	96 - 110	Extremely dangerous winds will cause extensive damage
3	111 - 129	Devastating damage will occur
4	130 - 156	Catastrophic damage will occur
5	> 156	Catastrophic damage will occur

#### IV. PREPAREDNESS

Planning and preparation are essential parts in the formulation of operating procedures designed to respond in a hurricane emergency.

Department Heads shall ensure that all of their personnel are ready, informed, and know their assignments. Department Heads shall maintain an up-to-date point of contact list for all their subordinates. Department Heads shall also ensure that an inventory and a maintenance of all emergency equipment and supplies are conducted on a regular basis.

The Town of Surfside will continually update their hurricane plan, accounting for changes in organization and personnel assignments.

Preparedness activities must be completed in a timely and efficient manner in order to maximize the state of readiness. In order to assist Command Staff, General Staff, and Department Heads, position checklists have been created. Checklists provide a guide detailing responsibilities and duties.

The Incident Commander, Section Chiefs, and Department Heads will need to review their position checklists for preparedness responsibilities.

## **V. WORKPLACE PREPARATIONS**

Proper preparation of worksites is the responsibility of all employees. All employees shall unplug all electronic equipment in their work area and cover computers.

The Information Technology (IT) Supervisor will ensure to back-up computer files and conduct any other mitigation protocols. All Town of Surfside servers are backed-up on a daily, weekly, monthly, and yearly schedule. All tapes are picked up on a weekly basis and stored at a secured facility outside the Town of Surfside. The IT Supervisor shall also ensure completion of the IT Supervisor Checklist (Appendix U).

The Town of Surfside has available storage on the 2<sup>nd</sup> floor of City Hall for cardboard boxes. A public storage unit is also available to all department heads for storage of cardboard boxes. In addition, several storage units have been identified in Miami-Dade County as a tertiary backup storage site. All department heads, in consultation with the Town Clerk, shall determine which boxes/files need to be placed in storage.

## **VI. RESPONSIBILITIES**

Each year, on May 1<sup>st</sup>, the Town of Surfside Incident Commander (IC) will ensure that all designated hurricane preparations and checklists begin to be completed.

Checklists shall be prepared by the following personnel:

- Incident Commander (Appendix M)
- Operations Section Chief (Appendix N)
- Logistics Section Chief (Appendix O)
- Finance/Administration Section Chief (Appendix P)
- Planning Section Chief (Appendix Q)
- Public Information Officer (Appendix R)
- Public Works Director (Appendix S)
- Code Enforcement Director (Appendix T)
- IT Supervisor (Appendix U)
- Building Department (Appendix V)
- Town Commission (Appendix W)

Each Command Staff, General Staff position, and Department Head will provide the Incident Commander (IC) with a status report indicating completion or status of their designated checklist.

During emergencies, the Town of Surfside Emergency Operations Center (EOC) will be activated at the direction of the Chief of Police/IC and in coordination with the North Miami Divisional EOC and the Miami-Dade Office of Emergency Management (OEM) (see EOC Policy).

## VII. PROCEDURES/ACTIVATION

The activation of all personnel will be determined by the Incident Commander (IC). Determining factors will be storm intensity, speed, and other factors.

Sworn employees will be assigned positions on either the Alpha or Bravo shifts. The shift assignments will be based on the employee's normal shift. Generally, the dayshift, designated Alpha, will begin at 0700 hours and the night shift, designated Bravo, will begin at 1900 hours.

The Pre-Landfall Alpha/Bravo reporting times will be determined by the Incident Commander. The reporting times will be dictated by the dynamics of the particular storm and the needs of the Town of Surfside.

Within two (2) hours after landfall, all employees will be required to call the Employee Hotline for instructions.

All essential employees that are unable to respond to their Alpha/Bravo assignments due to a personal emergency as the result of the hurricane will be required to contact the Communications Unit as soon as possible. This may dictate an adjustment of Alpha/Bravo assignments. ***In the event that communication lines are down (i.e. phone lines and/or cell phones) and the employee is unable to contact the Communications Unit, employees are responsible to report to work as soon as possible.***

Supervisors will report thirty minutes before the start of their shift to prepare for roll-call.

When sustained tropical storm winds of 39 mph reach the Town of Surfside, all on-duty personnel will take shelter.

All activated personnel should bring a change of uniform, toiletries, extra police radio battery, medications, blanket, sleeping bag, water, snacks, etc. (see Emergency Operations Plan, Section XV for detailed list).

## VIII. STORM SURGE PLANNING ZONE

Storm Surge is a dome of sea water, up to 20 feet high that arrives with a hurricane. Evacuation zones are identified by their likelihood of being flooded by this rising water. Storm surge is responsible for most hurricane deaths.

The Miami-Dade County Storm Surge Planning Zones (Appendix X) have been redrawn in relation to updated data. The newest generation of model reflects major improvements, including higher resolution basin and grid data. With the new maps, each zone or portions will be evacuated depending on the hurricane's track and projected storm surge, independent of the hurricane's category.

The Storm Surge Planning Zones are used to identify risk of storm surge and is based on all directions of storms. As a storm is approaching, the Miami-Dade Office of Emergency Management (OEM) will identify which areas should evacuate for that particular storm. Residents should monitor news outlets and social media to receive updates on which areas need to evacuate. The Town of Surfside is in Zone B of the Storm Surge Planning Zone.

The description of Storm Surge Planning Zones is as follows:

Zone A is at greatest risk for storm surge for Category 1 and higher storms.

Zone B is at greatest risk for storm surge for Category 2 and higher storms.

Zone C is at greatest risk for storm surge for Category 3 and higher storms.

Zone D is at greatest risk for storm surge for Category 4 and higher storms.

Zone E is at greatest risk for storm surge from Category 5 storms.

## **IX. RESPONSE AND RECOVERY**

The performance of a citywide life safety assessment within the first few hours after a significant event is critical to the recovery efforts of the Town of Surfside.

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. As first responders are engaged in life safety missions, the recovery staff are planning for short-term and long-term recovery activities. Once the life-threatening response activities have been completed and the threat to the Town of Surfside has diminished, then recovery activities become the primary focus of emergency management.

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. The team is responsible for gathering the assessed needs of the community and coordinating with other agencies and organizations to meet those needs.

The Incident Commander (IC) must be able to identify life-threatening situations and imminent hazards in order to prioritize responses, allocate resources and request assistance from mutual aid partners as well as seek aid from state and federal sources.

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:

1. Priority 1: First Response and Life Safety: The protection of health and safety of all persons and emergency responders including:
  - a. Search and Rescue: In the immediate post disaster environment, the priority mission of the Operations Section, 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 and provide lifesaving medical assistance to survivors. Note: In most instances, Miami-Dade Fire Rescue will be the lead agency in all search and rescue operations.
  - b. 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 Miami-Dade OEM, the Logistics Section; Resources/Food and Water Unit will coordinate the distribution of food and water, and other essential commodities.
  - c. Emergency Restoration of Essential Infrastructure and Services: The Operations Section, Public Works, and Infrastructure Group will coordinate the restoration of potable water supplies and waste water systems.
  - d. Emergency Debris Clearance: Public Works will coordinate immediate emergency debris clearance activities in accordance with the Debris Management Plan (Appendix E) which focuses on clearing at least one lane of traffic on all major transit routes. These routes are: SR-A1A (North and South), SR- 922 (96<sup>th</sup> St.), 91<sup>st</sup> Street, Byron Avenue, and 88<sup>th</sup> Street.
2. Priority 2: Public Property and Community Infrastructure Protection: The next response priority after life safety is incident stabilization and property protection.
  - a. Incident Stabilization and Remediation: Based upon the hazard, various protective measures can be implemented to protect property.
  - b. Restore Essential Infrastructure and Facilities: The Building Official is responsible for the identification, prioritization, and implementation of temporary emergency repairs for all Town of Surfside public buildings and infrastructure.

3. 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.

During the recovery stage, the Town of Surfside Police Department will be responsible for conducting the following functions, in addition to normal law enforcement operations:

- Continue staffing limited access traffic posts controlling residents' re-entry.
- Establish secondary traffic posts to perimeter around devastated areas.
- Assist Miami-Dade Fire Rescue with search and rescue operations.
- Initiate anti-looting patrols.
- Assist Miami-Dade Fire rescue with special needs people.
- Provide damage assessment to EOC.
- Initiate Mutual-Aid requests.
- Organize and escort relief convoys.
- Provide for security of equipment, supply, and food/water staging areas.

If outside agencies are requested by the Incident Commander, they will report to the designated staging area where they will meet with the Liaison Officer to receive assignments. Outside agencies will be assigned to the following duties:

- Traffic Control/Direction.
- Anti-Looting/Security Posts.
- Assist in rescue operations.

## **X. DAMAGE ASSESSMENT**

As soon as practical and/or after the storm has passed and the travel on the public roadways is safe, the Town of Surfside will begin its recovery operations. This will include a damage assessment of all roadways, residential areas, and business corridors.

Immediately after a storm passes, the Operations Section will be responsible to conduct a town-wide assessment of damage to property and hazards.

The Planning Section will be responsible to collect and summarize all assessment reports. All reports will then be forwarded to the Town of Surfside Finance Director.

### **A. Snapshot Rapid Impact Assessment Process/Neighborhood Damage Assessment:**

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://gisweb.miamidade.gov/Damage/DamageForm.aspx> and enter their location address, select a graphical depiction of the level of damage, and identify the amount of flood waters in feet into the Neighborhood Damage Assessment Entry Form (Appendix Y). Once entered, this information will be 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, businesses, and infrastructures. This assessment is designed to create a countywide snapshot to prioritize immediate lifesaving response efforts.

B. 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 Town of Surfside Finance Director is responsible for the overall coordination of the FEMA compliant damage assessment for Individual Assistance (IA) and Public Assistance (PA) with all Town Departments. The information must be collected by the Departments listed below, entered on the FEMA compliant damage assessment forms compiled within the Town's EOC, and forwarded to the Miami-Dade County Emergency Operations Center. FEMA compliant damage assessment forms are: Initial Damage Assessment Form Housing (Appendix Z) and Initial Damage Assessment Form Business (Appendix AA). The agencies responsible for FEMA Compliant Damage Assessment:

- Public Works Department is responsible to assess all Town-owned infrastructure, streets, sidewalks, storm drainage, irrigation systems, culverts, ditches, vehicles, and special equipment.
- Code Compliance, assisted by the Building Department, is responsible for assessing the number of homes and businesses with minor and major damage.
- Habitability Assessment: The Building Department conducts the post-disaster habitability inspections for buildings within the Town of Surfside 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.

- Economic Injury: The Tourism, Economic Development, and Community Services Director will provide assistance in assessing economic injury in support of the Miami-Dade County's Economic Development damage assessment efforts.
- C. Miami-Dade County and State of Florida's Assistance in Damage Assessment: Depending upon the severity and extent of impacted areas of a disaster, the Miami-Dade County EOC will contact the Town of Surfside in order to coordinate and assist in damage assessment operations. When possible, the county and state teams will provide support to Town personnel. Prior to the arrival of county damage assessment teams, the Planning Section will forward available damage assessment information to the Miami-Dade County EOC for coordination purposes.

As the data is collected from all cities, the State of Florida, working with FEMA representatives, will evaluate data to determine if Miami-Dade 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 Miami-Dade County's IA damage assessment. As available, it is in the interest of the Town of Surfside 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.

## **XI. DEBRIS MANAGEMENT**

The Public Works Director will activate the emergency Debris Management Plan (Appendix E). The Public Works Director will also activate the debris monitoring contractor(s) which are responsible for emergency debris monitoring, removal, and long-term debris management. The Town of Surfside 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 of Surfside to coordinate with 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 purposes.

## **XII. 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 and the Finance Director are responsible for filing requests for public assistance on behalf of the Town of Surfside.

Kickoff Meeting: The Public Works Director and the Finance 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 and documentation requirements. The Town of Surfside 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 of Surfside and is used by the Federal Coordinating Officer and Public Assistance Officer to determine the number of damage surveys and inspection teams to deploy.

### **XIII. 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 (PA) 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.

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 of Surfside meets a predetermined policy deductible for damages. In the event the cost of an individual claim (including allocated claim expenses) is excluded from the coverage, the amount is in excess of a sublimit, or the amount is in excess of the total limit and a federal disaster is declared, that amount is the responsibility of the Town of Surfside.

The Town of Surfside 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.

### **XIV. DEMOBILIZATION PROCEDURES**

Demobilization procedures are the closing of an incident, to include the collection of reports and the release of personnel and equipment.

The Planning Section Chief shall prepare the demobilization plan, a systematic approach to release personnel and resources. Demobilization is conducted by all sections and branches. See the Demobilization Checklist (Appendix BB).

The Incident Commander (IC) shall approve all demobilization procedures. The Incident Commander (IC) will coordinate the closure of the Town of Surfside EOC with the North Miami Divisional EOC.

Satellite cities, before they demobilize, must report to their corresponding Divisional EOC the following:

- Incident Assessment
- Resource Assessment (supply status)
- Manpower Assessment
- Communications status
- Operation Status

It is the responsibility of the Incident Commander to authorize downscaling and/or deactivation of the Emergency Operations Center. This decision will be coordinated with the general staff and executive team.

- Personnel will be notified of a reduced activation level or deactivation at the earliest convenient time, preferably this decision will be incorporated during the Incident Action Planning Process for the next operational period.
- The Operations Section Chief is responsible for notifying all EOC personnel of the change in staffing requirements and operational hours.
- The Operations Section Chief will also notify field supervisors, the Miami-Dade OEM, and neighboring jurisdictions.
- The Finance Section Chief will ensure that all documentation regarding operations, personnel time, and emergency expenditures is complete and obtained by all response personnel.
- The Logistics Section Chief will ensure that all equipment and supplies are demobilized and tracked until they reach their final destination.
- The Planning Section Chief will ensure that all documentation have been stored and that all tracking documents and databases are properly duplicated. The Planning Section Chief shall also schedule an after-action critique with all relevant parties.
- The Incident Commander should evaluate the need for incident stress debriefing for all personnel and coordinate with the Miami-Dade County EOC for counseling services.



# Town of Surfside Emergency Management Plan and Procedures

## **SECTION VI**

### Pandemic Operational Plan

May, 2020

## VI PANDEMIC OPERATIONAL PLAN

### I. INTRODUCTION

Organizations across the Nation perform essential functions and services that may be adversely affected in the event of a natural or man-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural.

Since the threat to an organization's continuity of operations is great during a pandemic outbreak, it is important for organizations, in particular the Town of Surfside, to have a Pandemic Operational Plan in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Operational Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

### II. PURPOSE

This plan provides guidance to the Town of Surfside and may serve as the plan for maintaining essential functions and services during a pandemic. This guidance neither replaces nor supersedes any current, approved Town of Surfside Emergency Operational Plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

This plan stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene, the vaccination of employees and their families, and similar approaches.

### III. POLICY

Health care professionals predict that a pandemic outbreak is highly likely, if not inevitable, based on current conditions and historical data. Should a pandemic or a mutation thereof spread efficiently between humans, a worldwide pandemic could take place within as little as three weeks. The inevitable shortages of employees and resources make it essential that the Town of Surfside establish plans and take measures in advance to ensure that crucial services are not unreasonably disrupted and that employees are provided with the means to prevent or mitigate the spread of infection. The Town shall coordinate its response with the Miami-Dade Health Department, Centers for Disease Control and prevention (CDC), and the World Health Organization (WHO).

## IV. DEFINITIONS

Avian Influenza: Also known as the bird flu, a strain of influenza that naturally occurs among wild birds. It is deadly to domestic poultry. Highly pathogenic avian influenza such as H5N1 has crossed the species barrier to infect humans, but person-to-person spread has thus far been rare, if it has occurred at all, according to some authorities. The potential for it to mutate into a form that is efficiently transmitted between humans who have no immunity has caused it to be closely monitored. There is no human immunity and no vaccine is yet generally available for public consumption.

Essential Positions and Assignments: Employees who possess special knowledge, skills, or abilities and whose extended absence would create serious disruptions to a critical departmental function.

High-Pathogenicity Avian Influenza (HPAI): Any form of avian influenza—H5N1 being only one potential form—that demonstrates high efficiency in human-to-human transmission.

Incubation Period: Interval between infection and onset of symptoms.

Influenza: Referred to as the flu, an acute infectious viral disease marked by inflammation of the respiratory tract, fever, muscular pain, and bowel irritation.

Isolation: Separation of infected persons from those who are not infected.

Pandemic: A pandemic is a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide.

Pandemic Influenza: Occurs when a new influenza virus emerges for which there is little or no immunity among humans, begins to cause serious illness, and then spreads easily from person to person worldwide.

Personal Protective Equipment (PPE): Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

Quarantine: Legally enforceable order that restricts movement into or out of the area of quarantine of one person, a large group of people, or community; designed to reduce the likelihood of transmission of contagious disease among persons in and outside the affected area. When applied to all inhabitants of an area (typically a community or neighborhood), the intervention is referred to as a cordon sanitaire (sanitary barrier).

Seasonal (or Common) Flu: A respiratory illness that can be transmitted from person to person. Most people have some immunity, and a vaccine is available.

Social Distancing: Measures taken to reduce contacts between individuals in order to lower the chance of spreading the disease.

Strategic National Stockpile: A national repository of antibiotics, chemical antidotes, antitoxins, life-support medications, IV administration equipment, airway maintenance supplies, and medical and surgical items designed to supplement and resupply state and local public health agencies in the event of a national emergency.

Voluntary Quarantine: A request that persons remain at home, ban visitors, wear a mask when in the same room as other members of the household, and sleep in a separate room. These protocols were developed to decrease the risk of transmitting the SARS coronavirus during its outbreak in Toronto and would likely be the primary means of social distancing during a pandemic.

World Health Organization (WHO): The World Health Organization is a specialized agency of the United Nations responsible for international public health. It is part of the U.N. Sustainable Development Group. The WHO Constitution, which establishes the agency's governing structure and principles, states its main objective as ensuring "the attainment by all peoples of the highest possible level of health." It is headquartered in Geneva, Switzerland, with six semi-autonomous regional offices and 150 field offices worldwide.

## **V. PANDEMIC PLANNING ASSUMPTIONS**

Planning for a future pandemic is difficult in part because many important features of the next pandemic are not known. Assumptions relating to the epidemiology of the pandemic are needed to make decisions in planning. These assumptions are based on considerations made by national authorities, seasonal and avian influenza, and past pandemics. Some assumptions are:

- Susceptibility to the pandemic influenza virus will be universal.
- Efficient and sustained person-to-person transmission signals an imminent pandemic.
- The clinical disease attack rate will likely be 30 percent or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.

- Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
- While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemics about half of those who became ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
- Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
- Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations or quarantining household contacts of infected individuals) are likely to increase rates of absenteeism.
- The typical incubation period (interval between infection and onset of symptoms) will vary depending on the illness.
- Persons who become ill may shed virus and can transmit infection for up to one day before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission.
- On average, infected persons will transmit infection to approximately two other people.
- A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic.

- Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two-three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

## **VI. CONCEPT OF OPERATIONS**

The Town of Surfside will monitor the severity of a pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Operational Plan will be implemented as needed to support the continued performance of essential functions. This plan is to be read in conjunction with the Town of Surfside Emergency Management Plan and Procedures, as appropriate. It supplements the Emergency Management Plan and Procedures by addressing considerations and elements specific to pandemic events and emerging infectious diseases.

- A. Pandemic Committee: The onset of a pandemic will inevitably result in new types of requests for services, even as departments experience reduced staffing levels and attempts to provide routine services. In anticipation of these challenges, the Town of Surfside City Manager and Department Heads need to coordinate and identify specific needs, expectations, potential levels of service demands, and reasonable alternatives to services.

The Town of Surfside City Manager shall coordinate the Town's preparation and response to the pandemic by establishing a Pandemic Committee. The committee shall include department heads who bear directly on plan development and who can make preliminary decisions. The committee shall be comprised of the following personnel:

- City Manager
- Police Chief
- Town Clerk
- Human Resources Director
- Parks and Recreation Director
- Finance Director
- Public Information Director
- Public Works Director
- Building Director
- Code Compliance Director
- Town Attorney
- IT Manager
- Any other person deemed necessary

The committee shall identify public and private entities that will have bearing on overall community pandemic response planning and that will interact closely with this department during a pandemic.

Parks and Recreation shall maintain a list of seniors and vulnerable residence for the Town of Surfside.

The committee shall integrate key agencies in the planning process in a manner that will explore problem scenarios and solutions, mutual expectations, and support opportunities.

Plans should be drawn up and coordinated in conjunction with the necessary response partners to avoid confusion, misunderstanding of roles, and expectations. The committee shall monitor updates from the Miami-Dade Office of Emergency Management and public health authorities on changes in the nature or spread of the pandemic and relay important developments to all parties involved.

**B. Information dissemination:** The Public Information Director will develop influenza pandemic risk communications procedures for communicating with all internal and external stakeholders. The Pandemic Committee will review and make recommendations concerning the adequacy of information dissemination capabilities, both within the department and to the community.

- **Internal Communication:** In order to keep employees informed of developments and to provide factual information both before and during a pandemic emergency, the committee may utilize current information sharing capabilities or recommend modifications to these capabilities, as necessary. These may include establishment or refinement of a dedicated employee page on the department's website, development of a dedicated department intranet site, use of hotlines, calling trees, and mass e-mails.
- **External Communications:** The Town of Surfside will be responsible for providing the community with various types of information and news advisories. This information shall be closely coordinated with local and state authorities, to ensure that the public receives consistent factual information and that the source of that information remains constant. To this end, the Pandemic Committee shall recommend improvements that can be made to the Town's current public information capabilities and changes that might be required during an emergency.

C. Essential Functions: Given the expected duration and potential multiple waves of pandemic outbreaks, the Pandemic Committee must review the process involved in identifying essential employees and carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions.

- Essential Employees: Each department head shall identify essential personnel and assignments. Essential personnel are those who meet one or more of the following characteristics:
  1. Employees who possess specialized knowledge, skills or abilities, such as employees who have unique institutional knowledge; specialized technical skills and training; or unique command or supervisory skills, abilities, and responsibilities.
  2. Employees who are the only ones—or only one of a few—who have the knowledge, skills, or abilities to perform the duties assigned to a critical position or assignment.
  3. Employees who could not be readily replaced by transfer of another employee to the position or assignment.
  4. Employees whose knowledge, skills, or abilities would be difficult to impart to another employee through cross-training.
- Essential Services: The Pandemic Committee has identified essential functions and services needed to sustain its mission and operations during a pandemic. Essential Functions are:
  1. Police Services
  2. Public Works Services

D. Orders of Succession: Since a pandemic may affect regions of the United States differently in terms of timing, severity, and duration, the Town of Surfside should identify orders of succession and delegation of authority that are at least three deep per position while considering dispersing successors to various geographically separated locations, as appropriate. Each Department Head needs to plan for the above-mentioned succession planning. That succession planning may take the form of a private corporation/entity.

## VII. PANDEMIC CONTINUITY PLAN

All Town of Surfside personnel are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease of pandemic will be conducted by the Town Public Information Officer. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and policies are provided by Center for Disease Control and/or the Florida Department of Health, to assist in limiting the spread of influenza at the primary and alternate worksite.

Within the workplace, social distancing measures could take the form of modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines), establishing flexible work hours or worksite, promoting social distancing between employees and customers to maintain six-foot spatial separation between individuals, and implementing strategies that request and enable employees with influenza to stay home at the first sign of symptoms.

Department Heads are encouraged to communicate with their employees, particularly any who are in harm's way. The messages should follow the City Manager's message, should echo that message's themes, and should be in the same voice employees' associate with their leader.

Frequent and daily contact is important to keep employees informed about developments in the organization's response, impacts on the workforce, and to reassure employees that the organization is continuing to function as usual.

Department Heads/Command Staff should include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies. The City Manager and Department Heads should:

1. Implement a formal worker and workplace protection strategies.
2. Monitor and periodically test protection methods.
3. Track and implement changes in approved protection measures.
4. Inventory, inspect, and order supplies and equipment, as needed.
5. Reaffirm that essential suppliers have their material and personnel on-hand and are able to respond and support as planned.
6. Coordinate with local public health and emergency response points of contact to ensure open and adequate communications.
7. Provide updates from public health officials.

8. Develop alternate Staffing Strategies.
  9. Monitor the signs of stress due to pandemic, personnel shortages, and additional work hours.
- A. Staffing strategies: Department Heads shall consider a number of alternative staffing strategies to help prevent the spread of influenza among employees and to better meet service demands with reduced staff. The following are alternative works schedules that may be implement:
- Telecommuting (i.e. Working from Home): Some employees may be able to perform essential work duties from remote locations, particularly their homes, using telephones and computers linked to the department.
  - Swing Shifts: Some employees may be able to “flex” their schedules, thereby reducing the number of persons on duty at the same time.
  - Overtime: Overtime may be authorized in cases where essential employees are unavailable to work due to illness and other employees may fill in to perform those duties.
  - Less than Full-time: Select employees may be allowed to work reduced hours.
  - Reassignment: Certain employees may be reassigned to alternate duties.
  - Leave: The Town may cancel vacation leave and other forms of leave.
- B. Alternative Personnel: Several alternatives exist that may be used to supplement Town departments while employees are on sick leave during a pandemic.
- Volunteers: Community volunteers may be used to staff select positions to include clerical and telephone answering duties. Some of these duties may be conducted from a volunteer’s place of residence.
  - Retired Employees: Employees who have retired in good standing with the Town may be recruited to backfill positions. Department Heads shall determine legally required reentry requirements for reassignment.
  - Neighborhood Watch/Citizen Patrols (Police): To help supplement routine patrols, the police department may establish neighborhood watch programs and may consider providing enhanced communications capabilities.
  - Private Businesses: The private sector may be engaged in contracts to perform some specialized functions that cannot be readily addressed by existing department employees.

C. Town of Surfside Police Department: Under reduced staffing emergencies during a pandemic, the Town of Surfside Police Department shall consider implementation of alternatives to traditional responses to calls for service. These include but are not limited to the following:

- **Prioritization of Calls for Service**: The department may consider modifications to its call prioritization system that would allow for significantly deferred response or the use of alternative responses to certain types of calls for service such as medical emergencies, nuisance offenses, and minor thefts.
- **Differential Response to Calls for Service**: The department may consider expansion of its telephone reporting protocols.

D. Legal Issues: There are a number of legal issues that will come into play during a pandemic. These issues may be addressed through the Town's legal service/attorney and Human Resources Director.

- **The legal authority to impose and the responsibility and authority of the Town of Surfside to enforce orders during public health emergencies involving containment, isolation, or quarantine of civilians, closure of schools, beaches, and public facilities, declaration of curfews, prohibitions on travel, and other similar emergency actions.** (Surfside, FL Code of Ordinances: Article VIII. Emergency Management Procedures. Appendix G)
- **Occupational Safety and Health Act**: Proposed Town emergency protocols shall be examined to ensure that the Town is taking reasonable precautions to protect employees from contracting the pandemic in the workplace, protect their medical privacy, and comply with related requirements under the law.
- **Family and Medical Leave Act (FMLA)**: The Town shall determine how best to permit leave for employees to care for family members who are ill, in conformance with FMLA requirements and in light of Towns personnel requirements in an emergency.
- **Health Insurance Portability and Accountability Act (HIPAA)**: Issues concerning medical certification for return to work and medical disclosures to local health authorities shall be examined under HIPAA requirements.
- **Workers' compensation regulations**: The Town shall determine whether, and under what circumstances, employees may be eligible for workers' compensation claims if incapacitated by the pandemic.

- E. Reporting Requirements: Should any Town employee come into contact with a potentially infected person, at any time, regardless of location, the member should contact their immediate supervisor for guidance.

All Department Heads shall notify the City Manager if any Town employee demonstrates any signs or symptoms of a pandemic disease.

- F. Personal Protective Equipment and Supplies: A major objective of all personnel is to reduce the risk of exposure to an infectious disease and to minimize subsequent quarantine through use of appropriate protective equipment and universal precautions, which includes frequent hand washing with antibacterial hand wash, proper use of N95 respirators, and wearing of disposable gloves. Risk reduction through the use of appropriate protective equipment shall help minimize the potential number of members in quarantine.

All department heads are responsible for identifying and making available PPE appropriate for the work environment. All department heads shall ensure that inventory is performed to itemize available Town equipment and supplies that will be needed in a pandemic. Deficiencies in the following areas will be noted and steps taken to stockpile sufficient supplies: rubber gloves, eye protection, ventilated N95 masks, general antiseptic cleaners, water, soap and individual antiseptic wipes.

Employees are responsible for the proper maintenance, inventory, and storage of issued PPE. PPE should be available to use, when needed. PPE should be stored per manufacturer recommendations.

Any employee who identifies hazards in the workplace is encourage to utilize the appropriate PPE and recommend new or improved PPE.

Steps shall be taken to ensure the department facilities are conducive to a "clean environment". Cleaning and maintenance staff shall be re-tasked to focus additional attention in high traffic areas, change HVAC filters, wipe down of surfaces (especially food and beverage storage areas) with antiseptic spray daily, clean bathrooms daily, and remove trash daily.

Hand hygiene is very important in preventing the spread of the viral or bacterial infection. Antibacterial hand soap should be used in the same manner as regular soap. In addition to hand washing after use of restrooms, hands shall be washed when protective gloves are removed and before a new pair is donned.

All members who deal directly with the public shall have access to N95 respirators, nitrile gloves, and anti-bacterial hand wipes or hand sanitizer.

All manufacturer recommendations shall be followed in the donning, maintenance, and disposal of Personal Protective Equipment.

Training: Employees should be trained in the use and maintenance of PPE issued to them, including when the use is appropriate: how to put on, remove, and dispose.

### **XIII. RECONSTITUTION**

Reconstitution is the process whereby the Town of Surfside has regained the capability and physical resources necessary to return to normal (pre-disaster) operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations. Each Department Head shall develop a reconstitution plan for their facilities and personnel. Each department Head should consider the possibility that not all employees may be able to return to work at the time of reconstitution and that it may be necessary to hire temporary or permanent workers in order to complete the reconstitution process.

As such, post pandemic planning needs to be part of any operational plan. The following will be taken into consideration following a pandemic:

- Communication and sharing information with all employees, Town Officials, and residents,
- Continued monitoring of pandemic activity and immunization of employees, where appropriate,
- Monitoring of any potential after effects of the pandemic,
- Evaluation of Pandemic Operational Plan, response, procedures; revisions as necessary, and
- Provide counseling services to all employees, as required.



Town of Surfside  
Emergency  
Operations Plan  
**SECTION VII**  
Appendix

May, 2020



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# EMERGENCY OPERATIONS CENTER

## Town of Surfside Divisional Operations Center

9293 Harding Avenue

Surfside, FL 33154

Main (305) 861-4862

Fax (305) 861-8960

EOC (305) 861-4863

### INCIDENT ACTION PLAN COVER SHEET

Incident Name:
Plan Number:
Operational Date(s):
Operational Period:
Date and Time Prepared:
Prepared by:

This IAP includes the following checked attachments:

- Situation Report/Incident Objective: Form ICS 201
- Organization Assignment List: Form ICS 203
- Incident Organizational Chart: Form ICS 207
- Site Plan or Map
- Storm Tracking Map (NHC Advisory # )
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# Town of Surfside Emergency Operations

## Situation Report/Incident Objectives

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



## TOWN OF SURFSIDE EMERGENCY OPERATIONS CENTER ORGANIZATION ASSIGNMENT LIST

<b>1. Incident Name:</b>		<b>2. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____	
<b>3. Incident Commander(s) and Command Staff:</b>		<b>7. Operations Section:</b>	
IC/UCs		Chief	
		Deputy	
		Staging Area	
Deputy		<b>Branch</b>	
Safety Officer		Branch Director	
Public Info. Officer		Deputy	
Liaison Officer			
<b>4. Agency/Organization Representatives:</b>		Division/Group	
Agency/Organization	Name	Division/Group	
		<b>Branch</b>	
		Branch Director	
		Deputy	
<b>5. Planning Section:</b>		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		<b>Branch</b>	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
<b>6. Logistics Section:</b>		Division/Group	
Chief		Division/Group	
Deputy		<b>Air Operations Branch</b>	
<b>Support Branch</b>		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		<b>8. Finance/Administration Section:</b>	
Ground Support Unit		Chief	
<b>Service Branch</b>		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
<b>9. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____			
ICS 203	IAP Page _____	Date/Time: _____	

## ICS 203

### Organization Assignment List

**Purpose.** The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

**Preparation.** The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

**Distribution.** The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

#### Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"><li>• Date and Time From</li><li>• Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Incident Commander(s) and Command Staff</b> <ul style="list-style-type: none"><li>• IC/UCs</li><li>• Deputy</li><li>• Safety Officer</li><li>• Public Information Officer</li><li>• Liaison Officer</li></ul>	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer").  For all individuals, use at least the first initial and last name.  For Unified Command, also include agency names.
4	<b>Agency/Organization Representatives</b> <ul style="list-style-type: none"><li>• Agency/Organization</li><li>• Name</li></ul>	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	<b>Planning Section</b> <ul style="list-style-type: none"><li>• Chief</li><li>• Deputy</li><li>• Resources Unit</li><li>• Situation Unit</li><li>• Documentation Unit</li><li>• Demobilization Unit</li><li>• Technical Specialists</li></ul>	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty.  If there is a shift change during the specified operational period, list both names, separated by a slash.  For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	<p><b>Logistics Section</b></p> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy</li> </ul> <p><b>Support Branch</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Supply Unit</li> <li>• Facilities Unit</li> <li>• Ground Support Unit</li> </ul> <p><b>Service Branch</b></p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Communications Unit</li> <li>• Medical Unit</li> <li>• Food Unit</li> </ul>	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	<p><b>Operations Section</b></p> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy</li> <li>• Staging Area</li> </ul> <p><b>Branch</b></p> <ul style="list-style-type: none"> <li>• Branch Director</li> <li>• Deputy</li> <li>• Division/Group</li> </ul> <p><b>Air Operations Branch</b></p> <ul style="list-style-type: none"> <li>• Air Operations Branch Director</li> </ul>	<p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	<p><b>Finance/Administration Section</b></p> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy</li> <li>• Time Unit</li> <li>• Procurement Unit</li> <li>• Compensation/Claims Unit</li> <li>• Cost Unit</li> </ul>	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	<p><b>Prepared by</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

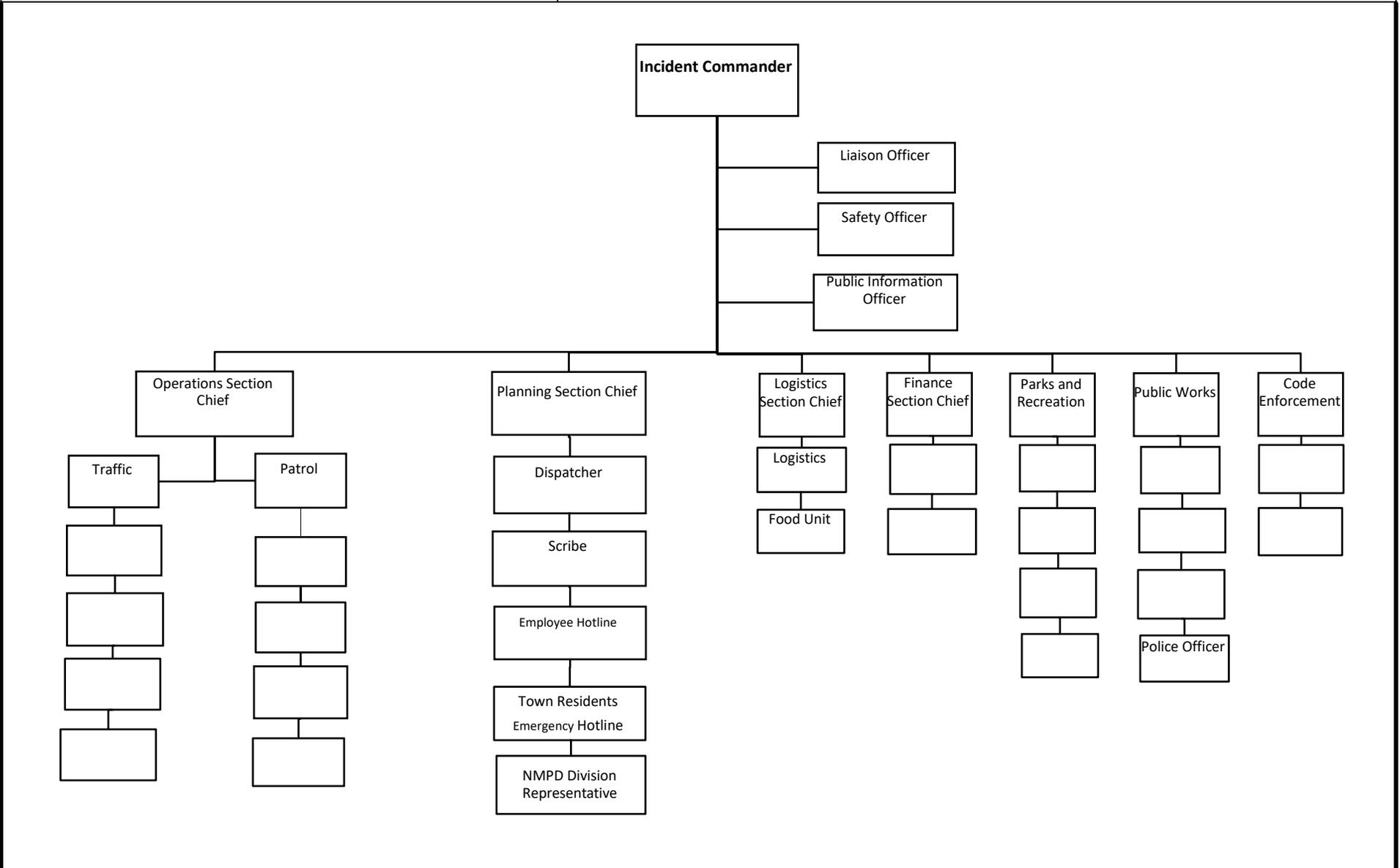


# INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:

2. Operational Period: Date From:  
Time From:

Date To:  
Time To:



ICS 207 IAP Page \_\_\_\_ 4. Prepared by: Name \_\_\_\_\_ Position/Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**TOWN OF SURFSIDE**  
**PUBLIC WORKS DEPARTMENT**  
**“Debris Management Plan”**

Approved by



Town of Surfside  
Public Works Department  
Public Works Director

2020-2021

Prepared By:



9293 Harding Ave  
Town of Surfside, Florida 33154

Phone: (305) 861-4863

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## **Overview and Executive Summary**

As a highly urbanized jurisdiction in South Florida, The Town of Surfside is vulnerable to many different types of disasters. These include natural disasters such as hurricanes and tornadoes, technological disasters such as oil spills or large releases of hazardous materials, as well as criminal disasters, such as civil disorder or terrorism. Major disasters often impact several jurisdictions within the County. They can also generate large volumes of natural and/or man-made debris requiring prompt removal and disposal to allow affected communities to return to normalcy after the event. Debris volumes can be very large, especially after an event such as a major hurricane, and can involve large-scale, countywide operations for debris pickup, transport, and disposal.

During times of normalcy, the plan establishes an annual cycle of preparedness actions that will enable local governments and agencies to rapidly and effectively implement debris management operations. Preparedness activities to be completed pursuant to this plan include updating of local government debris management plans, completing pre-event contracting for debris removal, identifying sites for temporary debris management, and reviewing changes to applicable regulations. Preparedness operations also include identifying roadways that would be a priority for debris clearance, as well training and exercises in plan implementation.

Following a disaster, the operations defined in this plan include assessing the impact of the event and, as indicated, activation of procedures, contracts, and facilities for debris management. Throughout the operational period, monitoring of debris removal, storage and disposal operations must be conducted, as well as implementing programs for public information and education regarding their role in debris management. It is also very important to assuring maximum reimbursement following Federally-declared disasters that documentation of debris management operations is accurate and complete.

Following debris management operations, it is also necessary to ensure that the locations and facilities that were utilized are adequately restored, and that any damages that occurred to public or private property as a result of debris management operations are identified and repaired. Post- operational actions will also ensure that all documentation regarding operations is complete and finalized, and that this plan as well as any of its associated procedures and policies, are evaluated in light of the experience and revised, if needed.

## **MISSION**

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster, to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, and expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property. To establish the most efficient and cost-effective methods to resolve disaster debris removal and disposal issues. To implement and coordinate private sector Debris Removal and Disposal contracts to maximize cleanup efficiencies.

## **PURPOSE**

To provide organizational structure, guidance, and standardized procedures for the clearance, removal and disposal of debris caused by a major debris-generating event. To establish the most efficient and cost-effective methods to resolve disaster debris removal and disposal issues. To expedite debris removal and disposal efforts that provide visible signs of recovery designed to

mitigate the threat to the health, safety and welfare of Surfside residents. To implement and coordinate private sector Debris Removal and Disposal contracts to maximize cleanup efficiencies.

## **Situation and Assumptions**

### **Situation**

Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to, such things as trees, sand, gravel, building/construction materials, vehicles, personal property, etc. The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity. This plan is based on the debris-generating capacity of a Category 4 Hurricane with wind speeds in excess of 131 miles per hour and heavy rainfall. A Category 4 Hurricane will cause extensive damage to large trees and shrubs in addition to substantial structural damage to homes and commercial property. Storm surge will push sea levels 13-18 feet above normal resulting in flooding of areas less than 10 feet above sea level 6 miles inland. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods used to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed. Forecasting and tracking of events that may activate this plan will be made by the Surfside Police Department and Miami-Dade County Office of Emergency Management.

### **Assumptions**

A major natural disaster that requires the removal of debris from public or private lands and waters could occur at any time. The amount of debris resulting from a major natural disaster will exceed the Town's removal, recycling and disposal capabilities. In a major or catastrophic disaster, the may have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.

The Town of Surfside will contract for additional resources to assist in the debris removal, reduction, recycling and disposal process. The Governor will declare a State of Emergency that will authorize State resources to assist in removal recycling and disposal of debris. The Governor will request a Presidential Disaster Declaration if the disaster exceeds both local and State resources. Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process.

### **Identification of Disaster Type and Design of Disaster Event**

The Town of Surfside is prone to several types of disasters as briefed in Situation section. Each disaster type brings a set of debris issues that needs to be addressed. In order to address issues, this section establishes which types of disasters are probable, the various streams of debris that can be generated from each disaster and forecasts based on historical data as well as previous outlined assumptions and what quantity of debris needs to be mediated.

Table A – *“Disasters and Debris Streams Anticipated”* presents various natural disasters that the Town is prone to and the various debris types that can be generated. Based on 2017 historical data, a category 4 hurricane is able to produce a total of 18,500 Cubic Yard of vegetation debris. The majority of debris generated in 2017 from natural disaster were vegetation debris. No debris was

generated from construction site as a result of natural disaster due to contractor preparations ahead of time and site inspections prior to storm. Personal Property Household Items were not quantified since they were minimal. For purposes of this plan, Disaster Debris Management Site will have capacity for 2000 Cubic Yards of Construction and Debris (C+D) and 2000 Cubic Yards for Household White Goods. Items such as vessels and sand will mediated by Miami-Dade County who hold jurisdiction of surrounding bodies of water.

Debris Streams Anticipated	Type of Disaster		
	Hurricane / Typhoons	Tornadoes	Floods
Vegetation	Yes	Yes	Yes
Construction and Demolition	Yes	Yes	Yes
Personal Property Household Items	Yes	Yes	Yes
Hazardous Waste	Yes	Yes	Yes
Household Hazardous Waste	Yes	Yes	Yes
White Goods	Yes	Yes	Yes
Soil, Mud and Sand	Yes	Yes	Yes
Vehicles and Vessels	Yes	Yes	Yes
Putrescent	Yes	Yes	Yes

Table A - “Disasters and Debris Streams Anticipated”

**STAFFING ROLE AND RESPONSIBILITIES**

Because of the limited quantity of resources following the disaster, the Town will rely on a composite of in-house debris collection crew and contractor debris collection crew(s) to remove, collect, and manage debris for reuse, resource recovery, reduction, and disposal. Using a composite of resources will assist in expediting collection by having a on staff crew ready to clear debris as soon as it is safe without the need to wait for contractor. Contractor will be able to come in as soon as possible without there being a lag in debris collection time. Contractor debris collection crew(s) will supplement in-house collection efforts.

The Public Works Department (PWD) is responsible for coordination of the debris removal function. PWD will work in conjunction with designated support agencies utility companies, waste/recycling management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster. PWD will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. This effort will be made with existing contractors so that contracting is facilitated. For example, Town Landscape Contractor will be retained for vegetation debris collection services. Additionally, PWD will maintain an active contract with a Disaster Recovery Contractor for additional support. Due to the magnitude of data collection involved with monitoring, the Town will contract a Debris Monitoring Contractor to assist in debris monitoring as well as provide guidance in the event that self-monitoring becomes an

option. Self-monitoring will be used in the event that debris monitoring contractor is tied up with other disaster areas.

Retained Contractors must meet minimum qualifications with the Town as established by the Town of Surfside procurement policies of the Finance Department. Currently the Town of Surfside has three contracts for Disaster Debris Collection and or monitoring services that were approved through commission votes. These contracts were originated through a Request for Proposal process by neighboring municipalities / cities and the Town of Surfside adopted them after having reviewed and determining they best fit the Town’s need. The Town of Surfside Legal Department reviewed the merits and qualifications of each Request for Proposal and determined a legal process was followed. Chapter 3 of the Town of Surfside Code of Ordinances specifically, Ord. No. 1467, § 2, 11-7-06; Ord. No. 18-1672, § 2, 2-13-18 and Ord. No. 1467, § 2, 11-7-06 covers procurement policy followed for retention of contractors. Table B – “*Current Contractors*” below shows current contractors contracted for debris management services:

Item Number	Contractor Name	Contractor Scope of Work Description	Method of Contracting	Origin Source	Contract Expiration Date	Renewal Process
1	DRC	Debris Collection and Disposal	Commission Approved	City of Lighthouse Point	30-Jun-21	Written Extension
2	Whitt O Brien	Debris Monitoring	Commission Approved	Indian Creek Village	11-Nov-19	Written Extension
3	Luke's Landscaping	Debris Town wide Collection	Commission Approved	Contracted	20-Jan-20	Written Extension

Table B – “*Current Contractors*”

One year prior to expiration of contractor services the Town will make determination to extend existing contract or to search for a new contractor. For any vendor doing any part of any work, including deliveries, the following MINIMUM requirements must be documented with a certificate of insurance BEFORE any work is undertaken:

**General Liability:** \$1 million / \$2 million aggregate, naming the Town of Surfside at the City Hall address as an Additional Insured. This insurance is a general ‘catch all’ for any claim against the vendor, but may have exclusions otherwise that require additional insurance coverage.

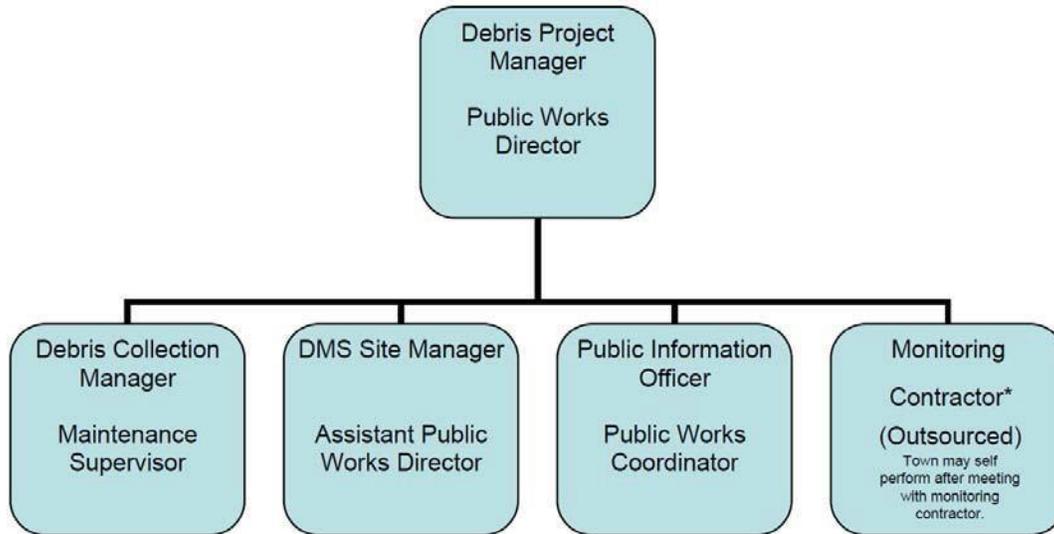
**Automobile:** \$1 million limit that includes all scheduled autos together with non-owned and hired autos, or all autos, and naming the Town of Surfside at the City Hall address as an Additional Insured. There may be some vendors that do not own any vehicles, but they will still need to have a non-owned and hired auto policy with the minimum limit above and also naming the Town of Surfside as an additional insured. The Town requires this of all vendors who will be at any time on Town property or driving a vehicle resulting from their work with the Town.

**Workers’ Compensation:** For most vendors, \$500,000 or the minimum statutory requirement. Some vendors will require additional limits, so you will need to check with Finance first.

**Professional Liability:** \$1 million/\$2million aggregate. naming the Town of Surfside at the City Hall address as an Additional Insured.

Any contractor performing work related to this Debris Management Plan should be capable of running such operation and have prior experience working with disaster management. Contractor credentials will be evaluated by a selection panel consisting of Public Works Director, Assistant Public Works Director and Police Chief.

## Staffing Organizational Chart



Graph A – “Organizational Chart”

## Roles and Responsibilities

During debris collection, the Public Works Director will be acting Debris Project Manager. The Debris Project Manager will delegate various responsibilities to Department personnel. Debris Collection Manager responsibilities will be delegated to Maintenance Supervisor. Debris Collection Manager will oversee Town-wide collection of debris to Disaster Debris Management Site (DDMS). Debris Collection Manager will be in charge of managing Town in-house debris collection resources as well as contractor debris collection resources and reporting status update to Debris Project Manager. The Disaster Debris Management Site will be managed by Assistant Public Works Director. The DDMS Site Manager is responsible for the proper maintenance and use of DDMS site as well as the successful turn-over of site to pre-storm conditions. It is the DDMS Site Manager responsibility to pull proper permits for site and to ensure proper closure of site. All communications and updates regarding debris removal will be handled by the Public Works Coordinator with delegated title Public Information Officer. The Public Information Officer will provide weekly updates to elected officials, staff and residents as well as answer customer service questions. Lastly, all monitoring will be performed by a Monitoring Contractor. This includes monitoring of debris being collected throughout Town, debris brought into DDMS site and debris hauled out for final disposal (chipped material for vegetation). In the event that self-monitoring is required due to lack of contractor resources, an orientation meeting / training will be held with Debris Monitoring Contractor in order to properly train Town staff to perform self-monitoring and advise of any regulatory changes to monitoring practice and procedure. The Debris Monitoring Contractor will train and supervise field monitoring activities as well as the assignment of load tickets by field monitors and collection of load tickets from the Town debris sites. The Debris Monitoring Contractor will implement a unified system of truck bed volume measurement, placarding and auditing of truck volumes through random checking throughout the debris collection, recycling and disposal process. The Debris Monitoring Contractor will conduct a pre and post event environmental assessment of each DDMS site. The

Debris Monitoring Contractor will keep the Public Information Officer informed of debris removal status, cleanup progress and problems encountered at any of the debris sites.

### **Pre-Storm Administrative Actions**

The Police Department will notify the Town Manager, Elected Officials, Town Departments and Agencies upon notice of a Category 1 or above hurricane or other situation that could generate large volumes of debris. Town Hall personnel will establish presence at the Town of Surfside EOC (Town Hall building, located at 9293 Harding Avenue, Surfside, FL 33154) and await specific instructions from the Town Debris Project Manager. The Town Hall staff should be knowledgeable of their specific responsibilities identified in the Town of Surfside Comprehensive Emergency Management Plan, standing operating procedures, and this Plan. Failure of commercial telephone service in The Town would render personal cell phones and/or satellite telephones as primary communication method. Town personnel will conduct an annual Debris Management Workshop with the Contractors and Town staff to review the Debris Management Plan procedures and to ensure that the debris removal operation works smoothly. Scheduling of each event can be independent of each other.

The Police Department and Emergency Command Center will be the primary point of coordination with Miami-Dade County Fire and Rescue. Some of the coordination items are as follows:

1. Respond to fire at Disaster Debris Management sites.
2. Respond to request to investigate and handle hazardous materials incidents.
3. Issue bans on open burning based upon assessment of local conditions and ensures information dissemination.
4. Life Safety matters.

### **Health and Safety Plan and Procedures**

The Town EOC operates under the Incident Command System (ICS) when activated. As such, the Incident Commander appoints a safety officer who oversees all health and safety matters related to the disaster event. The role of the Safety Officer is to ensure the overall safety of all emergency responders, including debris clearance and removal personnel. Additionally, all debris haulers contracted by the Town are required to equip themselves with the appropriate safety equipment, including hard hats, clothing or any protective material suitable for mitigating hazards consistent with their work areas. Furthermore, chapters 11B and 15 of the Code of Miami-Dade County identify some of the health and safety requirements for operating landfills and solid waste management, respectively, in the County. Chapter 11 of the Code of Miami-Dade County is available in its entirety through the Miami Dade County website at [www.miamidade.gov](http://www.miamidade.gov).

Due to the proximity of the Disaster Debris Management Sites to residential and commercial zones as well as natural habitats such as beach, bay and dunes; The Town of Surfside will not perform controlled burn of debris as part of this Debris Management Plan. Ultimately control burns can also pose a quality of life and life safety concern. It is the objective of the Town to remove all debris from within the Town in a time efficient manner without the need to performed controlled burns. No Burn Permit will be required for this plan. Furthermore, residents and property owners will not be allowed to performed control burns of debris on private property. This is due to the small lot sizes of the Town and as expressed in Section 14-66. – Open Burning of the Miami Dade County Code of Ordinances.

### Training Schedule

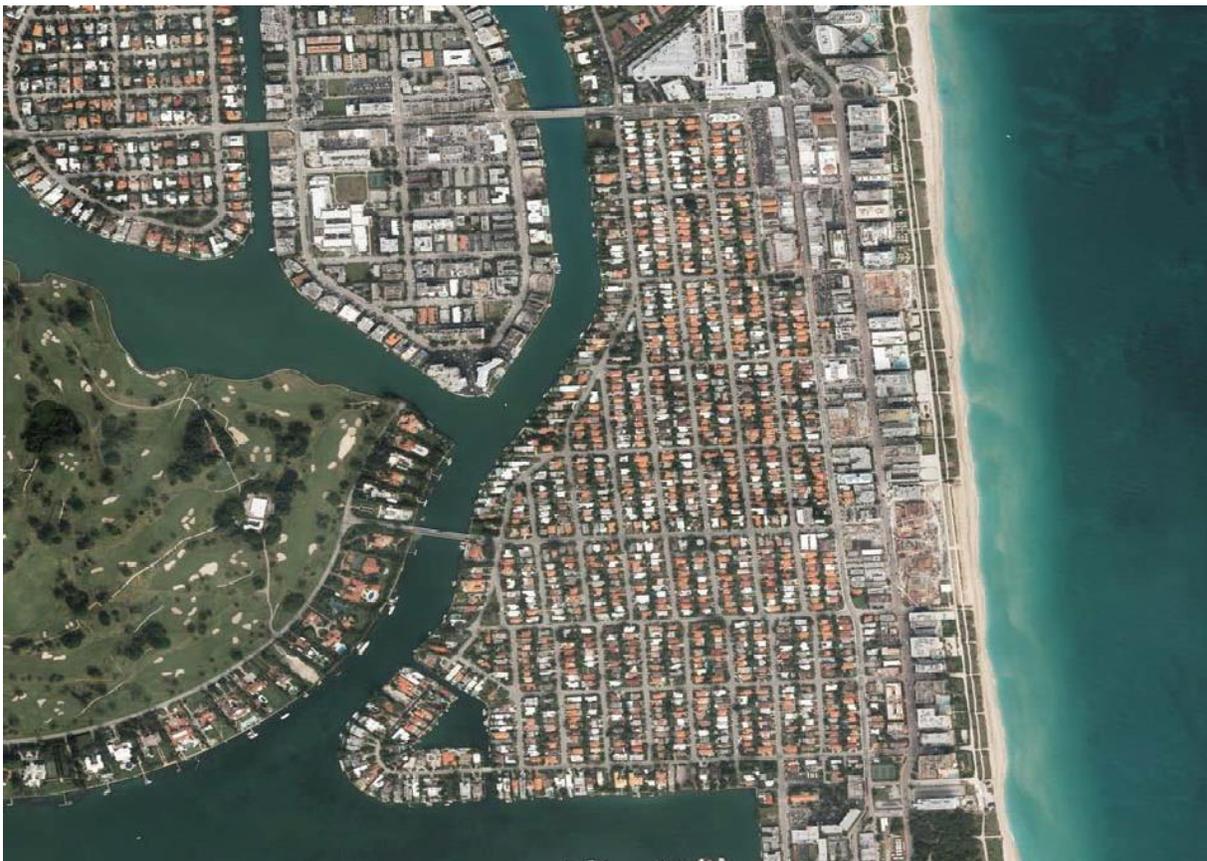
FEMA ICS 100b, 200b, 700 and 800 coursework is required for all Town employees and scheduling of classes and examination is coordinated through Human Resource Department. Furthermore, Town personnel working as monitors during self-monitoring will be trained by Monitoring Contractor. Once a year, the Public Works Department will provide procedural training pertaining to this manual.

### DEBRIS REMOVAL PLAN

#### Town of Surfside Geography

The Town of Surfside is located in Miami-Dade County and spans approximately one mile north to south and half a mile from west to east. The Town is in between both the City of Miami Beach (South Border) and Village of Bal Harbour (North Border). Along the West and East borders there are two bodies of water, the Intercoastal and Atlantic Ocean, respectively. Additionally, the Town is the only vehicular access way for Indian Creek Village which is located to the West. Picture A – “Aerial of Surfside” provides a aerial picture taken by satellite of The Town in 2017. The Town is split into two sectors and they are as follows:

- Residential Single-family home neighborhood
- Condo, hotels and commercial area



Picture A – “Aerial of Surfside”

The east coast beach line is one mile long and along the entire extent has a sacrificial dune that has an average height of 13.00 NGVD. The Town has a total area of .56 square miles. The population as of 2017 is approximately 6,000 residents. Vehicular access to the Town are through the following roadways:

- 96<sup>th</sup> Street
- Collins Ave
- Harding Ave

### **Removal Priorities**

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event. To achieve this objective, the first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted areas. Key roads for the Town are identified as follows:

1. Harding Avenue and 96<sup>th</sup> Street
2. South end of Haulover Park Bridge
3. Collins Ave and 87<sup>th</sup> Street

In addition, the Town has two sewers lift stations: 89<sup>th</sup> Street Lift Station and 93<sup>rd</sup> Street Lift Station that will also need to be cleared of debris so that access to generator for re-fueling is possible.

The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by State and local governments. Critical facilities in the Town have been identified as:

1. Town Hall / Police Department
2. Town Storm Water Pump Stations (Carlyle Ave, 89<sup>th</sup> Street and 94<sup>th</sup> Street)
3. Publix Shopping Center

The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety. This will include such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.

### **Debris Monitoring Consultant**

The Debris Monitoring Consultant (Contractor) will provide monitoring services for all debris collection, hauling into DDMS site, chipping of material and hauling out of debris. Furthermore, the contractor will quantify debris removal operation to ensure accurate numbers for documentation.

**Reimbursement Coordinator**

The Town of Surfside Finance Director will provide for the collection and compilation of all labor, equipment hours, materials/supplies and expenditures related to disaster response and recovery. The Reimbursement Coordinator will also manage the receipt and submission of all Debris Contractor payables via load tickets and load ticket data base information.

**Environmental Programs**

Environmental Programs shall assist with compliance monitoring for all TDSs based on applicable regulations or Emergency Orders issued by the Florida Department of Environmental Protection (FDEP) and debris management contracts.

The DDMS Site does not directly impact natural water supplies, potable water distribution system or wells therefore, no water quality permits will be required. Nonetheless, The Town will abide to obligations within National Pollution Discharge Elimination System (NPDES) and take due care throughout DDMS operation in order to protect from illicit items entering storm water system. Town of Surfside FDEP NPDES Storm Water MS4 Permit is FLS000003-003.

The DDMS Site is not performing any operation that releases gas or impacts quality of air (operations such as controlled burning); therefore, no air quality permit will be required.

All operations set in this DMSS Debris Management Plan are to occur west of the Coastal Construction Control Line Program (CCCL) and therefore will not require a coastal commission land use permit. The Town of Surfside will coordinate accessibility and scheduling assistance with Miami- Dade County whom is responsible for beach disaster debris removal. In the event that the Town has to perform debris cleaning east of the CCCL line, notification of such events will be provided to the following Florida Department of Environmental Protection (FDEP) field inspector:

Southeast	<a href="#">Jenna Caderas</a> , Environmental Specialist II	South Palm Beach, Broward, and Dade	561-681-6602
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Field inspector will provide a field permit at time of notification or will request a site visit prior the issuing of a field permit.

**Hazardous Waste Services**

Fire Rescue shall be responsible for the coordination of inspections, notifications, and if necessary, cleanup or mitigation of any hazardous waste releases at town facilities. Fire Rescue will resume operation of household hazardous waste collection centers as soon as conditions allow. In coordination with the Debris Project Manager, Fire Rescue will identify household hazardous waste (HHW) drop-off locations within areas as needed. Fire Rescue will monitor these HHW.

Understanding that Fire Rescue may not be readily available to pick up HHW due to other priorities, the Town of Surfside has established a drop off point at the Public Works Yard located at 9293 Harding Ave. The yard will be used to store the following HHW:

- Paints
- Stains
- Varnishes
- Solvents
- Pesticides
- Other volatile chemicals that catch fire

Storage will be handled as per the following Miami-Dade County Guidelines:

- Containers shall be maintained in good condition, i.e., sound (not damaged). Containers shall be compatible with the hazardous waste stored in them and approved containers shall meet US Department of Transportation standards (DOT).
- Containers holding hazardous waste shall be maintained closed, except when adding to or emptying the container.
- Containers shall bear labels identifying their content as well as the date storage began.
- When stored outside of working bays, used oil containers shall be labeled as such, covered, and equipped with secondary containment.
- Chemical storage areas must be on an impervious surface with secondary containment or a bermed and covered area away from drainage structures (e.g. floor drains or storm drains). This containment area should be able to hold 110% of the volume of the largest single tank/drum to be stored in this area.
- In large storage areas, there must be aisle space between storage products. This will enable inspection of the container for leaks and/or corrosion.
- Incompatible chemicals or materials should be stored separately.
- Provide appropriate signs and markings so that the Hazardous Waste Storage Area may be readily identified.
- Label each container with the type of material in it and in the case of hazardous wastes, use the words "Hazardous Waste."

There will be an area in the yard within closed shelter (bay) with garage door with a total square footage of 600 square feet. The area will be concrete ground surface and HHW will be contained within barrel drums with plastic bag lining inside. All mentioned guidelines will be followed. Area will be ventilated with exhaust fan and no direct access to storm drains or potable drinking water will be within proximity. In the event that the storage bay is at capacity, the Town of Surfside will request pick up from an Authorized Contractor whom has HHW permit for proper disposal from the State. The Town of Surfside will only store HHW until picked up. Authorized Contractor information is as follows:

**US Ecology**  
7202 East Eighth Ave  
Tampa, Florida 33619  
Contact Name: Tyler Colcord  
Phone: (813) 319 – 3429

(REFER TO PAGE 12 FOR TABLE)

US Ecology Tampa, Inc. Environmental Permit List			
Permit	Permit #	Agency	Expiration Date
EPA ID #	FLD981932494	FDEP	N/A
EPA STORM WATER NOI MULTI-SECTOR	FLR05E179	FDEP	8/19/2021
ENVIRONMENTAL RESOURCES PERMIT	29-024691-003	FDEP	N/A
SOLID WASTE PERMIT	34757-010/SO/30	FDEP	4/1/2019
MERCURY STORAGE & TRANSPORTER	FLD981932494	FDEP	3/1/2019
HAZARDOUS WASTE TRANSPORTER	FLD981932494	FDEP	6/30/2019
TAMPA PORT AUTHORITY WASTE OIL	N/A	TPA	9/30/2018
WASTE TIRE COLLECTOR	00044633	FDEP	4/1/2019
USED OIL COLLECTION & TRANSPORTER	FLD981932494	FDEP	6/30/2019
BROWARD CO. WASTE TRANSPORTER	WT-14-0018	DNRP	4/30/2020
HAZARDOUS WASTE PERMIT (TSDF)	34875-HO-011	FDEP	4/1/2019

Table C – “Authorized Contractor Credentials (Permits)”

presents permit number for Authorized Contractor. Collection of HHW will not be performed by the Town. Residents will be educated about drop off points for disposal. Furthermore, each drop off will be received and receipted with a ticket stating date, location of origin, drop off point, type of HHW and dropped off quantity.

### Private Property Entry and Private Property Debris Removal

Generally, post disaster debris removal from private property is the responsibility of the property owner. The Town produces a brochure to inform the public on actions citizens should take regarding debris removal. Citizens are encouraged to do their part by placing piles of hurricane debris on the right-of-way of their property for collection. However, large scale disasters may deposit large quantities of debris on private property, which may pose a public health threat to the general public. In such situations, the Town may be compelled to enter private property to remove debris in order to mitigate the threat to life, public health, and property. In addition, the Town may also enter private property to remove debris where doing so would ensure that the community-at large is able to recover economically from the disaster. The state and local basis for debris removal on private property is outlined in Florida Statutes §403.706 and Chapter 15 of the Code of Miami-Dade County, respectively. On the federal level, the removal of debris from private property is governed by sections 403(a)(3)(A) and 407 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) and 44 CFR 206.224.

Debris removal from private property includes removal of:

- Large piles of disaster-generated debris in the living, recreational, and working areas of properties in urban and rural areas, including large lots.
- Disaster-generated debris obstructing primary ingress and egress routes to improved property.

- Disaster-damaged limbs and leaning trees in danger of falling on improved property, primary ingress or egress routes, or public rights-of-way.
  - Hazardous tree removal is eligible only if the tree is greater than six inches in diameter (measured at diameter breast height) and:
    - has more than 50% of the crown damaged or destroyed, or;
    - has split trunk or broken branches that expose heartwood, or; the tree itself is leaning at an angle greater than 30 degrees and shows evidence of ground disturbance.
- Hazardous limb removal is eligible only if the limb is greater than two inches in diameter measured at the point of break.
- Debris created by the removal of damaged interior and exterior materials from improved property.
- Household hazardous wastes (such as household cleaning supplies, insecticides, herbicides, etc.)

Debris removed from private property and determined to have a cost will be billed to the property owner through Town of Surfside Sanitation Department.

In the event that entry is required into private property, a protocol is established in this plan in order to attempt to contact and obtain consent from property owner. The Town is responsible to minimize life safety issues that may arise after a disaster while at the same time protecting itself from any liabilities that may arise from entering private property. A Right of Entry Permit Waiver created by FEMA will be used as a mutual acceptance between the Town and property owner to enter the property. This document can be found in Appendix B – “Right of Entry Permit”. Based on the severity of the issue the flow chart presented in Table D – “*Private Property Entry Protocol*” establishes multi-department functions of how to proceed with private property entry. The Public Works Department will make all efforts necessary in order to obtain a signed Right of Entry permit from property owner. This coordination will occur by physically attempting to locate property owner at the property. In the event that property owner can’t be physically located, billing and tax records will be used to attempt to coordinate with property owner. If both options are exhausted, the Police Department will be used to attempt to contact property owner. If the Police Department is not successful then private property will be entered with first entry made by Police Department followed by the Public Works Department. Once entry is made and issue is addressed, a police report of incident will be made and kept on file. If the issue is not of time essence and a correction period can be granted, Code Compliance will issue a code violation and allow Property Owner to correct. If issue is not corrected in granted period of time, then entry with Police Department will be made.

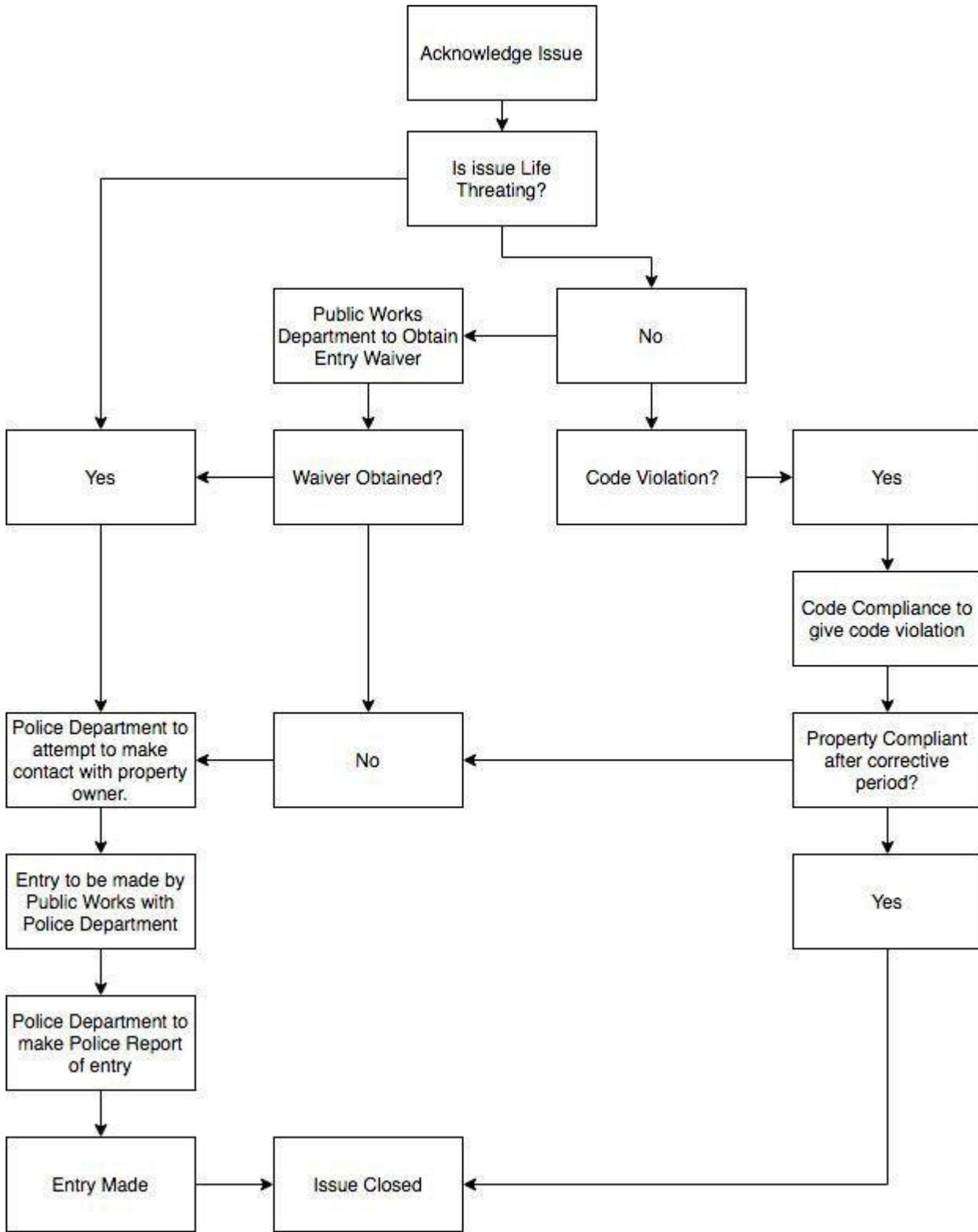


Table D – “Private Property Entry Protocol”

## Site Logistics

Two DDMS sites will be used for debris removal operations. Each location was permitted through County and FDEP for Disaster Debris staging and are as follows:

- 88<sup>th</sup> Street Tennis Center
- 96<sup>th</sup> Street Park
- 94<sup>th</sup> Street Lot (Parking Lot)

Tennis Center site will be the primary site for staging in Phase I of Debris Clearing operation (refer to Debris Management Phases section). 96<sup>th</sup> Street Park will also absorb Phase II operations up until site is at capacity. The site and logistics of site plan are as shown in Picture B – “Tennis Center Site Plan” below:

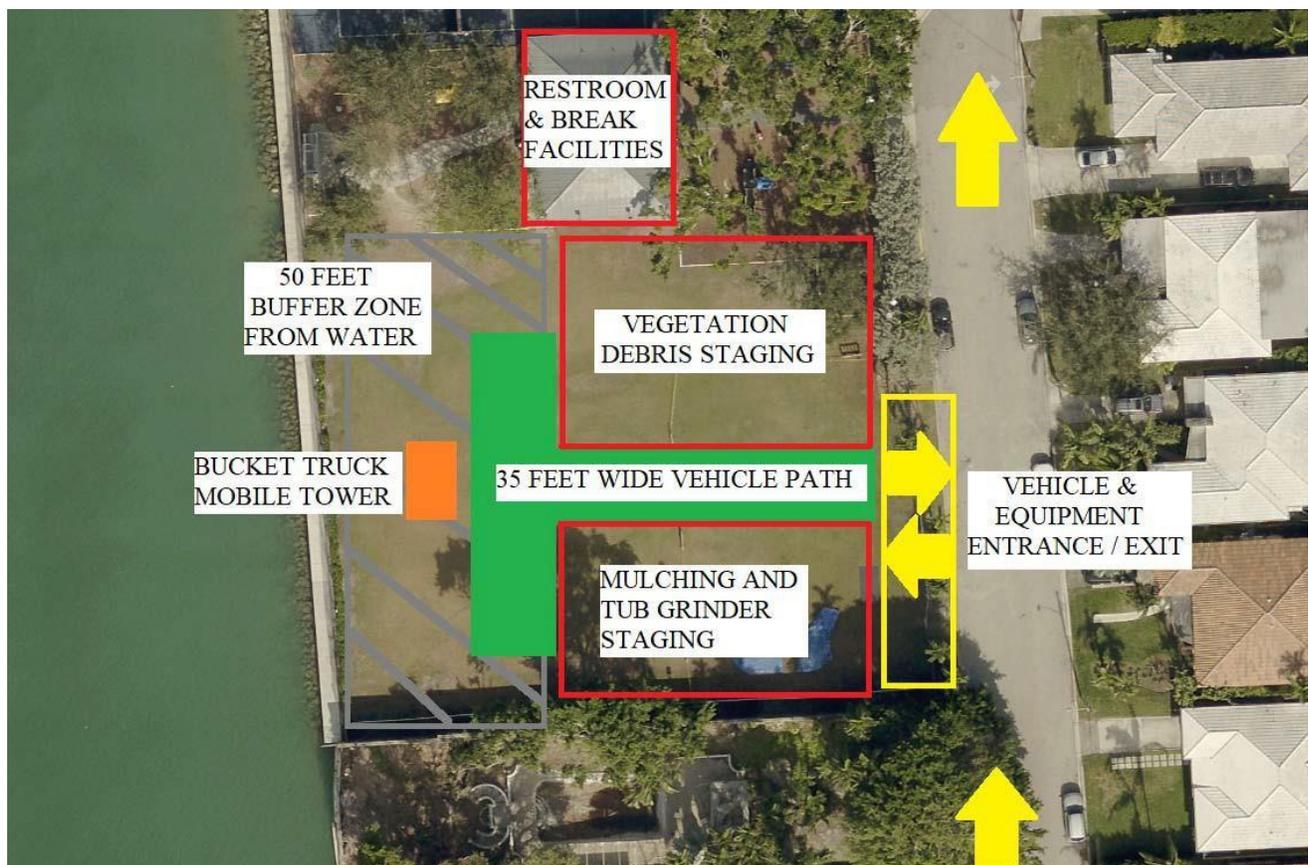


Picture B – “Tennis Center Site Plan”

Primary entrance for site will be through Harding Ave. 88<sup>th</sup> Street and 87<sup>th</sup> Street will be used for large equipment entry such as tub grinder while Harding Ave will be strictly for rotation of debris dumping. All queuing will occur on 88<sup>th</sup> street. 88<sup>th</sup> street from Collins Ave to Harding Ave will be closed off with cones to not allow for traffic not affiliated with debris removal operation. All traveling within DDMS site will occur on marked green areas wide enough for large vehicle movement. Vehicular path will be marked with cones labeled with arrows.

The entire site will be used for vegetation staging. The site will not be used for white goods and Construction / Debris (C+D). Please note hazardous waste will be staged at Town Hall (9293 Harding Ave) until handled by Fire Department (if applicable). The southwest corner of site will be use for mulching / chipping operation. The Town has a Tennis center south of the lot (less than 50 feet) that will be used as office for ticket processing, toilets facilities for workers and breakroom. No trailers or portable toilets will be used for Tennis Center staging site. The entire perimeter of the DDMS site will be fenced in with wind screen in order to contain operation. When the Tennis Center site is at capacity, 96<sup>th</sup> Street Park site will be used for additional resources.

The site and logistics of site plan for 96<sup>th</sup> Street Park are as shown in Picture C – “96<sup>TH</sup> Street Park Site Plan” below:



Picture C – “96<sup>TH</sup> Street Park Site Plan”

The primary entrance and exit of 96<sup>th</sup> Street Park is through Bay Drive. Entrance will be 40' wide to allow for turning in and out of site. Queuing is to occur on Bay Drive. The site has been permitted for vegetation debris use only due to its proximity to a body of water (the Intercoastal). In order to accommodate the near proximity with the Intercoastal, a 50-foot buffer area has been assigned for the entire west of the site. The buffer area will be used for three-point turns for vehicles and for staging of bucket truck that is to act as tower for ticketing of vehicles. The site layout will permit for a tub grinder and chipping on site. Facilities for breaks and restrooms are located on the north of the site.

Table E – “Summary of DDMS Sites” below provides a breakdown of site name, site location, total acreage available, use type and breakdown of use.

Item number	Site Name	Site Location	Total Acreage	Use Type	Primary / Secondary	Total Capacity Breakdown
1	Tennis Center	88th Street and Harding Ave	28,368.75 Sq.Ft	Vegetation	Primary	Vegetation 20,000 SQFT
2	96th Street Park	9572 Bay Dr	43,499.82 Sq.Ft	Vegetation	Secondary	Vegetation 11,000 SQFT
3	94th Street Parking Lot	94th Street and Harding Ave	34,160 Sq. Ft.	C+D, Vegetation	Secondary	Vegetation and C+D 25,000 SQFT

Table E – “Summary of DDMS Sites”

## DEBRIS MANAGEMENT PHASES

### Phase I:

#### Debris Clearance Operations

The Town of Surfside Police Department is responsible for coordinating impact assessment for all public structures, equipment, and debris clearance requirements immediately following a large-scale disaster. Impact assessments are performed by Damage Assessment Teams (DAT) and used to prioritize impacted areas and resource needs. The teams will be composed of Building Department and Community Development Department personnel. DAT personnel also need to identify debris impacts on critical roads and make initial estimates of debris quantities as part of their duties. The Debris Project Manager is responsible for coordinating impact assessment for all of the Town’s public structures, equipment, and debris clearance immediately following a large-scale disaster in order to prioritize the impacted areas and drop-off points for compliance with appropriate regulations and provide for the timely removal and disposal of any and all hazardous waste brought to these sites.

The Town of Surfside Public Works Department primary mission is to clear debris from at least one lane on all primary and secondary roads to expedite the movement of emergency service vehicles such as fire, police and medical responders.

The Town of Surfside Public Works Department Damage Assessment Teams will conduct initial windshield surveys to identify the type of debris and to estimate amounts of debris on the roadways. The results of the windshield surveys will also be provided to the Debris Project Manager located at the EOC.

Priority for debris clearance will be based upon the following criteria:

- 1) Extricate people
- 2) Major flood drainage arteries
- 3) Egress for fire, police, and Emergency Operations Center
- 4) Major traffic routes

- 5) Egress Town Hall complex
- 6) Supply distribution points and mutual aid assembly areas
- 7) Secondary roads to neighbor collection points
- 8) Access for utility restoration
- 9) Neighborhood streets
- 10) Private property adversely effecting public welfare.

During the debris clearance and removal process, Debris Project Manager will be responsible for coordinating with Florida Power & Light and other utility companies (telephone and cable TV) as appropriate to ensure that power lines do not pose a hazard to emergency work crews.

## **Phase II:**

### **Debris Removal, Recycling and Disposal**

The Debris Project Manager is responsible for coordinating the permanent removal, storage, recycling and disposal of all debris deposited along or immediately adjacent to public rights-of-way in the town.

The primary tracking mechanism for all debris loaded, hauled, and disposed of under this Plan will be the Load Ticket, which is detailed in Load Ticket Description section. The Debris Monitoring Contractor has printed pre-numbered load tickets and numbered truck placards, to use at Disaster Debris Management Sites. Each load of debris brought to the debris site must be accompanied by a valid and properly completed Debris Monitoring Contractor issued load ticket. Load tickets will be initiated at debris loading sites and closed-out upon drop-off of each load at a DDMS site and are to be used to document Town force account haulers and Town private Contractor haulers. Load tickets will serve as supporting documentation for private Contractor payment as well as for requests for FEMA reimbursement.

Florida Power & Light and other utility crews will remove and dispose of all utility related debris such as, power transformers, utility poles, cable, and other utility company material.

### **Contractor Debris Removal, Recycling, and Disposal Operations**

Residents will be encouraged to segregate private debris at curbside (vegetation, white goods, etc.). However, small amounts of HHW may be mixed in with material deposited at the Debris Management sites. Therefore, the DMS Site Manager and contractors must be prepared to place any HHW in a separate enclosed and lined area for temporary storage. The Debris Monitoring Contractor will report any accumulation of HHW at the Debris Management sites to the Debris Project Manager. The Debris Project Manager will coordinate for removal and disposal with Fire Rescue. Residents will be advised that any HHW are to be placed separate from storm debris and this material along with other recyclables. The DDMS Site Manager will restore the Debris Management sites as close to the original condition as is practical so that it does not impair future land uses. All sites are to be restored to the satisfaction of the site owner with the intent of maintaining the usefulness of each site. The Debris Collection Manager will make multiple, scheduled passes of each site, location, or area impacted by the disaster. This manner of debris removal will allow residents to return to their properties and bring all debris to the edge of the rights- of-way adjacent to their property. The number and schedule of passes shall be as directed by the Debris Project Manager. Sufficient time shall be scheduled between subsequent passes to accommodate reasonable recovery by residents. Schedules will be provided to the PIO for

publication and notification by the news media and the Town Hall Emergency Information Hot line (305) 861-4862. The Town recognizes the economy of disaster debris disposal through the use of local vegetative Debris Management sites designated for volume reduction of clean vegetative debris. The Town has pre-designated vegetative Debris Management sites for the sole purpose of temporarily storing and reducing clean vegetative debris through grinding. All personnel and contractors will operate the Debris Management sites made available by the Town. The DDMS Site Manager will be responsible for all site setup, site operations, rodent control, closeout and remediation costs. The DMS Site Manager is also responsible for the lawful recycling or disposal of all debris reduction by-products as his/her operations may generate at a Debris Management sites. A listing of all Designated Debris Management sites will be provided to Town personnel and Contractors at the onset of debris management operations. Separate Disaster Debris Management sites will be established for mixed debris if necessary. These sites will be centrally located to handle construction and demolition (C&D) material.

A valid pre-numbered load ticket must accompany all material delivered to a C&D Debris Management sites by Town personnel and contractors. All material deposited at C&D Debris Management sites will eventually be taken a properly permitted landfill for final disposal. The landfill to be used is the North Dade Landfill located at 21500 NW 47 Avenue, Opa-locka, FL 33055. It is a Class III landfill with FDEP permit number 126797-011SO; Facility ID 56822.

The Debris Project Manager may direct contractors to bypass C&D DMS sites and approve the hauling of mixed C&D debris directly to a properly permitted C&D recycling facility or landfill for disposal, if recycling is not feasible. The recycling facilities to be used is Waste Management (WM) Reuters Recycling located at 20701 Pembroke Road, Pembroke Pines FL 33029. Facility ID 54128

The DMS Site Manager will restore the Debris Management sites as close to the original condition as is practical so that it does not impair future land uses. All sites are to be restored to the satisfaction of the site owner with the intent of maintaining the utility of each site.

### **Loading Site Monitors**

Loading Site Monitors will be provided by the Debris Monitoring Contractor. A Loading Site Monitor will be assigned to each loading location where debris is being collected. The Loading Site Monitor will initiate the load tickets that verify that the debris being picked up is eligible under the terms of the contract and to validate location and quantity.

### **Debris Site Monitors**

Debris Site Monitors will be provided by the Debris Monitoring Contractor. The Debris Site Monitors will be stationed at all Debris Management sites and landfill disposal site for the purpose of verifying the quantity of material being hauled by the Disaster Debris Removal and Disposal Contractor through the use of load tickets.

The Contractor shall construct and maintain Inspection Towers at each Debris Management Site and landfill disposal site (Equipment can serve this purpose if height is meet). The DMS site will also be provided with sanitary facilities. The Contractor will construct the inspection towers with a floor elevation that affords the Disposal Site Monitor a complete view of the load bed of each piece of equipment being utilized to haul debris.

A Disposal Site Monitor will be located at each inspection station to verify the load and estimate the volume in cubic yards. The Disposal Site Monitors will estimate the cubic yards of debris in each truck entering the Contractor’s selected Debris Management sites or landfill disposal sites and will record the estimated quantity on pre-numbered debris load tickets. The Contractor will only be paid based on the number of cubic yards of material deposited at the disposal site as recorded on the debris load tickets.

In the event that DDMS Sites (both) are at capacity, Town-wide debris collection operation will be halted until DDMS Sites are relieved to under capacity status. DDMS Site Manger is responsible for monitoring site operation including site capacity and make determination on when chipping operations are to be mobilized and hauling of chipping debris is to occur in order to maintain DDMS Site at capacity. In the event that landfill is at capacity, a secondary landfill within Miami – Dade County will be used. Secondary landfill is South Dade Landfill located at 23707 SW 97th Ave, Homestead, FL 33032.

### Load Ticket Description

The Load Ticket will be a 5-part form. The following is the disposition of each ticket part:

- Part 1 – (White) Load Site Monitor (Contractor)
- Part 2 – (Green) Disposal Site Monitor (Contractor)
- Part 3 – (Canary) Debris Site Client’s Representative (Town)
- Part 4 – (Pink) Prime Contractor
- Part 5 – (Gold) Subcontractor/Driver

The Load Site Monitor will retain Part 1 (White) and the Disposal Site Monitor will retain Part 2 (Green). Part 1 and Part 2 will be turned in daily to the Contractor. Part 3 (Canary) will be given to the Debris Project Manager.

The Contractor will be paid based on the number of cubic yards of eligible debris hauled per truckload. Part 4 (Pink) will be given to the Prime Contractor and Part 5 (Gold) to the truck driver. Payment for hauling debris will only be approved upon presentation of Part 4 (Pink) with the Contractor’s at initiation of each load, the Load Site Monitor will fill out all items in Section 1 of the Load Ticket and will retain Part 1 (White Copy). The remaining copies will be given to the driver and carried with the load to the disposal site. The White Copy will be turned into the at the end of each day.

Upon arrival at the disposal site, the driver will give all four copies to the Disposal Site Monitor. The Disposal Site Monitor will complete Section 2 of the Load Ticket and retain Part 2 (Green). Parts 3, 4, and 5 will be

given either to the Contractor’s on-site representative or to the truck driver for subsequent distribution. The Green Copy will be turned into the at the end of each day.

City Name LOAD TICKET	
Ticket Number:	000001
Prime Contractor:	
Sub-Contractor:	
Date:	
Driver's Name:	
Truck License Number:	
Measured Bed Capacity (cu yds):	
Debris Pickup Site Location:	
Debris Type: (check one)	
Vegetation <input type="checkbox"/>	C&D <input type="checkbox"/>
Mixed <input type="checkbox"/>	Other <input type="checkbox"/>
Departure Time:	
Distance to Debris Disposal Site	
Loading Site Monitor:	
Print Name	Signature
Debris Disposal Site Location:	
Arrival Time:	
Estimated Debris Quantity (cu yds)	
Disposal Site Monitor:	
Print Name	Signature
White – Load Site	Green – SWIA
Pink & Gold – Driver	Canary – Debris Site
Notes:	

All trucks will be measured by the Contractor before the operation begins and periodically rechecked throughout the operation. The Contractor will be paid based on the number of cubic yards of eligible debris hauled per truckload. Payment for hauling debris will only be approved upon presentation of Part 4 (Pink) of the Load Ticket with the Contractor's invoice. Load tickets will also be completed and retained for the Town as a primary mechanism for tracking debris quantities deposited at TDSR sites.

Debris deposited at a Debris Management Site by the Town will be charged the established disposal rate and will be billed by the Town. Part 3 will be the town's record copy of material deposited at the Debris Management Site. It is the responsible of the Town for claiming reimbursement.

## **DEBRIS MANAGEMENT SITE**

### **Monitoring and Coordination Procedures Debris Removal Procedures**

The Town of Surfside is committed to implementing safe and efficient procedures to collect, remove and dispose of debris. The Town will also utilize procedures consistent with the requirements of the Federal Emergency Management Agency, so that the jurisdiction will remain eligible for reimbursement of its debris management expenses. To this end, the Town will implement the following procedures:

- The Town has, in place, a comprehensive debris management contract for complete debris management operations if needed.
- The Town utilized the debris contact technical specifications for this contract. Provisions of the Town's contract with this company require it to ensure that all debris management operations are compliant with Federal requirements for debris management operations the disaster event.
- The debris monitoring contractor is responsible for certification of all vehicles and equipment utilized, as well as ensuring that all personnel are trained in accord with the provisions of the countywide Disaster Debris Management Plan
- The debris monitoring contractor is required to utilize the standardized load ticket as specified in the countywide Disaster Debris Management Plan.
- The debris management contractor is required to provide adequate equipment and personnel as specified by the Town's Debris Project Manager, as well as to adhere to the directives from the debris project manager regarding the scheduling and priority for debris clearance and collection operations.

The procedures used to implement the Town's debris management contract are the following:

- As soon as possible following the disaster event or prior to an event with advanced warning, the debris management company will be contacted by the Town official designated above and the contract will be activated. The contract requires the company to begin operations within 24 hours of the event and to be fully staffed and equipped within 48 hours.
- The designated Town's Debris Project Manager will supervise the contractor and is empowered as the project manager for the contract.
- The Town's Debris Project Manager will set priorities for the contractor and monitor the adequacy of the personnel and equipment provided by the contractor to complete debris clearance from the jurisdiction on a timely basis.

- The Town's Debris Project Manager will receive and review invoices from the contractor and will be responsible for ensuring the validity of all charges and their consistency with Federal regulations. If needed, the Debris Manager will require the contractor to revise invoices to correct any problem areas.
- Upon completion of debris management operations and prior to payment of the final invoice, the Town's Debris Project Manager will be responsible for ensuring that the Contractor has submitted the final invoice and that it is accurate, that all sub-contractors have been paid, that any damages caused by the Contractor during operations have been adequately addressed, and no other problem areas regarding the debris management operation will continue beyond final payment.

### **Site Close-Out Procedures**

The DMS Site Manager will be responsible for preparing and closing out a Debris Management site according to specification in the Debris Removal and Disposal Contract and guidance. Final FDEP or County inspection will be required.

### **Distribution Plan**

In order to ensure that all signatories to the Town Debris Management Plan have the most recent edition of the document, distribution of the official copies of the plan are tracked and documented. The record of the distribution of the current edition of the Town of Surfside Debris Management Plan is dated 2019-2020. Document is to be updated every five years or when deemed fit. Dating can be found on cover page. This document is also kept on file with the Town Clerk Office.

### **PUBLIC INFORMATION PLAN**

The Public Information Officer is responsible for providing information and guidance to the public regarding debris management activities. Emphasis will be placed on actions that the public can perform to expedite the cleanup process.

The Public Information Officer's duties include development of informational bulletins, hotline responses, radio and television announcements, handbills and door hangers, and Disseminate debris route clearing and pickup schedules through public service announcements and press releases, the Town's website, <http://www.townofsurfsidefl.gov> and local cable channel.

# **Miami-Dade County, Florida Emergency Operations Center (EOC)**

## **Municipal Branch Operations Guide**



*Delivering Excellence Every Day*

**August 2016**

Miami-Dade County  
Office of Emergency Management  
9300 NW 41st Street  
Miami, FL 33178-2414  
(305) 468-5400  
[www.miamidade.gov/oem](http://www.miamidade.gov/oem)

## **PLAN SECURITY**

The Municipal Branch Operations Guide is not considered a classified document, it does contain sensitive information and its handling and distribution should be controlled and limited, both electronically and in hard copy.

In accordance with Florida Statutes §281.301 and §119.071(3) (a) (1), this document is held by a governmental agency and the information contained within this document is confidential and intended only for the use of those individuals and agencies to which this document is issued. *(See Roles & Responsibilities section 5.2 for list of agencies that participate in this plan)*

This document is exempt from disclosure under Florida Statute 119.07(1) and S. 24(a), Article I of the Florida State Constitution.

## REVISIONS TO PLAN

This section documents the revisions made to this plan since the last version dated July 2011.

<b>Page</b>	<b>Location</b>	<b>Change</b>
All	All	Document name changed from Municipal Branch SOP to Municipal Branch Operations Guide
All	All	Document template was updated
5	Introduction	Added Emergency Management Accreditation Program (EMAP) reference 4.7.4
6	Purpose	Added Figure 1: Miami-Dade County Plans, Annexes and Operations Guide Chart
13-17	Roles & Responsibilities	Added Table 1: Municipality's Roles & Responsibilities in Emergency Support Functions (ESF)
17	Quarterly Meetings	Added Emergency Management Accreditation Program (EMAP) reference 3.1.1 & 4.7.4
21	Response	Added information about the WebEOC Municipal Branch Status Board
27	Appendix 2	Updated Municipal Table of Organization
28	Appendix 3	Updated Miami-Dade EOC Activation Floor Plan
29-32	Appendix 4	Added a Municipal Branch Checklist
33	Appendix 5	Added table with all Miami-Dade ESFs which includes the purpose of each ESF

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## **1 INTRODUCTION**

The Miami-Dade Emergency Operations Center (EOC) utilizes a bottom-up approach in all phases of emergency management, with response and recovery activities being resolved at the lowest possible level of government. In order to ensure a rapid and efficient response, resources of departmental, agency, municipal, county, state and the federal government are utilized in the said sequential order.

The EOC utilizes the Incident Command System (ICS) to respond to and recover from incidents and disasters. Miami-Dade County has a population of 2.69 million people residing within 34 municipalities and the unincorporated area. To ensure all municipalities are involved in the flow of communication and have representation within the EOC, a municipal branch and the Divisional EOC concept were developed.<sup>1</sup> Due to the high number of institutions of higher education in Miami-Dade County, seven have been included in the municipal branch system. For the purpose of this plan, these will be referred to universities/colleges.

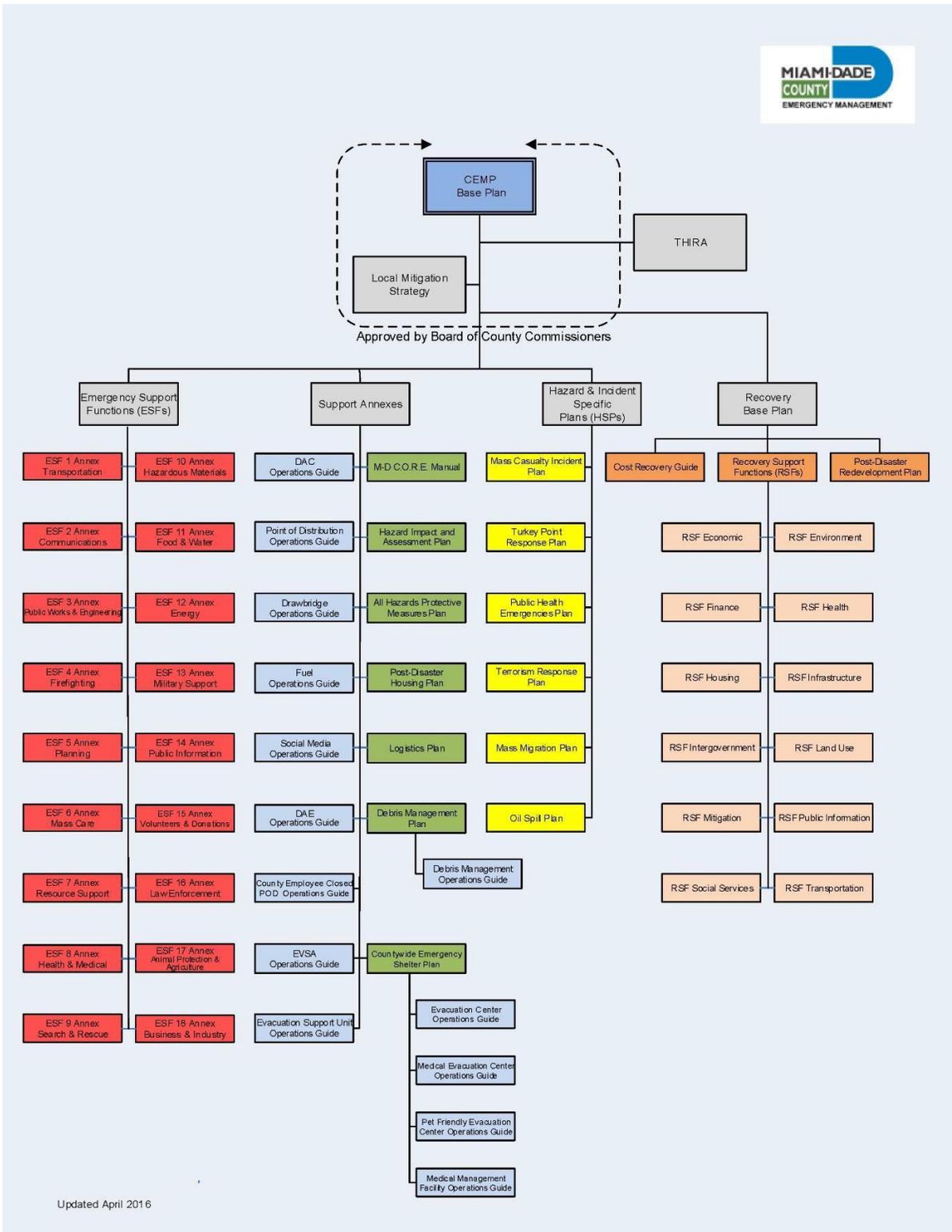
### **1.1 Purpose**

The Municipal Branch Operations Guide explains the functions, roles and responsibilities, and operations of the Municipal Branch within the Miami-Dade EOC, Divisional EOCs and Satellite EOCs. The main function of the EOC Municipal Branch is to coordinate information and collaborate with each other to ensure all response and recovery matters are addressed and resolved during an incident or disaster. Figure 1 on the next page, illustrates a chart with all of Miami-Dade County Office of Emergency Management (OEM) Emergency Support Functions (ESF), support annexes, plans, recovery base plan and operations guides. Municipalities must know what their roles and responsibilities for each of these. During an EOC activation, the EOC Municipal Branch Director is in charge of coordinating the municipalities; and overall operations of the branch.

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<sup>1</sup> EMAP 4.7.4

**Figure 1. Miami-Dade County Plans, Annexes and Operations Guide Chart**



## **1.2 Scope**

The scope of the Municipal Branch Operations Guide is to capture the general roles and responsibilities of:

- The EOC Municipal Branch during an EOC activation prior to, during and after an incident or disaster
- The Divisional and Satellite EOC representatives in conveying information, resource requests and EOC status before, during and after an event
- The Divisional and Satellite municipalities, and universities/colleges on a day-to-day basis

Miami-Dade County operates under a concept of operations that addresses all hazards and not a specific event. Therefore, this guide can be used to address any incident or disaster that threatens or directly impacts the county.

## **1.3 How to use this Operations Guide**

This operations guide is designed to accomplish the following:

- 1) To serve as a training aid to familiarize the representatives for Miami-Dade County municipalities and universities/colleges with their roles and responsibilities of the EOC Municipal Branch,
- 2) To offer operational guidance to decision-makers by providing checklists and sample documents;
- 3) To establish procedural directives in outlining the flow of information within the Miami-Dade EOC, Divisional and Satellite EOCs;
- 4) Provide tools that facilitate completion of EOC Municipal Branch functions and promote consistency in how those functions are carried out by EOC Municipal Branch staff.

This operations guide is divided into 6 sections:

- 1) Introduction
- 2) Authority and References
- 3) Operations Guide Maintenance
- 4) Situation and Assumptions
- 5) Concept of Operations
- 6) Appendices

## **1.4 Distribution**

Copies and/or revisions of this operations guide will be distributed to the personnel serving in the following positions either electronically or distributed upon activation:

- OEM Municipal Liaison

- EOC Municipal Branch Director
- EOC Municipal Branch Aide
- Representatives from Divisional EOCs
- Representatives from Satellite EOCs

Components of this operations guide (e.g., reference documents, checklists) may be distributed to others.

This operations guide can be accessed through the WebEOC File Library, under the Municipal Branch Folder.

## **2 AUTHORITY & REFERENCES**

- Miami-Dade Comprehensive Emergency Management Plan (CEMP)
- Code of Miami-Dade County, Chapter 8-B adopted by the Board of County Commissioners on July 22, 2003 (Ordinance 03-178)
- Florida Emergency Management Act, as amended (Chapter 252, Florida Statutes)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Miami-Dade Emergency Support Functions

## **3 OPERATIONS GUIDE MAINTENANCE**

Changes in operational capabilities, modernization of equipment, or modifications should be incorporated in the revisions to this operations guide. It is the responsibility of the OEM Municipal Liaison, to review and revise this guide biannually.

### **3.1 Revocation**

Any and all parts of previous Standard Operating Procedures, Rules and Regulations, Operations Memos or Administrative Orders in conflict with this Operations Guide are revoked.

### **3.2 Revision**

This version revises prior Municipal Branch Standard Operating Procedures, dated July 2011.

## **4 SITUATION & ASSUMPTIONS**

### **4.1 Situation**

- Miami-Dade County is a densely populated area with an estimated total population of 2.69 million in 2015<sup>2</sup>. The county is comprised of 34 municipalities and an unincorporated area.
- The Municipal Branch includes 34 municipalities, 7 universities/colleges, the Homestead Air Reserve Base (HARB) and the Miccosukee Tribe of Indians.
- Each municipality has its own police department except, Indian Creek and Miami Lakes who have mutual aid agreements with Miami-Dade Police Department (MDPD) for law enforcement.
- Coral Gables, Hialeah, Key Biscayne, City of Miami and Miami Beach have their own Fire Rescue Departments to provide fire protection and emergency medical services (EMS). Miami-Dade Fire Rescue (MDFR) serves the rest of the municipalities.
- During an EOC activation, representatives from all municipalities will not report to the Miami-Dade EOC due to insufficient space and lack of span of control for the EOC Municipal Branch Director. For a better coordinated and efficient structure, 7 municipalities, known as the Divisional municipalities, have been identified to represent the other 27 municipalities and 7 universities/colleges, known as the Satellite.
- When the Divisional EOC activates, they will advise their Satellite EOCs about activation of the Divisional EOC and have space available for a Satellite EOC representative at the Divisional EOC, if requested.
- In the event of an incident or disaster, information can be quickly and effectively disseminated to all residents and visitors of Miami-Dade County.
- Identified procedures are in place to assist municipalities who receive requests that exceed their ability to respond.

### **4.2 Assumptions**

- Municipalities are responsible for providing support, resources and services needed to the residents and visitors within their jurisdictions to save lives, protect property and the environment.
- Miami-Dade County government is responsible for providing support, resources and services needed to the residents and visitors of unincorporated Miami-Dade County and additional areas where County services are contracted to save lives, protect property and the environment.
- Residents may need assistance with any, or all, of the 18 Emergency Support Functions (Appendix 5).

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<sup>2</sup> US Census Bureau QuickFacts, <http://www.census.gov/quickfacts/table/PST045215/12086>.

- Timely and vital information regarding actual, or potential, incidents or disasters will be disseminated to all municipalities by the Miami-Dade OEM Municipal Liaison.
- Municipalities and universities/colleges will maintain their organizational independence and follow their own internal policies, procedures and guidelines when providing their services. The Divisional EOC system will be utilized to enhance emergency management coordination and communication.
- Municipalities and Miami-Dade County may have insufficient resources to meet the needs of those affected by a disaster. Assistance from other public and private agencies, neighboring counties, the State and Federal government may be required to respond to an incident.

## **5 CONCEPT OF OPERATIONS**

### **5.1 Direction & Control**

The EOC serves as the central point of coordination and communication, by State Law and County ordinance, for all disasters that affect Miami-Dade County. The Miami-Dade EOC's response and recovery operations are carried out through the organizational structure depicted in the EOC Table of Organization in Appendix 1. As illustrated in Appendix 1, the EOC Municipal Branch falls under the command and control of the EOC Operations Section Chief (OSC). As such, the EOC Municipal Branch Director is responsible for ensuring that the OSC is kept apprised of all matters related to the EOC Municipal Branch by coordinating with municipalities and universities/colleges within the branch. See Response section 5.6 for further details.

Miami-Dade County is composed of 34 municipalities and an unincorporated portion. In an effort to maintain a manageable span of control in the Miami-Dade EOC Municipal Branch during an incident or disaster, Miami-Dade OEM developed the Divisional EOC system. This system includes seven divisions to group municipalities within the county. The seven Divisional municipalities have been identified as follows:

- City of Coral Gables
- City of Hialeah
- City of Homestead
- City of Miami
- City of Miami Beach
- City of North Miami
- City of North Miami Beach

The remaining of the municipalities, universities/colleges, the Miccosukee Tribe of Indians and HARB, known as Satellites, are assigned to one of the seven Divisionals, primarily based upon their geographic location. With the exception of the City of Miami Beach because the city is located on a heavily populated barrier island within Storm Surge

Planning Zone B and, therefore, cannot effectively accommodate the needs of additional municipalities. Each Divisional and Satellite municipality has their own EOC, referred to as a Divisional EOC and Satellite EOC, respectively (Appendix 2).

In the EOC Municipal Branch table of organization, Florida International University (FIU) is depicted as a standalone. This is because they are the designated special needs shelter for Monroe County. In the event that Monroe County residents need to evacuate to the FIU location, we must ensure that the adequate information is properly disseminated to the Miami-Dade County EOC.

Annually, Miami-Dade OEM and representatives from each municipality evaluate the current EOC Municipal Branch table of organization. If a Divisional, no longer wants to be a host city or a Satellite would like to be considered as a host city, they must notify Miami-Dade OEM by April 1<sup>st</sup>. To be a Divisional, the municipality must have an EOC with the capability to host representatives from other municipalities in a facility that is secure, engineered to withstand a hurricane and properly equipped to serve as an EOC.

To remain as a Divisional, the municipality or university/college *must*:

- Attend Municipal Quarterly Meetings
- Participate in the annual Statewide Hurricane Exercise
- Participate in the annual Turkey Point Exercise (*ONLY if the municipality has any roles and responsibilities in the Turkey Point Response Plan*)
- Attend annual WebEOC and Municipal Branch trainings

Failure to attend and participate in the activities mentioned, could constitute removal as a Divisional municipality. See Preparation section 5.3 for more details.

Newly incorporated municipalities will be assigned as a Satellite and must work cooperatively with their Divisional to approve this assignment. A Satellite municipality can request, by April 1<sup>st</sup>, to be represented by a different Divisional via mail to Miami-Dade OEM. The request must justify the change and provide recommendation for a new Divisional. The new host municipality will be notified by a letter from Miami-Dade OEM of the request and be asked to respond, by letter, confirming that they are in agreement with the change.

The locations and contact information of the current Divisional EOCs can be found on Appendix 6.

## **5.2 Roles and Responsibilities**

During a Miami-Dade EOC activation, each Divisional must designate representatives who have a good understanding of their capabilities and possesses decision-making and resource commitment authority. These representatives will have to report to the Miami-Dade EOC and serve as the liaison between their Divisional EOC, its Satellites and the Miami-Dade EOC. They are responsible for relaying updates and all important

information from the Miami-Dade EOC and vice versa. Below is a list of roles and responsibilities for Divisionals and Satellites during an EOC activation.

### Divisional Municipalities

- Provide liaison for the EOC Municipal Branch
- Serve as support agencies for ESF 2 (Communications), ESF 3 (Public Works & Engineering), ESF 4 (Firefighting), ESF 6 (Mass Care), ESF 8 (Health & Medical), ESF 9 (Search & Rescue), ESF 10 (Hazardous Materials), ESF 14 (Public Information) and ESF 16 (Law Enforcement), as applicable and depending on incident location (Table 1)
- Provide timely situation reports, via WebEOC, to the EOC Municipal Branch Director regarding response activities and essential elements of information from the Divisional EOC and Satellite EOCs under their purview
- Monitor and coordinate the response and recovery activities of the assigned Satellite EOCs, through the Divisional EOC chain of command
- Provide the Divisional EOCs and Satellite EOCs with appropriate updates
- Ensure supplies needed, including communication equipment, agency policy and procedures and contact lists
- Prioritize and find solutions to the problems by identifying and locating resources
- Network and collaborate with other agencies at the local, state and federal levels
- Represent the needs and concerns of the Satellite EOCs under purview
- Anticipate upcoming needs and potential situations
- Be familiar with WebEOC and the operational procedures of the EOC Municipal Branch
- Update the EOC Municipal Status Board, via WebEOC, as deemed appropriate

*The City of Homestead has roles and responsibilities in the event of an accident at the Turkey Point Nuclear Plant. Refer to Miami-Dade's Turkey Point Response Plan and its supporting Policies & Procedures.*

### Satellite Municipalities

- Provide liaison for the municipality seat at the Divisional EOC, if required
- Serve as support agency for ESF 2, ESF 3, ESF 4, ESF 6, ESF 8, ESF 9, ESF 12 (Energy), ESF 14 and ESF 16, as applicable and depending on incident location (Table 1)
- Provide timely situation reports, via WebEOC, to the Divisional EOC regarding the Satellite EOC's response activities and essential elements of information
- Provide the Divisional EOC with appropriate updates
- Prioritize and find solutions to the problems by identifying and locating resources
- Network and collaborate with other agencies via chain of command

- Be familiar with WebEOC and the operations procedures of the EOC Municipal Branch
- Update the EOC Municipal Branch Board, via WebEOC, as deemed necessary

*Florida City has roles and responsibilities in the event of an accident at the Turkey Point Nuclear Plant. Refer to Miami-Dade's Turkey Point Response Plan and its supporting Policies & Procedures.*

**Table 1. Municipality's Roles & Responsibilities in Emergency Support Functions (ESF)**

<b>ESF 2 (Communications)</b>	
<b>Lead Agency</b>	Miami-Dade Information Technology Department (ITD)
<b>Support Agencies</b>	All Municipalities  <b><i>Municipalities with Public Safety Answering Points (PSAP):</i></b> <i>City of Aventura</i> <i>City of Coral Gables</i> <i>City of Hialeah</i> <i>City of Miami</i> <i>City of Miami Beach</i> <i>Village of Pinecrest</i>
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide timely status reports to the EOC Municipal Branch Director regarding ESF 2 response activities and essential elements of information (i.e. status of communications systems)</li> <li>• Utilize internal and citywide resources and implement contracts as needed for response and recovery operations</li> <li>• Submit request through the EOC Logistics Section to request assistance from the State regarding the need for additional staff, equipment and other items to support ESF 2 activities</li> <li>• Support the Hazard Impact and Assessment Plan implementation</li> <li>• Implement emergency and temporary repairs as needed for municipal assets/areas of responsibility</li> <li>• Support Drawbridge Operations Plan implementation, applicable</li> </ul>
<b>ESF 3 (Public Works &amp; Engineering)</b>	
<b>Lead Agency</b>	Miami-Dade Department of Transportation (DTPW)
<b>Support Agencies</b>	All Municipalities
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide timely status reports to the EOC Municipal Branch Director regarding ESF 3 response activities and essential elements of information (e.g. debris estimates, status of debris clearance and removal, damage assessment, emergency reparations, etc.)</li> <li>• Utilize internal and citywide resources and implement contracts as needed for response and recovery operations</li> <li>• Submit requests through the EOC Logistics Section to request assistance from the State regarding the need for additional staff, equipment and other items to support ESF 3 activities</li> <li>• Support the Hazard Impact and Assessment Plan implementation</li> <li>• Support Debris management Plan and Operations guide implementation</li> <li>• Implement emergency and temporary repairs as needed for municipal assets/areas of responsibilities</li> <li>• Support Drawbridge Operations Plan implementation, as applicable</li> </ul>

<b>ESF 4 (Firefighting)</b>	
<b>Lead Agency</b>	Miami-Dade Fire Rescue (MDFR)
<b>Support Agencies</b>	City of Coral Gables Fire Rescue City of Hialeah Fire Rescue City of Key Biscayne Fire Rescue City of Miami Fire Rescue City of Miami Beach Fire Rescue
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Collect data on current operational and resource statuses of own department</li> <li>• Develop priority list of incidents within own jurisdiction</li> <li>• Coordinate with MDFR, the lead agency for ESF 4, to develop countywide priority list</li> <li>• Address situations based upon list</li> <li>• Develop countywide and municipal demobilization plan with the MDFR</li> </ul>
<b>ESF 6 (Mass Care)</b>	
<b>Lead Agency</b>	American Red Cross (ARC)
<b>Support Agencies</b>	All Municipal Police Departments City of Coral Gables Fire Rescue City of Hialeah Fire Rescue City of Key Biscayne Fire Rescue City of Miami Fire Rescue City of Miami Beach Fire Rescue
<b>Roles &amp; Responsibilities</b>	<p><u>Municipal Police Departments</u></p> <ul style="list-style-type: none"> <li>• Assist in the staffing of police officers for safety and security in evacuation centers</li> <li>• Municipal Police Departments are responsible for providing their officers with communication capabilities</li> <li>• Communicate with the Miami-Dade EOC via the Municipal Branch chain of command</li> <li>• Supplement security at the Medical Management Facilities (MMF) as requested and available</li> </ul> <p><u>Municipal Fire Rescue Departments</u></p> <ul style="list-style-type: none"> <li>• Assist with the evacuation of Emergency Evacuation Assistance Program (EEAP) registrants requiring an advanced life support (ALS) unit or ventilator</li> <li>• Complete "Client Transportation Checklist" (See ESF 6, Appendix 8) when picking up EEAP client to ensure they bring the necessary supplies and equipment with them to the evacuation center</li> <li>• Provide at least 1 Paramedic and 1 Emergency Medical Technician (EMT) during evacuation center operations along with a radio, ALS bag, airway kit and an Automated External Defibrillator (AED)</li> <li>• Evaluate evacuees, identified by the ARC registration supervisor, to determine whether their needs would be better served at an alternate evacuation center (Medical Evacuation Center (MEC) or MMF) or hospital emergency room for acute care</li> <li>• Provide transport to evacuees between evacuation centers and MMFs</li> <li>• Coordinate EMS staff with corresponding MDFR EMS if evacuation center is located outside of the municipality's jurisdiction</li> <li>• Communicate with the Miami-Dade EOC via municipal representative in the Miami-Dade EOC</li> <li>• Assist with other health &amp; medical needs that are identified</li> </ul>

<b>ESF 8 (Health &amp; Medical)</b>	
<b>Lead Agency</b>	Florida Health in Miami-Dade County
<b>Support Agencies</b>	All Municipal Police Departments City of Coral Gables Fire Rescue City of Hialeah Fire Rescue City of Key Biscayne Fire Rescue City of Miami Fire Rescue City of Miami Beach Fire Rescue
<b>Roles &amp; Responsibilities</b>	<p><u>Municipal Police Departments</u></p> <ul style="list-style-type: none"> <li>Assist in the staffing of police officers for safety and security in evacuation centers</li> <li>Individual departments are responsible for providing their officers with communication capabilities</li> <li>Communicate with the Miami-Dade EOC via Municipal Branch chain of command</li> <li>Supplement security at the Medical Management Facilities (MMF) as requested and available</li> </ul> <p><u>Municipal Fire Rescue Departments</u></p> <ul style="list-style-type: none"> <li>Assist with the evacuation of EEAP registrants requiring an ALS unit or ventilator</li> <li>Complete the "Client Transportation Checklist" (See ESF 8, Appendix 3) when picking up EEAP client to ensure they bring the necessary supplies and equipment with them to the evacuation center</li> <li>Provide at least 1 Paramedic and 1 EMT during evacuation center operations along with a radio, ALS bag, airway kit and an AED</li> <li>Evaluate evacuees, identified by the ARC registration supervisor, to determine whether their needs would be better served at an alternate evacuation center (MEC of MMF) or hospital emergency room for acute care</li> <li>Provide transport to evacuees between HECs and MMFs</li> <li>Coordinate EMS staff with corresponding MDFR EMS, if evacuation center is located outside of the municipality's jurisdiction</li> <li>Communicate with the Miami-Dade EOC via the applicable municipal representative in the Miami-Dade EOC</li> <li>Assist with other health &amp; medical needs that are identified</li> </ul>
<b>ESF 9 (Search and Rescue)</b>	
<b>Lead Agency</b>	Miami-Dade Fire Rescue (MDFR)
<b>Support Agencies</b>	City of Miami Fire Rescue Department's Task Force 2 City of Coral Gables Fire Rescue City of Hialeah Fire Rescue City of Key Biscayne Fire Rescue City of Miami Fire Rescue City of Miami Beach Fire Rescue All Municipal Police Departments
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>Collect data on current operational and resource status of own department</li> <li>Develop priority list of incidents within own jurisdictions</li> <li>Coordinate with MDFR, the lead agency for ESF 9, to develop countywide priority list</li> <li>Address situations based upon list</li> <li>Develop countywide and municipal demobilization plan with MDFR</li> </ul>
<b>ESF 10 (Hazardous Materials)</b>	

<b>Lead Agency</b>	Miami-Dade Fire Rescue HAZMAT Bureau (MDFR HAZMAT)
<b>Support Agencies</b>	City of Hialeah Fire Rescue HAZMAT Team City of Miami Fire Rescue HAZMAT Team
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Collect data on current operational and resource status of own department</li> <li>• Develop priority list of incidents within own jurisdictions</li> <li>• Coordinate with MDFR HAZMAT, the lead response agency for ESF 10, and Miami-Dade Regulatory and Economic Resources (RER), the recovery agency to develop countywide priority list</li> <li>• Address situations based upon list</li> <li>• Develop countywide and municipal demobilization plan in coordination with MDFR HAZMAT and RER</li> </ul>
<b>ESF 12 (Energy)</b>	
<b>Lead Agency</b>	Miami-Dade County Office of Emergency Management (OEM)
<b>Support Agencies</b>	Florida City Gas Homestead Public Services
<b>Roles &amp; Responsibilities</b>	<p><u>Florida City Gas</u></p> <ul style="list-style-type: none"> <li>• Support restoration of gas transmission facilities, lines and equipment in the post-disaster environment</li> <li>• Coordinate restoration effects with the primary agency and other relevant departments and ESFs operating through the Miami-Dade EOC</li> <li>• Participate in training sessions, exercises and meetings sponsored or endorsed by OEM on an annual basis</li> <li>• Provide updates to the Miami-Dade EOC during activations on issues and restoration times via conference calls and through WebEOC on a timely basis</li> </ul> <p><u>Homestead Public Services</u></p> <ul style="list-style-type: none"> <li>• Participate in county and federal mandated radiological emergency preparedness training courses and exercises</li> <li>• Provide updated to the EOC during activation on issues and restoration times via conference calls and through WebEOC on a timely basis</li> <li>• Support restoration of power generation and transmission facilities and equipment in the post-disaster environment</li> <li>• Coordinate restoration effects with the primary agency and other relevant department and ESFs operating through the Miami-Dade EOC</li> <li>• Participate in training sessions, exercises and meeting sponsored or endorsed by OEM on an annual basis</li> </ul>
<b>ESF 14 (Public Information)</b>	
<b>Lead Agency</b>	Mayor's Office of Communications
<b>Support Agencies</b>	Municipal Public Information Officers (PIO)
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate with the Lead Public Information Officer (PIO) to maintain effective communications and consistent messaging among the county</li> <li>• Coordinate with the Lead PIO dissemination of all county and municipal information</li> <li>• Assist and coordinate with Miami-Dade Operations PIO with the development and releases of media advisories</li> </ul>
<b>ESF 16 (Law Enforcement)</b>	
<b>Lead Agency</b>	Miami-Dade Police Department (MDPD)
<b>Support Agencies</b>	All Municipal Police Departments

<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Collect data on current operations and resource status of own department</li> <li>• Develop priority list of incidents within own jurisdiction</li> <li>• Coordinate with MDPD, the lead agency for ESF 16, to develop countywide priority list</li> <li>• Address situations based upon list</li> <li>• Develop countywide and municipal demobilization plan with MDPD</li> </ul>
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### 5.3 Preparation

It is required that representatives who report to a Divisional EOC, Satellite EOC or Miami-Dade EOC participate in the following activities as preparation for their EOC roles and responsibilities.

- Federal Emergency Management Agency (FEMA) Independent Study (IS) Courses:

- IS 100: Introduction to ICS
- IS 200: ICS for Single Resources and Initial Action Incidents
- IS 700: National Incident Management System (NIMS), An Introduction

All FEMA IS courses can be accessed online through this website: <https://training.fema.gov/is/crslist.aspx>. All representatives who report to the Miami-Dade EOC must submit copies of the certificates after completing these courses to the Miami-Dade OEM Municipal Liaison. All Divisional municipalities must ensure their representatives, including their Satellite EOCs, complete these courses.

- WebEOC training
- Municipal Branch Trainings
- All municipalities and universities/colleges must ensure that all their respective plans are updated
- Provide the OEM Municipal Liaison with a current contact information for a primary, secondary, tertiary and a 24-hour point contact
  - All municipalities and universities/colleges must update their emergency contact information by submitting the Emergency Contact Updated Form by May 1<sup>st</sup> of every year
  - Divisionals must ensure to update the emergency contact information for all their Satellites

#### Quarterly Meetings<sup>3</sup>

Miami-Dade OEM will host Quarterly Meetings for the representatives of the Divisional and Satellite municipalities, universities/colleges and other county partners. The meetings will be held at the MDFR Training Facility located behind the MDFR Headquarters in Doral, Florida. The purpose of these meetings is to discuss current issues, upcoming training/exercises, have speakers from different agencies, and other emergency management matters. Divisional municipalities are *highly* encouraged to hold regular meetings with their Satellite municipalities.

<sup>3</sup> EMAP 3.1.1 & 4.7.4

## **WebEOC Training**

Every year, Miami-Dade OEM offers WebEOC trainings at the Miami-Dade EOC. A list of dates, usually from April – October, is available by March of every year. The WebEOC training conducted at the Miami-Dade EOC, is mostly geared towards the representatives who report to the Miami-Dade EOC during an EOC activation. Training topics include EOC Security Process, EOC Representative Role & Responsibilities and WebEOC Software (i.e. agency situation report, activity log, Incident Action Plan (IAP), resource requests and assigning tasks and mission requests). All Divisional EOC are responsible of conducting annual WebEOC training for their Satellite EOCs. It is recommended that new representatives from Satellite EOCs attend this training.

## **EOC Municipal Branch Training**

The EOC Municipal Branch training is conducted at least once a year, in conjunction with a WebEOC training at the Miami-Dade EOC. Conducted by the OEM Municipal Liaison, topics include representative's roles and responsibilities within the EOC Municipal Branch, Municipal Branch WebEOC boards and the WebEOC system. Like the WebEOC trainings at the Miami-Dade EOC, these trainings are geared towards representatives who report to the Miami-Dade EOC during an EOC activation. But, it is recommended that new representatives from Satellite EOCs attend this training.

To participate in WebEOC and EOC Municipal Branch trainings, attendees must complete FEMA IS courses IS 100, IS 200, and IS 700 prior to attending the training.

It is imperative that the Divisional representatives understand the Divisional EOC concept, are certified with the required FEMA courses trained in WebEOC, be capable of making key decisions and be able to communicate information between the Divisional EOC and Miami-Dade EOC. Divisional representatives must also understand that he/she represents the Divisional municipality and the Satellite municipalities and universities/colleges under their purview.

## **5.4 Alert & Notification**

Miami-Dade OEM is always monitoring events in and around the county to assess any potential threats to life and property. When an incident occurs, with or without notice, in Miami-Dade County, the OEM Municipal Liaison will notify **all** municipalities and universities/colleges by email. If necessary, a follow up phone call and/or fax will be prompted. Divisionals must ensure their respective Satellites are receiving the notification(s) sent by OEM.

If the incident may prompt an EOC activation, the OEM Municipal Liaison will conduct a conference call with all municipalities and universities/colleges to brief on:

- Current status of the incident

- EOC activation status
- EOC shift schedules and staffing
- Encourage municipalities to review and implement their agency's plan

During the possible threat of tropical storm or hurricane, the OEM Municipal Liaison will distribute information obtained from the National Hurricane Center (NHC) as it becomes available.

Once the Miami-Dade EOC is activated, the OEM Municipal Liaison will transition to the EOC Municipal Branch Director position.

## **5.5 Miami-Dade EOC Activation Levels**

### **Level III (Monitoring & Assessment)**

Miami-Dade EOC is considered to always be at a Level III because Miami-Dade OEM continuously monitors and assesses any specific threat, unusual event or situation that may affect Miami-Dade County. This level is considered an internal process and it involves little, if any, inter-agency direction or coordination and significant modifications of day-to-day operations are not required.

Upon notification of the existing incident, the Duty Officer will evaluate the situation and if conditions warrant notifies the OEM Director or designee. The Duty Officer will prompt the OEM Municipal Liaison to alert municipalities on the current situation (See *Section 5.4: Alert & Notifications*) and recommend to take appropriate action. At conclusion of the event, the OEM Municipal Liaison must receive documentation of the completion of the actions taken by the municipalities affected. The OEM Municipal Liaison will submit information to the Duty Officer. When an incident is generally resolved in a brief period of time by using a very small number of resources, the EOC will maintain its Level III activation.

If necessary, conference calls with municipalities and universities/colleges will be conducted to respond to or mitigate the situation, but no IAP will be developed.

### **Level II (Partial)**

Level II activation is when the EOC may begin operating 24 hours a day, where selected agencies are activated and required to report to the EOC. The selected agencies who report to the EOC, begin preparations due to a significant threat of a disaster or to coordinate response due to the occurrence of a minor disaster. All other agencies are alerted and put on standby.

When the EOC is activated to a Level II, the EOC disseminates information and begins to coordinate preparation and response actions with external agencies, Municipal Branch representatives and Miami-Dade County departments. ICS is implemented and all five sections along with the branches within the EOC are activated. In most cases, the Public

Information Officer (PIO) (ESF 14) is activated. At this point, the OEM Municipal Liaison transitions to the EOC Municipal Branch Director.

The IAP, which establishes the operational objectives and priorities of the incident, is developed and implemented by the EOC Command Staff. EOC personnel is briefed on the IAP and significant items are posted on the EOC status boards.

### **Level I (Full-Scale)**

In a full-scale activation, the EOC is activated on a 24-hour schedule due to an imminent threat or occurrence of an emergency or disaster. All staff, ESFs and Municipal Branch representatives are activated and required to report to the EOC. As in a Level II activation, the ICS is implemented and all five sections along with the branches are activated. The IAP is developed and implemented by the EOC Command Staff.

Should the response escalate and exceed local capabilities, additional support of back-up staff, including representatives from the State of Florida Division of Emergency Management and/or FEMA, is notified and available to assist.

The OEM Municipal Liaison will notify all municipalities of events that are being monitored or have occurred that may require sending a representative to the EOC.

## **5.6 Response**

Once an EOC activation (Level II or Level I) has been ordered, representatives from the Divisionals must report to the Miami-Dade EOC. Each Divisional municipality is allowed one representative at the Miami-Dade EOC, per shift. This representative represents the interests of his/her Divisional and Satellite municipalities during any activation. Divisional municipalities may activate their EOCs before or in conjunction with Miami-Dade County, depending on how the event affects their municipalities. If the Divisional EOC is activated, Divisionals must advise Satellites about activation and offer them a seat at the Divisional EOC, if requested.

Once the Miami-Dade EOC is activated to a Level II, depending upon the type and needs of the incident, it is recommended that the Divisional municipalities send a representative to the Miami-Dade EOC, especially if their municipality or Satellite municipalities are immediately impacted by the event. When the Miami-Dade EOC is activated to a Level I, all Divisional municipalities are required to have a representative report to the Miami-Dade EOC.

The Divisional representatives are considered a branch of the Operations Section within the activated Miami-Dade EOC, as depicted on the Miami-Dade EOC table of organization on Appendix 1. During an EOC activation, representatives from the Divisional municipalities report to the EOC Municipal Branch Director. As the incident develops, municipalities coordinate activities to meet the objectives specified in the IAP.

## **Situation Report**

A situation report provides an overview of the status and actions performed by the municipalities, universities/colleges and municipal partners during the operational period. Each Divisional and Satellite EOC is required to complete a situation report, per operational period, via WebEOC. The Divisional EOCs will compile the situation reports from their Satellite EOCs, which are then submitted to the Divisional EOC representative at the Miami-Dade EOC. The Divisional EOC representative will review situation report prior to submitting it to the EOC Municipal Branch Director. The situation reports should be concise and in bullet point form. It is recommended to review the current IAP prior to compiling the situation report.

## **Municipal Branch Status Board**

The Municipal Branch Status Board displays status information for EOCs, government offices, infrastructure, telecommunications, debris, flooding, hazmat, emergency services, casualties, transportation, civil unrest and animal issues of all municipalities and universities/colleges. Each EOC is in charge of updating their municipality's status through the WebEOC Municipal Branch Status Board, as deemed necessary. Divisional EOCs must make sure their Satellite EOCs are updating their respective statuses as appropriate.

Detailed response activities are outlined in the EOC Municipal Branch Checklist in Appendix 4.

## **5.7 Recovery**

Depending upon the nature of the incident, the coordinated functions provided by the EOC Municipal Branch may need to continue beyond the response phase. When the EOC Municipal Branch transitions from the response to recovery phase, Divisional EOCs will continue to coordinate with their Satellite EOCs on recovery activities. The representatives in charge of addressing recovery activities will be designated by the Divisional municipality. Activities will be coordinated with the Recovery Support Function (RSF) Intergovernmental that serves as their representative in the Recovery Operations Center (ROC).

The transition of ESF to RSF from response into short-term recovery is addressed in the Recovery Plan. Long-term recovery and redevelopment are addressed in the Post Disaster Redevelopment Plan (PDRP) through Technical Advisory Committees (TAC). Table 2 illustrates the transition of the ESFs in which municipalities have roles and responsibilities.

**Table 2. Transition of ESF to RSF and TAC**

<b>CEMP: Emergency Support Function (ESF)</b>	<b>Recovery Plan: Recovery Support Function (RSF)</b>	<b>PDRP: Technical Advisory Committee (TAC)</b>
ESF 1 (Transportation)	RSF Transportation	Infrastructure & Transportation TAC
ESF 2 (Communications)	RSF Infrastructure	Infrastructure & Transportation TAC
ESF 3 (Public Works)	RSF Infrastructure	Infrastructure & Transportation TAC
ESF 4 (Firefighting)	NA	NA
ESF 5 (Planning)	Recovery Manager	Recovery Manager
ESF 6 (Mass Care)	RSF Social Services RSF Housing	Health & Social Services TAC Housing TAC
ESF 7 (Resource Support)	NA	NA
ESF 8 (Health and Medical)	RSF Health	Health & Social Services TAC Environmental TAC
ESF 9 (Search and Rescue)	NA	NA
ESF 10 (Hazardous Materials)	RSF Environment	Environmental TAC
ESF 11 (Food and Water)	RSF Social Services	Health & Social Services TAC
ESF 12 (Energy)	RSF Infrastructure	Infrastructure & Transportation TAC
ESF 13 (Military Support)	NA	NA
ESF 14 (Public Information)	RSF Public Information	Outreach TAC
ESF 15 (Volunteers and Donations)	RSF Social Services	Health & Social Services TAC
ESF 16 (Law Enforcement)	NA	NA
ESF 17 (Animal Protection & Agriculture)	RSF Social Services RSF Health	Health & Social Services TAC
ESF 18 (Business and Recovery)	RSF Economic	Economic Redevelopment TAC
Municipal Branch	RSF Intergovernmental	Recovery Manager

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon all municipalities and universities/colleges.

## 5.8 Demobilization

As the situation normalizes, and municipalities and universities/colleges services can be restored within the county, the EOC Municipal Branch Director will meet with the EOC Operations Section Chief and/or EOC Command Staff to assess the current situation.

Prior to doing so, all municipalities will compile a report that addresses the current status, and describes how day-to-day services will be restored to the community. This report will encompass the following points:

- Incident assessment
- Resource assessment (supply status)
- Manpower availability
- Communications status

- Operations status

The information status of the report should be reflected on the Municipal Branch Status Board on WebEOC.

This report will be prepared by each Divisional municipality and must include status of services from the Satellite municipalities under their purview. The report should be presented to the EOC Municipal Branch Director who is responsible for compiling the reports from all the Divisional municipalities into one overall report. The overall report will be provided to the EOC Operations Chief and/or EOC Command Staff.

## **5.9 Resource Management and Logistics**

Municipalities and universities/colleges are required to develop their own resource management system that includes pre-emergency, systematic identification of resource requirements, shortfalls and inventories. Procedures that address the identification, location, acquisition, storage, maintenance and testing, timely distribution, and accounting for services and materials. Resource needs and shortfalls should be prioritize and addressed through a variety of initiatives, such as budget process, executive process, mutual aid agreements, memoranda of understanding, contractual service agreements, or business partnerships and the necessary steps to overcome any shortfalls.

The resource management system should include procedures that address the following:

- (1) Activating those processes prior to and during an emergency
- (2) Dispatching resources prior to and during an emergency
- (3) Deactivating or recalling resources during or after an emergency

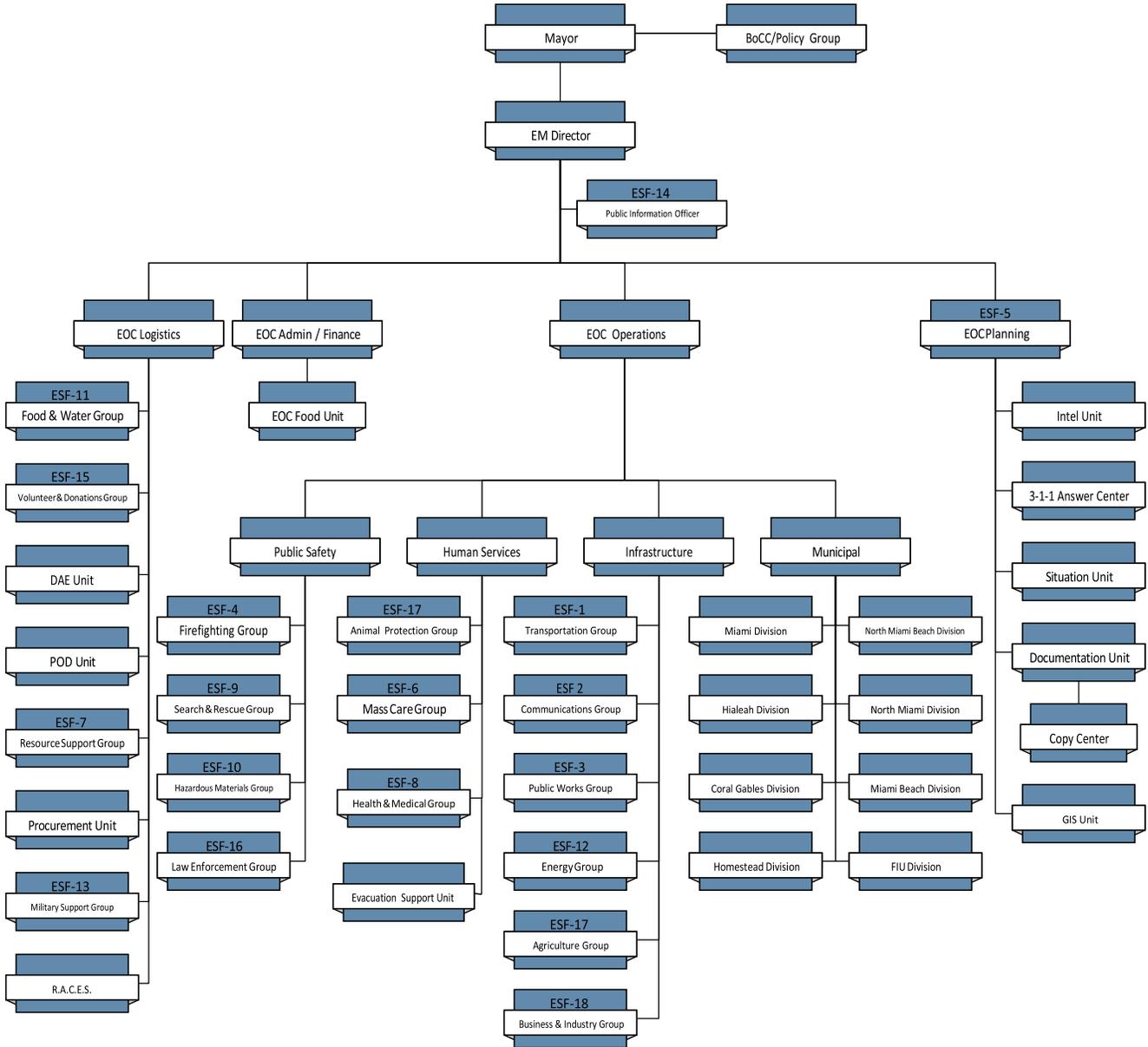
During an incident or disaster, municipalities and universities/colleges are expected to utilize their own inventory of resources prior to seeking assistance from other jurisdictions. In the event that resources have been exhausted, they can request assistance via chain of command. If a Satellite municipality needs outside resources, they must communicate with their Divisional EOC for assistance. If the Divisional municipality is unable to provide the resources requested, they must communicate with their counterpart at the Miami-Dade EOC. The representative at the Miami-Dade EOC will be responsible for seeking assistance from the appropriate agencies at the EOC. If agencies are unable to provide resources, Miami-Dade EOC Divisional representative will submit the request to the Miami-Dade EOC Logistics Section for documentation.

Municipalities that have exhausted their resources and need additional support, but are unable to locate support within their own jurisdiction can submit resource request through WebEOC. Although, Satellite municipalities can enter resource requests into WebEOC, they must communicate with their Divisional municipality prior to submitting request. (Satellite municipalities should clarify with their Divisional municipality as to how they would prefer this process to be conducted). If Miami-Dade County cannot satisfy a

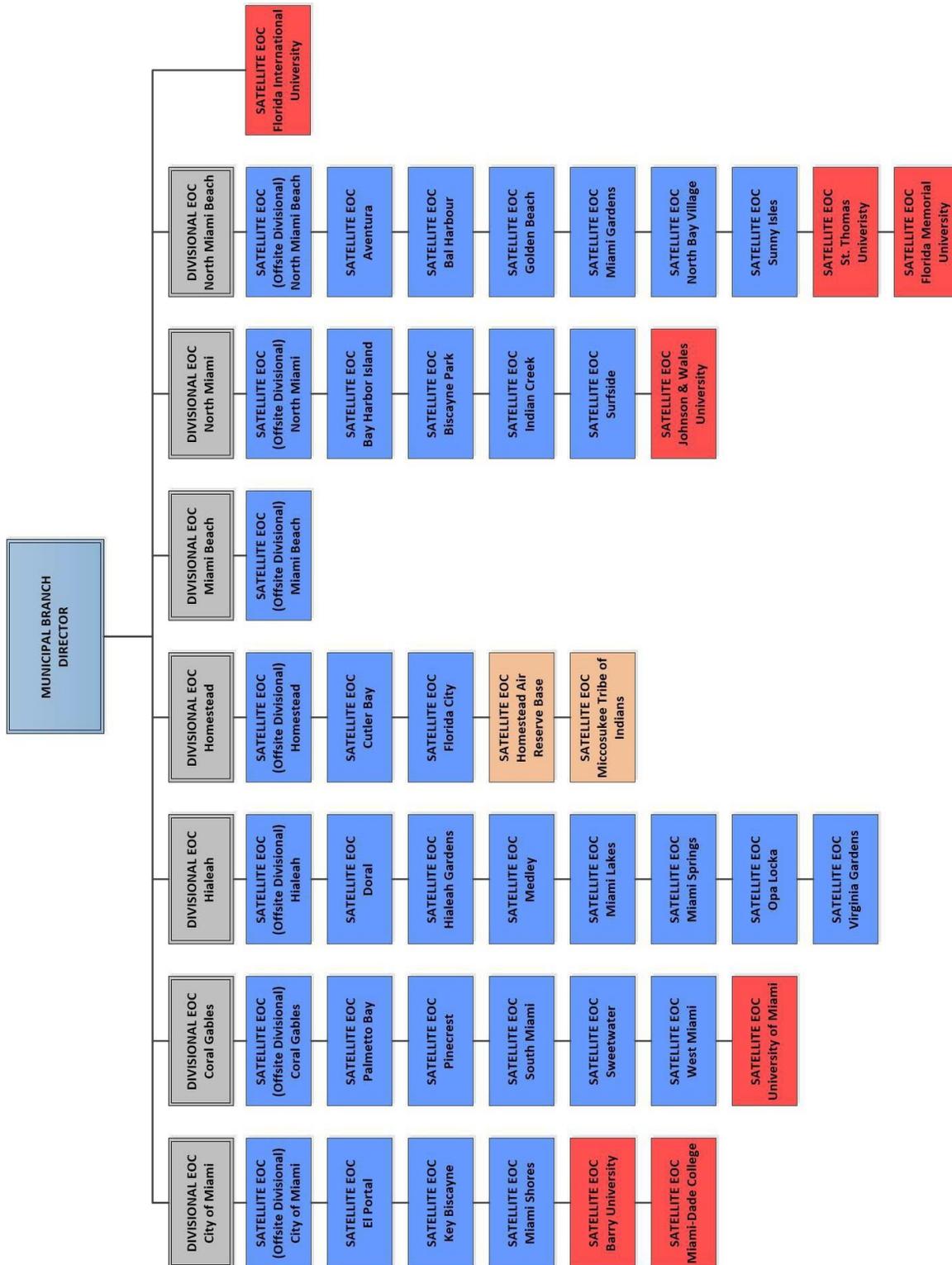
municipality's request with local resources, the request will be forwarded to the State EOC for assistance as outlined in the Statewide Mutual Aid Agreement.

## **APPENDICES**

**Appendix 1: Miami-Dade EOC Table of Organization**



## Appendix 2: Municipal Branch Table of Organization





## Appendix 4: Municipal Branch Checklist

<b>GENERAL PREPAREDNESS</b>
<b>ACTIVITY</b>
<input type="checkbox"/> Attend Quarterly Community Engagement Meetings (March, June, September and December)
<input type="checkbox"/> Attend annual WebEOC and Municipal Branch trainings
<input type="checkbox"/> Complete FEMA Independent Study (IS) courses <ul style="list-style-type: none"> <li>┆ IS 100: Introduction to Incident Command System (ICS)</li> <li>┆ IS 200: ICS for Single Resources and Initial Action Incidents</li> <li>┆ IS 700: National Incident Management System (NIMS, An Introduction)</li> </ul> <input type="checkbox"/> <b>Representatives reporting to the Miami-Dade EOC</b> , submit copies of the certificates to the Miami-Dade OEM Municipal Liaison.
<input type="checkbox"/> Submit Emergency Contact Update Form to the Miami-Dade OEM Municipal Liaison by May 1st of every year. This must be done whether there is a change or not.
<input type="checkbox"/> Maintain an up-to-date list of EOC emergency contacts. All municipalities must include a primary, secondary and tertiary point of contact and one must be a 24-hour contact. <i>Contact information must be updated each time there is a change.</i> <ul style="list-style-type: none"> <li>┆ Divisionals' Emergency contact list must include point of contacts for all the Satellite municipalities under your purview</li> <li>┆ Satellites' Emergency contact list must include point of contacts from your Divisional municipality</li> </ul>
<input type="checkbox"/> Update and maintain your municipality's or university's/college's Emergency Operations Plans

<b>ACTIVATION LEVEL III</b>	
<b>ACTIVITY</b>	<b>ACTUAL TIME OF COMPLETION</b>
<p>All municipalities and universities/colleges within the EOC Municipal Branch will be notified of the incident being monitored by Miami-Dade OEM, via email (if necessary, follow-up with a call or fax)</p> <p><input type="checkbox"/> <b>Divisionals:</b> Ensure that Satellite municipalities are receiving the information being provided by Miami-Dade OEM</p>	
<p><input type="checkbox"/> Participate in the initial Miami-Dade OEM conference call conducted by the Miami-Dade OEM Municipal Liaison. This call will include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A briefing on the current status of the incident.</li> <li><input type="checkbox"/> Miami-Dade EOC's response preparations.</li> </ul>	
<p><input type="checkbox"/> Review and implement municipality's and university's/college's emergency operations plans.</p>	
<p><input type="checkbox"/> Notify Miami-Dade OEM Municipal Liaison on staffing schedule of representatives reporting to the Miami-Dade EOC for pending EOC activation</p> <p><input type="checkbox"/> Assign personnel for both Alpha and Bravo shifts.</p>	
<p><input type="checkbox"/> Continue monitoring situation and wait for further information from Miami-Dade OEM.</p>	

<b>ACTIVATION LEVEL II</b>	
<b>ACTIVITY</b>	<b>ACTUAL TIME OF COMPLETION</b>
<p><input type="checkbox"/> Once the Incident Commander confirms the EOC activation to Level II, all Divisional EOC representatives must report to the Miami-Dade EOC for a Level II activation.</p>	
<p><input type="checkbox"/> Upon arriving to the EOC, follow the procedures for access and entry to the EOC.</p> <ul style="list-style-type: none"> <li>┆ Enter through the check-in at the security station within the vestibule adjacent to the main lobby and the EOC.</li> <li>┆ Sign in on the Municipal Branch sign-in sheet.</li> <li>┆ Submit a valid government issued photo ID card (i.e. driver's license), in exchange for an EOC badge.</li> </ul>	

<ul style="list-style-type: none"> <li>┆ Ensure that EOC badge says Municipal Branch and have it visible at all times.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Report to the EOC Municipal Branch Director.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain initial briefing from EOC Municipal Branch Director. During this briefing, the EOC Municipal Branch Director will:           <ul style="list-style-type: none"> <li>┆ Give a summary of EOC activities to date.</li> <li>┆ Request each Divisional EOC representative to give a brief summary of their activities to date, including any Satellite EOC information.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Update the status information of the municipality or university/college through the WebEOC Municipal Branch Status Board, as deemed necessary.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Divisionals:</b> If the Divisional EOC is activated, inform Satellite EOC of activation and provide a space, if requested.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Once the Incident Commander confirms the EOC activation to Level I, notify your relief of the time they expected to report to the Miami-Dade EOC.</li> </ul>	

<b>ACTIVATION LEVEL I</b>	
<b>ACTIVITY</b>	<b>ACTUAL TIME OF COMPLETION</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Upon arriving to the Miami-Dade EOC, follow the procedures for access and entry to the EOC.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain briefing from EOC Municipal Branch Director. During this briefing, the EOC Municipal Branch Director will:           <ul style="list-style-type: none"> <li>┆ Give a summary of EOC activities to date.</li> <li>┆ Request each Divisional EOC representative to give a brief summary of their activities to date, including any Satellite EOC information.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Compile Situation Report, via WebEOC, as required. The Situation Report must provide an overview of the municipality's or university's/college's status and the actions performed during the operational period. The Situation Reports will be compiled and submitted as follows:           <ul style="list-style-type: none"> <li>┆ <b>Satellite EOCs:</b> Compile municipalities Situation Report and submit to the Divisional EOC, via WebEOC.</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>┆ <b>Divisional EOCs:</b> Compile Situation Report from all Satellite municipalities and submit to the Divisional EOC's representative at the Miami-Dade EOC, via WebEOC.</li> <li>┆ <b>Divisional EOC Representative at the Miami-Dade EOC:</b> Review and include additional information, if needed, and submit to the EOC Municipal Branch Director.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Update the status information of the municipality or university/college through the WebEOC Municipal Branch Status Board, as deemed necessary.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain communication with Satellite EOCs, Divisional EOCs, and agencies and departments in the Miami-Dade EOC, as appropriate</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Upon the commencement of the shift, review the Incident Action Plan (IAP) for direction on goals and objectives for the next operational period.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> As the incident develops: <ul style="list-style-type: none"> <li>┆ Determine and address problem areas, as required.</li> <li>┆ Estimate immediate and long-range group resources and logistical needs.</li> <li>┆ Make modifications to the current activities, within the scope of the current IAP.</li> <li>┆ Report to the EOC Municipal Branch Director any significant events which have occurred.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to maintain all required records and documentation needed that supports the After Action Report.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Await authorization from the Incident Commander for the demobilization process to begin.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Before departing from the EOC, sign out, return the EOC badge and obtain the government issued photo ID back.</li> </ul>	

## Appendix 5: Miami-Dade County Emergency Support Functions

ESF #	Emergency Support Function	Purpose
1	Transportation	To provide coordination of transportation resources of the lead and supporting agencies to support emergency transportation needs during an emergency or disaster
2	Communications	To provide and coordinate communication equipment and services to the county and its municipalities for operations before, during and after an emergency or disaster
3	Public Works	To coordinate and organize the capabilities and resources of the various county, state and private agencies that provide public works and infrastructure services within the county and its municipalities
4	Firefighting	To provide and coordinate the resources needed for lead and supporting agencies to support the firefighting needs of municipal, local, state and federal government before, during and after an emergency or disaster
5	Planning	To coordinate overall planning activities in the Miami-Dade EOC in support of emergency operations
6	Mass Care	To coordinate the provisions of mass care services to people affected by an emergency or disaster
7	Resource Support	To coordinate resources needed to support planned events, emergency response and recovery operations.
8	Health and Medical	To coordinate the county's health and medical resources in the event of an emergency or disaster
9	Search and Rescue	To provide and coordinate search and rescue resources to the county and its municipalities for operations during the response and recovery phase of an emergency or disaster
10	Hazardous Materials	To provide support and coordination in response to an actual or potential discharge or release of hazardous materials resulting from a major emergency or disaster
11	Food and Water	To provide food, water and ice to ESF 6 agencies and Points of Distributions post-disaster, and procure and coordinate the distribution of meals, water and ice.
12	Energy	To coordinate and facilitate all efforts to ensure the uninterrupted supply and delivery of energy resources in the county
13	Military Support	To provide the coordination between local county government and military units providing assistance to the Miami-Dade EOC or the county's response activities
14	Public Information	To guide the coordination of resources to support the public information needs of municipal, local, state and federal governments during an emergency or disaster
15	Volunteers and Donations	To coordinate information and activities of volunteers responding after an emergency or disaster and the effective coordination of donations
16	Law Enforcement	To provide and coordinate resources needed for lead and supporting agencies to support the security needs of municipal, local, state and federal governments during an emergency or disaster
17	Animal Protection & Agriculture	To coordinate animal and agricultural issues in case of an emergency or disaster situation
18	Business and Recovery	To provide and coordinate communication for the Miami-Dade County Public-Private Partnership program that was developed to ensure coordination and communication between the county and its private sector partners during all phases of emergency management

## Appendix 6: Divisional EOC Locations & Contact Information

<p><b>Miami-Dade EOC</b> MDFR Headquarters 9300 NW 41<sup>st</sup> Street Miami, Florida 33178 <b>Phone # (24-hour):</b> (305) 468-5800 <b>EOC Municipal Branch Director (EOC activations only):</b> (305) 468-5868 <b>Fax #:</b> (305) 468-5401</p>	<p><b>City of Homestead EOC</b> Homestead City Hall 100 Civic Court Homestead, Florida 33030 <b>Phone # (24-hour):</b> (305) 247-1535 <b>Fax #:</b> (305) 246-0926</p>
<p><b>City of Miami EOC</b> Miami Police Department 400 NW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor Training Room Miami, Florida 33128 <b>Phone # (24-hour):</b> (305) 579-6245 <b>Fax #:</b> (305) 579-6277</p>	<p><b>City of Miami Beach EOC</b> Miami Beach Fire Station No. 2 2310 Pine Tree Drive, 3<sup>rd</sup> Floor Miami Beach, Florida 33140 <b>Phone # (24-hour):</b> (305) 673-7736 <b>Fax #:</b> (305) 674-4247</p>
<p><b>City of Coral Gables EOC</b> Coral Gables Fire Department 2801 Salzedo Street Coral Gables, Florida 33134 <b>Phone # (24-hour):</b> (305) 442-1600 <b>Fax #:</b> (305) 460-5506</p>	<p><b>City of North Miami EOC</b> North Miami Police Department 700 NE 124<sup>th</sup> Street North Miami, Florida 33161 <b>Phone # (24-hour):</b> (305) 966-1440 <b>Fax #:</b> (305) 893-5103</p>
<p><b>City of Hialeah EOC</b> City of Hialeah Fire Administration Building 808 E 56<sup>th</sup> Street Hialeah, Florida 33013 <b>Phone # (24-hour):</b> (305) 409-9682 <b>Fax #:</b> (305) 883-2206</p>	<p><b>City of North Miami Beach EOC</b> North Miami Beach Police Department 16901 NE 19<sup>th</sup> Avenue, 2<sup>nd</sup> Floor North Miami Beach, Florida 33162 <b>Phone # (24-hour):</b> (305) 949-5500 <b>Fax #:</b> (305) 787-6009</p>

## **Appendix 7: List of Acronyms**

<b>AED</b>	Automated External Defibrillator
<b>ALS</b>	Advanced Life Support
<b>ARC</b>	American Red Cross
<b>CEMP</b>	Comprehensive Emergency Management Plan
<b>DTPW</b>	Miami-Dade Department of Transportation and Public Works
<b>EEAP</b>	Emergency and Evacuation Assistance Program
<b>EMS</b>	Emergency Medical Services
<b>EMT</b>	Emergency Medical Technician
<b>EOC</b>	Emergency Operations Center
<b>ESF</b>	Emergency Support Function
<b>FEMA</b>	Federal Emergency Management Agency
<b>FIU</b>	Florida International University
<b>HARB</b>	Homestead Air Reserve Base
<b>HAZMAT</b>	Hazardous Material(s)
<b>IAP</b>	Incident Action Plan
<b>ICS</b>	Incident Command System
<b>IS</b>	Independent Study
<b>ITD</b>	Miami-Dade Information Technology Department
<b>MDFR</b>	Miami-Dade Fire Rescue
<b>MDPD</b>	Miami-Dade Police Department
<b>MEC</b>	Medical Evacuation Center
<b>MMF</b>	Medical Management Facilities
<b>NHC</b>	National Hurricane Center
<b>NIMS</b>	National Incident Management System
<b>OEM</b>	Miami-Dade Office of Emergency Management
<b>OSC</b>	Operations Section Chief
<b>PDRP</b>	Post Disaster Redevelopment Plan
<b>PIO</b>	Public Information Officer
<b>PSAP</b>	Public Safety Answering Point
<b>RER</b>	Miami-Dade Regulatory and Economic Resources
<b>ROC</b>	Recovery Operations Center
<b>RSF</b>	Recovery Support Function
<b>TAC</b>	Technical Advisory Committee

# Town of Surfside Florida Emergency Management



## ARTICLE VIII. - EMERGENCY MANAGEMENT PROCEDURES

*Footnotes:*

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**Cross reference**— *Emergency services, Ch. 30.*

### Sec. 2-261. - Purpose.

It is the purpose of this article to provide a framework for the operation of the town during natural or manmade disasters.

(Ord. No. 1548, § 1, 2-9-10)

### Sec. 2-262. - General.

- (a) Pursuant to Chapter 252, Florida Statutes, which authorizes the waiver of procedures and formalities otherwise required of a political subdivision in the event of a state of emergency and allows whatever action is necessary to ensure the health, safety and welfare of a community when a quorum of the town commission is unable to meet, the mayor, or in the mayor's absence, the vice-mayor is empowered to declare a local state of emergency whenever he shall determine that a natural or manmade disaster or emergency has occurred, or that the occurrence or threat of one is imminent and requires immediate and expeditious action.
  - (1) "Emergency" shall mean any occurrence, or threat thereof, whether natural, technological or manmade, in war or peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.
  - (2) A state of emergency shall be declared by resolution. The state of emergency shall continue until the mayor and the town manager finds that the threat or danger no longer exists or until an emergency meeting of a quorum of the town commission can take place and terminate the state of emergency by resolution.
  - (3)

The resolution declaring a state of emergency shall activate the Town of Surfside Emergency Operations Plan shall be the authority for use or distribution of any supplies, equipment, materials, or facilities assembled or arranged to be made available pursuant to such plans and/or procedures.

- (4) The resolution declaring a state of emergency shall empower the mayor and the town manager to act on behalf of the town in requesting the National Guard of the Army, Coast Guard, or other law enforcement agencies as necessary, to assist in the mitigation of the emergency or to help maintain law and order, rescue and traffic control.
- (5) Nothing in this section shall be construed to limit the authority of the town commission to declare or terminate a state of emergency and take any action authorized by law when sitting in regular or special session.
- (6) The declaration of a state of emergency shall suspend all procurement procedures and requirements contained in state law or in the Code of Ordinances and the following procedures shall apply during the state of emergency:
  - a. *Town manager:* The town manager is empowered to authorize the purchasing agent to secure any needed emergency supplies, materials, equipment or services, using the most efficient and effective procurement methods in each procurement as determined by the purchasing agent. The town manager is authorized to exceed the current formal bid threshold of the procurement code making such purchases. The town manager shall provide a full report of all such purchases to the town council at the next earliest available council meeting.
  - b. *Department head:* With the prior approval of the town manager or the purchasing agent, if so designated by the town manager, the head of any department may purchase any needed emergency supplies, materials, equipment or services using the most effective procurement methods in each procurement as determined by the department head and the purchasing agent.
  - c. *Other municipalities:* The town manager or purchasing agent, if so designated by the town manager, may request another municipality to purchase for the town any needed emergency supplies, materials or

equipment, or the town may purchase from another municipality any needed emergency supplies, materials or equipment that such municipality has available. The town manager is authorized to exceed the current formal bid threshold in making such purchases from or through another municipality. The town manager shall provide a full report of such purchases to the town commission at the next earliest available commission meeting.

- (7) The declaration of state of emergency shall waive all procedures and formalities required by law or by the Code of Ordinances relating to:
  - a. The performance of public works and taking whatever action is necessary to insure the health, safety and welfare of the community.
  - b. Entering into contracts.
  - c. Incurring obligations.
  - d. Employing permanent or 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.
- (8) The declaration of a state of emergency may establish a curfew throughout the Town of Surfside between the hours of 7:00 p.m. and 7:00 a.m. If the imposition of a curfew is deemed necessary, the curfew may be established by resolution declaring the state of emergency.
- (9) The declaration of a state of emergency shall empower the town manager to authorize employees of the town and other agencies, including the United States Army Corps of Engineers, to enter onto private property for the purpose of debris removal and clearing necessary to protect the health, safety and welfare of the community.

(Ord. No. 1548, § 2, 2-9-10)

Sec. 2-263. - Termination of a state of emergency.

A state of emergency shall be terminated by a vote of the town commission if practicable or upon the certification of the town manager that the conditions leading to a state of emergency established under Sections 870.041—870.046, Florida Statutes shall terminate at the end of a period of seventy-two (72) consecutive hours after the declaration of the emergency, and must be confirmed by the town commission by resolution at the next regular meeting, unless the nature of the emergency renders a meeting of the town commission impossible. Notice of termination of the emergency declaration shall be made to the public by the town manager by the same means as the declaration of the state of emergency.

(Ord. No. 1548, § 3, 2-9-10)

Sec. 2-264. - Police emergencies.

- (a) An emergency may be declared because of civil unrest or imminent threat to public peace or order when the chief of police, or if unavailable, the next highest ranking officer in the police department chain of command certifies to the town manager that an emergency condition arising from hostile actions of others, armed or unarmed or other imminent threat to public peace or order, requires extraordinary measures for control, including, but not limited to curfew; blockade; proscription of the sale of firearms, other weapons or alcohol beverages; explosives and combustibles; evacuation; and other similar actions. The town mayor/vice-mayor may issue a declaration of a state of emergency in accordance with section 2-262.
- (b) The declaration of state of emergency because of civil unrest or imminent threat to public peace or order, shall authorize the issuance of emergency resolutions or orders and other appropriate resolutions or orders, as may be required and may, if applicable, require automatic emergency measures pursuant to Section 870.044, Florida Statutes. In addition, additional discretionary emergency measures pursuant to Section 870.045, Florida Statutes may be issued.
- (c) A state of emergency may be declared because of fire and hazardous materials emergencies, utility emergencies, and weather emergencies when the chief of police, or if unavailable, the next highest ranking officer in the police department chain of command certifies to the town manager that an emergency condition exists. The town mayor/vice-mayor may issue a declaration of a state of emergency

pursuant to section 2-262 because of fire or hazardous materials emergencies, utility emergencies, and weather emergencies shall authorize, respectively, the issuance of emergency resolutions or orders.

(Ord. No. 1548, § 4, 2-9-10)

Sec. 2-265. - Fire and hazardous materials emergencies.

- (a) An emergency may be declared because of fire or hazardous materials incident emergency when the Miami-Dade County Fire Chief, or the designee of the Miami-Dade Fire Chief certifies to the town manager that an actual or potential condition arising from fire, explosion, chemical spill or release, building or bridge collapse, or plane, or other vehicle accident, requires extraordinary measures for control, including, but not limited to calling out of off-duty and reserve personnel; assistance by outside agencies; evacuation; and other similar actions. The town mayor/vice-mayor may issue a declaration of a state of emergency in accordance with section 2-262.
- (b) The declaration of state of emergency because of fire and hazardous material emergency shall authorize the issuance of emergency resolutions or orders and other appropriate resolutions or orders, as may be required.

(Ord. No. 1548, § 5, 2-9-10)

Sec. 2-266. - Suspension of local building regulations.

The town manager may authorize a suspension of local building regulations during and following a declared state of emergency when the chief building official certifies to the town manager that action is necessary for the expeditious restoration of property damaged by the emergency event, unless terminated by the town commission. Such suspension of building regulations may be applied on a case-by case basis as required to remedy specific conditions and to facilitate the provision of emergency housing for disaster victims. The chief building official shall specify the provisions of the building code to be suspended and the reasons therefore, when certifying the necessity of such suspension to town manager.

(Ord. No. 1548, § 6, 2-9-10)

Sec. 2-267. - Coordination with Miami-Dade County.

The town manager shall coordinate the town's emergency operations plan with emergency management programs established by Miami-Dade County.

(Ord. No. 1548, § 7, 2-9-10)

Sec. 2-268. - Prohibition on price gouging.

- (a) Upon declaration of an emergency and during the duration of such emergency, it shall be prima facie evidence that an unlawful method of competition and an unfair and deceptive trade act or practice has occurred if any individual or business entity doing business in the town charges more than the average retail price for any consumer good and such price exceeds the average price at which the same or similar consumer good was readily obtainable in the town during the thirty (30) days immediately prior to a declaration of a state of emergency; or the charges represent a gross disparity between the price of the consumer good or dwelling unit or self-storage facility that is the subject of the offer or transaction and the average price at which that commodity or dwelling unit or self-storage facility was rented, leased, sold, or offered for rent or sale in the usual course of business during the thirty (30) days immediately prior to a declaration of a state of emergency, and the increase in the amount charged is not attributable to additional costs incurred in connection with the rental or sale of the commodity or rental or lease of any dwelling unit or self-storage facility, or national or international market trends; or for a person or his agent or business entity or its employee to rent or sell or offer to rent or sell at an unconscionable price within the area for which the state of emergency is declared, any consumer good including, but not limited to, supplies, services, provisions or equipment that is necessary for consumption or use as a direct result of the emergency.
- (b) This section does not prevent the seller of consumer goods from charging an amount in excess of the average retail price if such higher price is the direct result of, and limited to, any increased costs due to the transportation of the consumer good during the state of emergency or any increased cost for the consumer goods from the manufacturer, distributor or wholesaler to the seller. In such instances, only the actual cost increase per item from the manufacturer, distributor or wholesaler can be added to the average retail price.
- (c) A price increase approved by an appropriate government agency shall not be in

violation of this article.

- (d) This section shall not apply to sales by growers, producers or processors of raw or processed food products, except for retail sales of such products to the ultimate consumer within the area of the declared state of emergency.

(Ord. No. 1548, § 8, 2-9-10)

Sec. 2-269. - Portable generators.

- (a) The use and operation of a portable auxiliary electrical generator is prohibited within or on the following areas:
  - (1) If the exhaust system is within ten feet of any opening (includes, but is not limited to, doors and windows) into the building structure;
  - (2) Within garages, enclosed or partially enclosed areas, or under eaves or other overhangs;
  - (3) On roofs or roof areas, balconies, ingress/egress areas and discharge ways, including but not limited to walkways, stairways and stairwells.
- (b) The generator shall be operated in a safe manner and in accordance with the National Electric Code and all other applicable laws, regulations and Town ordinances.

(Ord. No. 1548, § 9, 2-9-10)

Sec. 2-270. - Penalty.

Any person, firm or corporation who violates any provision of this Article, for which another penalty is not specifically provided herein or required by law shall, upon conviction, be subject to such fine or imprisonment or both as provided by the Town Code. Each day that a violation shall continue to exist shall constitute a separate offense.

(Ord. No. 1548, § 9, 2-9-10)

Secs. 2-271—2-290. - Reserved.

# Town of Surfside Florida

## Ordinance: 06-1467



Chapter 3 - PURCHASING  
Sec. 3-1. - Purpose.

The purpose of the purchasing procedures of the Town of Surfside (hereinafter, "chapter") is to provide for the fair and equitable treatment of all persons involved in purchasing by the town, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

(Ord. No. 1467, § 2, 11-7-06)

Sec. 3-1.1. - Non-discrimination; contract requirements; waiver.

(a) *Definitions.* As used in this section, the following terms shall have the following meaning:

*Boycott* means to blacklist, divest from, or otherwise refuse to deal with a nation or country, or to blacklist or otherwise refuse to deal with a person or entity when the action is based on race, color, national origin, religion, sex, gender identity, sexual orientation, marital or familial status, age, or disability in a discriminatory manner. The term boycott does not include a decision based upon business or economic reasons, or boycotts, embargoes, trade restrictions, or divestments that are specifically authorized or required by federal law or state law.

*Business* means any sole proprietorship, organization, association, corporation, limited liability partnership, limited liability company, or other entity or business association, including wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of those entities or business associations awarded a contract pursuant to this article.

(b) *Contract requirements; waiver.*

- (1) The town shall not enter into a contract with a business unless the contract includes a representation that the business is not currently engaged in, and an agreement that the business will not engage in, a boycott, as defined in this section.
- (2) The town commission may, in its sole discretion, elect to waive the requirements of this section upon an affirmative vote when the town commission deems the waiver necessary for the health, safety, or welfare of the town.

( Ord. No. 2016-1647, § 2, 2-9-16 )

Sec. 3-2. - Applicability.

This chapter applies to contracts for the procurement of supplies, services and construction entered into by the town after the effective date of this chapter. It shall apply to every expenditure of public funds by the town for public purchasing irrespective of the source of the funds. When the procurement involves the expenditure of federal assistance or state assistance of contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations or state law or regulations. Nothing in this chapter shall prevent the Town from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

(Ord. No. 1467, § 2, 11-7-06)

Sec. 3-3. - Public access to procurement information.

Procurement information shall be a public record to the extent provided in F.S. ch. 119, and shall be available to the public as provided in such statute.

(Ord. No. 1467, § 2, 11-7-06)

Sec. 3-4. - Establishment of purchasing agent.

The town manager or his/her designee (for all purposes) shall be the chief purchasing agent of the town. Subject to the terms of this chapter, and unless the town attorney chooses otherwise, the purchasing agent shall contract for, procure or so process the procurement, purchase, storage and distribution all supplies, materials, equipment and certain contractual services required by any office, department or agency of the town. The purchasing agent shall establish and enforce specifications, inspect or supervise the inspection of all deliveries and have full and complete charge of, and be responsible for, all supplies, materials, and equipment purchased for or belonging to the town. All expenditures pursuant to this chapter shall conform to the provisions of the Town Charter.

(Ord. No. 1467, § 2, 11-7-06)

Sec. 3-5. - Unauthorized purchases.

Except as herein provided in this chapter, it shall be a violation of this chapter for any town officer, employee, or other person to order the purchase of, or make any contract for, materials, supplies or services within the purview of this chapter, in the name of or on behalf of the town other than through the purchasing agent or a designee of the purchasing agent, and the town shall not be bound by any purchase order or contract made contrary to the provisions herein.

(Ord. No. 1467, § 2, 11-7-06)

Sec. 3-6. - Purchasing limitations; effect on competitive bidding requirement.

- (a) *Purchases less than \$15,000.00.* Purchases of, or contracts for, materials, supplies, equipment, improvements or services for which funds are provided in the budget, where the total amount to be expended within a fiscal year is not in excess of \$15,000.00 may be made or entered into by the town manager without submittal to the town commission and without competitive bidding. Single purchases or contracts in excess of \$15,000.00 shall not be broken down to amounts less than \$15,000.00 to avoid the requirements of this section.
- (b) *Purchases of \$15,000.00 or more but less than \$25,000.00.* Purchases of, or contracts for, materials, supplies, equipment, improvements, or services for which funds are provided in the budget, where the total amount to be expended within a fiscal year is \$15,000.00 or more, but which do not exceed \$25,000.00 may be made, or entered into, by the town manager without submittal to the town commission, but shall require compliance with the competitive bidding requirements set forth in subsection 3-7(a) of this chapter. Single purchases or contracts in excess of \$25,000.00 shall not be broken down to amounts less than \$25,000.00 to avoid the requirements of this section.
- (c) *Purchases in excess of \$25,000.00.* The town commission shall approve all purchases of or contracts for materials, supplies, equipment, public improvements, or services where the total amount to be expended within a fiscal year is more than \$25,000.00.
- (d) *Purchases in excess of \$25,000.00.* For purchases in excess of \$25,000.00 the town commission shall follow the formal provisions as set forth in section 3-7(b).
- (e)

*[Purchases in excess of budget.]*The town manager may not purchase or contract for any item or service which exceeds any budget appropriation until such a time the town commission amends the budget to increase the appropriation to the applicable level.

(f) *Local preference.* There shall be a five-percent local preference given to local businesses who are holders of current town local business tax receipts for businesses which are physically located within the town limits of Surfside and a three-percent local preference given to local businesses who located outside the corporate limits of the Town of Surfside but are holders of current town local business tax receipts for businesses which are physically located within a ten-mile radius of the corporate limits of the Town of Surfside (hereinafter referred to as "local bidder"). Said five-percent local preference must be asserted by the party seeking it at the time the competitive quotation, bid or proposal is made and shall be calculated by the selection committee evaluating competitive quotations, bids or proposals which are governed by this section of the Code. The local preference shall not apply if the solicitation specifications of the town so state. Further, said local preference, as described above, shall only be applied in certain situations and shall be specifically governed by the below-described limitations:

- (1) A local preference for competitive quotations, bids or requests for proposals shall only be applied when the funds to be used to purchase said items or pay for such services are general funds of the city and not funds received from the federal government, the State of Florida or Miami-Dade County. In cases of the use of those funds, no local preference shall apply.
- (2) Local preference shall not apply when the funds to be used for the purchase of such goods or the payment for such services are funds derived from grants or loans from any other governmental entity, including any taxing power approved for a special use by any other governmental agency such as tax increment financing and other approved government grants or loans.
- (3) That when local preference has been used in computing award recommendations, either for the purchase of goods or for the purchase of services, the town commission shall not reject the low bid solely based upon the locale of the said business, provided however, that if a local bidder has

submitted a bid that comes within three-percent of the actual lowest bid, the bid may be awarded to the local bidder automatically, assuming it is otherwise determined to be the lowest most responsive, responsible bidder.

(Ord. No. 1467, § 2, 11-7-06; Ord. No. 1543, § 2, 12-8-09; Ord. No. 18-1672, § 2, 2-13-18; Ord. No. 2020-1708, § 2, 1-14-20)

Sec. 3-7. - Competitive bidding procedure.

- (a) *Purchases of \$15,000.00 or more but less than \$25,000.00.*
  - (1) Whenever competitive bidding is required by this chapter, the town manager shall direct that bid proposals which provide specifications for the purchase or contract be prepared.
  - (2) The town manager shall solicit bids from at least three persons or entities engaged in the business of furnishing such materials, supplies, equipment and public improvements or rendering such services.
  - (3) The town manager may publish a public invitation to bid items under \$25,000.00.
  - (4) Bids shall be awarded to the lowest, most responsive, responsible bidder, as determined by the town commission and/or the town manager as the case may be, subject to the right of the town to reject any and all bids, to waive any irregularity in the bids or bidding procedures and subject also to the right of the town to award bids and contracts to bidders other than the low bidder. Until a formal contract is executed, the town reserves the right to reject all bids.
- (b) *Purchases \$25,000.00 or more.* Bids for purchases of \$25,000.00 or more shall be awarded in the same manner as purchases as set forth in section (a)(3) above, except these additional requirements shall pertain:
  - (1) *Conditions for use.* All contracts with the town in amounts over \$25,000.00 shall be awarded by competitive sealed bidding except as otherwise provided in this chapter, or as otherwise approved by town commission.
  - (2) *Invitation for bids.* An invitation for bids (including, but [not] limited to, RFPs and RFQs) shall be issued and shall include specifications and all contractual terms and conditions applicable to the procurement.
  - (3)

*Public notice.* Public notice of the invitation for bids shall be given not less than 14 calendar days prior to the date set forth in the notice for the opening of bids. Such notice may be given by publication in a subscription newspaper of general circulation in the town. The notice shall state the place, date, and time of bid opening. All bids shall be received in the town manager's office on, or before, the date and time set forth in the notice.

(4) *Bids; bid opening.*

- a. Sealed bids will be initiated on the outside of the envelope by the person receiving the package, the time and date will be stamped on the envelope which should be marked "important, bid enclosed." The bid package will be held in a secure place until the scheduled time for the bid opening.
- b. Bids shall be opened publicly, in the presence of one or more witnesses, at the time and place designated in the public notice of the invitation for bids. The amount of each bid and such other relevant information as the town manager deems appropriate, together with the name of each bidder, shall be recorded.

(5) *Cancellation of invitations for bids or requests for proposals.* An invitation for bids, or request for proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected in whole, or in part, as may be specified in the solicitation, when it is in the best interests of the town. The reasons therefore shall be made part of the contract file. Each solicitation issued by the town shall state that the solicitation may be canceled and that any bid or proposal may be rejected, in whole or in part, in the best interests of the town. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any resolicitation or any future procurement of similar items.

(6) *Correction or withdrawal of bids; cancellation of awards.* In general, bids shall be unconditionally accepted without alteration or correction, except as authorized in this chapter. However, correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted, where appropriate. Mistakes discovered before bid opening may be modified, or the bid may be

withdrawn by written or telegraphic notice received in the office designated in the invitation for bids prior to time set for bid opening. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the town, or fair competition, shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

- a. The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
- b. The bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the purchasing agent.
- c. Notwithstanding the foregoing, the town commission shall have the authority to waive any and all irregularities in any and all proposals.

(Ord. No. 1467, § 2, 11-7-06; Ord. No. 2020-1708, § 2, 1-14-20)

#### Sec. 3-8. - Award.

- (a) All contracts shall be awarded by the town manager, as stated above, to the lowest responsible and responsive bidder. In addition to price, there shall be considered the following:
  - (1) The capacity, ability and skill of the provider to perform the contract;
  - (2) Whether the provider can perform the contract within the time specified without delay or interference;
  - (3) The character, integrity, reputation, judgment, experience and efficiency of the provider;
  - (4) Professional licensure required when service of a skilled nature as required by law to perform such service and/or skill;
  - (5) The quality of performance of previous contracts;
  - (6) The previous and existing compliance by the provider with laws and ordinances relating to the contract;
  - (7) The ability of the provider regarding future maintenance and service for the use of the subject of the contract;

- (8) The town manager may, by administrative order, establish a set of criteria of a numerical nature that may be utilized in awarding contracts hereunder.
- (b) The contract shall be awarded by the town manager or the town commission, as the case may be, with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids.
- (c) In the event the lowest, most responsive and responsible bid for a project exceeds available funds, and the town commission does not make available additional funds, the town manager is authorized, when time or economic considerations preclude resolicitation of bids, to negotiate an adjustment of the bid price as long as the scope of work is not changed with the lowest, most responsive and responsible bidder, in order to bring the bid within the amount of available funds. Final negotiation shall be in written form as approved by the town manager.
- (d) The town retains the right to reject all bids should negotiations fail. This negotiation may not be used to ascertain the lowest responsive and responsible bid.
- (e) Until a formal contract is executed, the town reserves the right to reject all bids.

(Ord. No. 1467, § 2, 11-7-06)

#### Sec. 3-9. - Responsibility of bidders or offerors.

If a bidder or offeror who otherwise would have been awarded a contract is found nonresponsible, a written determination of non-responsibility, setting forth the basis of the finding shall be prepared by the town manager or the purchasing agent. Grounds for determination of nonresponsibility may include, but are not limited to, the unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to nonresponsibility. A copy of the determination shall be sent promptly to the nonresponsible bidder or offeror. The final determination shall be made part of the contract file and be a public record.

(Ord. No. 1467, § 2, 11-7-06)

#### Sec. 3-10. - One response.

If only one responsive bid or proposal for commodity or contractual service is received, in response to an invitation for bid/proposal, an award may be made to the single bidder/proposer, if the town manager finds the price submitted is fair and reasonable, and that other prospective bidders had reasonable opportunity to respond, or there is not adequate time for resolicitation. Further, the town manager reserves the right, if it is in the best interests of the town, to negotiate with the sole bidder/proposer for the best terms, conditions and price. The town manager shall document the reasons that such action is in the best interest of the town. Otherwise, the bid/proposal may be rejected and:

- (1) New bids or offers may be solicited;
- (2) The sole bid/proposal may be rejected;
- (3) If the town manager determines in writing that the need for the supply or service continues, but that the price of the one bid/proposal is unreasonable and there is not time for resolicitation or resolicitation would likely be futile, the procurement may then be conducted under section 3-13(4) or (6), as appropriate.

(Ord. No. 1467, § 2, 11-7-06)

#### Sec. 3-11. - Bidding documentation to remain property of town.

All bids and accompanying documentation received from bidders in response to the invitation to bid shall become the property of the town and will not be returned to the bidders. In the event of contract award, all documentation and work product produced as part of the contract shall become the exclusive property of the town. This subsection is applicable to request for proposal and request for letter of interest documents, which also become property of the town.

(Ord. No. 1467, § 2, 11-7-06)

#### Sec. 3-12. - Waiver of competitive bidding procedures.

The town commission may authorize the waiver of competitive bidding procedures upon the recommendation of the town manager that it is in the town's best interest to do so, to obtain goods and services which cannot be acquired through the normal purchasing process due to

insufficient time, the nature of the goods or services, or other factors. Purchases authorized by waiver process shall be acquired after conducting a good faith review of available sources and negotiation as to price, delivery and terms.

(Ord. No. 1467, § 2, 11-7-06)

### Sec. 3-13. - Exemptions from competitive bidding.

The following shall be exempt from the competitive bidding procedures outlined in this chapter:

- (1) Transactions described in section 3-6 of this chapter.
- (2) Contracts for professional services, except for those contracts governed by F.S. § 287.055 (the Consultants Competitive Negotiations Act).
- (3) Purchases made under state general service administration contracts, federal, county or other governmental contracts, competitive bids with other governmental agencies, or through cooperative purchasing.
- (4) Purchases arising out of or because of emergencies which shall be defined as a situation, occurrence or matter necessitating immediate or quick action and not permitting adequate time to utilize the competitive bidding process. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.
- (5) Under circumstances where time constraints do not permit the preparation of clearly drawn specifications or situations where, after competitive bidding, no bids meeting bid requirements are received, all compliant bids received are too high, or all bids are rejected for failure to meet bid requirements (i.e., bids are noncompliant).
- (6) Supplies, equipment or services available from a sole source only may be exempted from the bidding requirements of this chapter by the town manager upon the filing of a written request by a department head to the town manager outlining the conditions and circumstances involved, after

conducting a good faith review of available sources, a contract may be awarded without competition when the town manager or purchasing agent determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, brand, service, or construction item capable of fulfilling the needs of the town. The town manager or purchasing agent shall conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements shall be available as a public record and shall identify each purchase order and/or contract.

- (7) Exempt contractual services and products. Other exempt contractual services and products not subject to the competitive procurement requirements of this Code are listed as follows:
  - a. Postage, common carrier shipments, paralegal services, expert witnesses, court reporters, abstracts of titles for real property, and title insurance for real property;
  - b. Memberships dues for professional, trade or other similar organizations, job-related travel, seminars, tuition, registration fees, training, and health and employment related screenings and inquiries;
  - c. Artistic services which are original and creative in character and skill in a recognized field of artistic endeavor such as music, dance, drama, painting, sculpture and the like.
  - d. Performing artists, event organizers, and entertainment, recreational and sports providers, as approved by the town manager when deemed in the town's best interests, for the benefit of the citizens of Surfside and the general public at any town sanctioned activity.
  - e. Advertising, legal notices, promotional materials, and patented and/or copyrighted materials;
  - f. A public works and utilities purchase or contract for materials, supplies, equipment, public improvements or services, repairs, maintenance and replacements, related to all town facilities, properties, fleet and infrastructure, including but not limited to, stormwater, electric, lighting, water, sewer, telecommunications, roads, buildings, and sidewalks;
  - g. Items purchased for resale to the public;

- h. Services provided by institutions of higher learning, non-profit organizations, and other governmental entities;
  - i. Food and catering services;
  - j. Renewal of software and hardware licenses and maintenance agreements; and
  - k. Parts and supplies required for town operations and administration, including, but not limited to, bathrooms, breakroom, office and police or public safety-related supplies and equipment.
- (8) Competitive proposals shall not be required when a purchase is made for materials, equipment, prefabricated elements and components, appliances, fixtures and supplies, bought under a sales tax saving procedure constituting part of a construction project award, which construction contract has been awarded in accordance with this chapter.

(Ord. No. 1467, § 2, 11-7-06; Ord. No. 18-1672, § 2, 2-13-18; Ord. No. 2020-1708, § 2, 1-14-20)

Sec. 3-14. - Contract administration.

- (a) A contract administration system designed to ensure that a bidder/offeror/contractor is performing in accordance with the solicitation under which a contract was awarded and the terms and conditions of the contract shall be maintained by the town manager.
- (b) All determinations and other written records pertaining to the solicitation, award or performance of a contract shall be maintained for the town in a contract file by the town manager and be retained and disposed of in accordance with the records retention guidelines and schedules approved by the town clerk.

(Ord. No. 1467, § 2, 11-7-06)

Sec. 3-15. - Protest procedures.

This article shall govern any protest made by a participant in any competitive process utilized for the selection of a person or entity in regard to any response to a town request for proposal/invitation to bid and/or request for qualification ("request for proposals").

- (1)

Protest of any town recommendation for an award in response to a request for proposals shall be filed with the town clerk and mailed by the protesting to all participants in the competitive process within seven days of the town's recommendation for an award or the town's actual award whichever comes first. Such protest shall be in writing, shall state the particular grounds on which it is based, shall include all pertinent documents and evidence and shall be accompanied by a cashier's check in the amount of \$250.00 to reimburse the town for all administrative costs associated with the appeal process. Any grounds not stated shall be deemed waived.

- (2) Protests shall be referred by the town clerk to the town attorney who shall select a hearing examiner who shall hold a hearing and submit written findings and recommendations within ten days of the filing of the protest. The hearing examiner shall consider the written protests, supporting documents in evidence, the town's recommendations and supporting documentation and all evidence presented at the hearing. Such finding and recommendation shall be filed with the town clerk.
- (3) Hearing examiners may be retired judges, certified mediators or other impartial parties as selected by the town attorney.
- (4) The hearing examiner's findings and recommendations shall be presented to the town commission for final action at the next regular or specially scheduled meeting. Notice shall be mailed to all participants in the competitive process at least seven days in advance of any final action by the town commission. The notice shall include the hearing examiner's findings and recommendations.
- (5) Failure to follow the protest procedures set forth herein shall automatically nullify any protest or claim brought by an aggrieved bidder, offeror or contractor.

(Ord. No. 1467, § 2, 11-7-06)

#### Sec. 3-16. - Ethics in public contracting.

In addition to all ethical rules and guidelines set forth by the commission on ethics, the Code of the Town of Surfside, the Miami-Dade County Code, as applicable to the Town of Surfside, and the State of Florida, the town manager may impose any one or more of the following sanctions on

a town employee for violations of ethical standards set forth by the town, Miami-Dade County or the State of Florida including, but not limited to, oral or written warnings or reprimands, suspension with or without pay for specified periods of time or termination of employment. For nonemployees, for violations of ethical standards, the town commission may terminate any contract with the Town of Surfside.

(Ord. No. 1467, § 2, 11-7-06)

Sec. 3-17. - Cone of silence.

(a) *Definition.*

*Cone of silence*, as used herein, means a prohibition on any communication regarding a competitive bid or solicitation for a purchase exceeding \$25,000.00, including but not limited to, a particular request for proposal ("RFP"), request for qualification ("RFQ"), request for expression of interest ("RFEI") or bid (hereinafter a "solicitation"), between:

- (1) A potential respondent, vendor, service provider, proposer, bidder, lobbyist, or consultant, and
  - (2) The town commissioners, town's staff including, but not limited to, the town manager and his or her staff, any member of the town's selection or evaluation committee.
- (b) *Restriction; notice.* A cone of silence shall be imposed upon each solicitation after the advertisement of said solicitation. At the time of imposition of the cone of silence, the town manager or his or her designee shall provide for public notice of the cone of silence by posting a notice at the town hall and/or electronically, and shall include in any public solicitation for goods or services a statement disclosing the requirements of this section.
- (c) *Termination of cone of silence.* The cone of silence shall terminate at the beginning of the town commission meeting at which the town manager makes his or her written recommendation to the town commission for award of a contract. However, if the town commission refers the manager's recommendation back to the manager or staff for further review, the cone of silence shall be reimposed until such time as the manager makes a subsequent written recommendation.
- (d) *Exceptions to applicability.* The provisions of this section shall not apply to:
- (1) Oral communications at pre-bid conferences;

- (2) Oral presentations before selection or evaluation committees;
- (3) Public presentations made to the town commissioners during any duly noticed public meeting;
- (4) Written communications at any time with any town employee, unless specifically prohibited by the applicable solicitation documents. The respondent, bidder or proposer shall file a copy of any written communication with the town clerk. The town clerk shall make copies available to any person upon request;
- (5) Written communications regarding a particular solicitation between a potential respondent, vendor, service provider, proposer, bidder, lobbyist or consultant and the town's purchasing agent or town employee designated responsible for administering the procurement process for such solicitation, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;
- (6) Communications with the town attorney and his or her staff;
- (7) Duly noticed site visits to determine the competency of respondents regarding a particular solicitation during the time period between the opening of solicitations and the time the town manager makes his or her written recommendation;
- (8) Any solicitation or procurement which is exempt from the competitive bidding procedures as set forth in sections 3-12 and 3-13 of this chapter;
- (9) Responses to the town's request for clarification or additional information;
- (10) Contract negotiations during any duly noticed public meeting;
- (11) Written communications to enable town staff to seek and obtain industry comment or perform market research, provided all communications related thereto between a potential respondent, vendor, service provider, proposer, bidder, lobbyist, or consultant and any member of the town's professional staff including, but not limited to, the town manager and his or her staff are in writing or are made at a duly noticed public meeting;
- (12)

Unsolicited proposals or solicited proposals pursuant to a public-private partnership with the town in accordance with F.S. § 255.065, as amended from time to time, including, but not limited to, contract negotiations between the town staff, consultants, and individuals or representatives of entities proposing a public-private partnership.

- (e) *Penalties.* Violation of this section by a particular respondent, bidder or proposer shall render any solicitation award to said respondent, bidder or proposer voidable by the town commission or town manager. Any person who violates a provision of this section may be prohibited from serving on a town selection or evaluation committee. In addition to any other penalty provided herein, violation of any provision of this section by a town employee may subject said employee to disciplinary action.
- (f) *Opt out invoked.* It is hereby provided that the provisions of section 2-11.1(t) "cone of silence" of the Miami-Dade County Code shall not apply to the Town of Surfside. This opt out provision shall prevail over any conflicting town ordinance.

(Ord. No. 1467, § 2, 11-7-06; Ord. No. 2018-1684, § 2, 5-22-18)

**Editor's note—** Ord. No. 2018-1684, § 2, adopted May 22, 2018, changed the title of § 3-17 from "Opt out invoked" to read as herein set out.





## ICS 214 – Activity Log

**Purpose.** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after- action report.

**Preparation.** An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

**Distribution.** Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

### Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Name</b>	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	<b>ICS Position</b>	Enter the name and ICS position of the individual in charge of the Unit.
5	<b>Department</b>	Enter the department of the individual completing the ICS 214.
6	<b>Vehicle Used</b>	Enter the vehicle number. Enter the starting mileage when starting the shift. Enter the ending mileage upon completing the shift.
7	<b>Employee Status</b>	State if the employee is full or part time and if exempt or not.
8	<b>Resources Assigned</b>	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> <li>• Name</li> </ul>	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> <li>• ICS Position</li> </ul>	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> <li>• Home Agency (and Unit)</li> </ul>	Use this section to enter the resource's home agency and/or unit (e.g., Town of Surfside Public Works Department, Water Management Unit).
9	<b>Activity Log</b> <ul style="list-style-type: none"> <li>• Date/Times</li> <li>• Notable Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. If the activity was dispatched (or for Police dept. personnel) enter the dispatched, arrival, and clearing time.</li> <li>• Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li> <li>• This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.</li> </ul>
10	<b>Shift Stats</b> (Police Department personnel only)	<ul style="list-style-type: none"> <li>• Use this section to enter the shift stats. Enter the total number for each category. If a category has no stats, enter "0".</li> </ul>
11	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

Note: forms must be signed by the supervisor prior to submission. Supervisor must sign all used pages.



## Letter of Access During Curfews

<This letter must be signed and appear on official company letterhead and is not considered valid if more than one (1) year old>

**DATE:** <June 1, 20##>

**SUBJECT: LETTER OF ACCESS DURING CURFEW**

**To Whom It May Concern:**

The individual possessing this letter is considered essential to the disaster response for <full name of company>. As such, this employee will be traveling between work and home as needed. This may involve travel during any curfew which may be imposed by individual jurisdictions. In the interest of mutual aid, please extend every possible courtesy to this employee during emergency situations. This employee will be able to produce a valid driver's license and <full name of company> work identification.

This letter is valid from June 1, 20\_\_ through May 31, 20\_\_ <1-year max>.

Thank you for your cooperation. For validation purposes, please contact <name of employee's supervisor or 24-hour contact> at <phone number of employee's supervisor or 24-hour contact>.

Sincerely,  
<full signature>

<full name of company representative>  
<full title of company representative>  
<address of company representative>  
<telephone number of company representative>



STATE OF FLORIDA

# DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis  
Governor

Jared Moskowitz  
Director

November 8, 2019

Sandra Novoa  
Town Clerk  
Town of Surfside  
9293 Harding Ave  
Surfside, FL 33154-3009

Dear Ms. Nova,

Enclosed for your records is a copy of the executed 2018 Statewide Mutual Aid Agreement between the Town of Surfside and the State of Florida, Division of Emergency Management. The Town of Surfside's participation in the Statewide Mutual Aid Agreement will further Florida's ability to plan for, respond to, and recover from a future disaster. Your participation in the Statewide Mutual Aid Program is vital to Florida's Emergency Management System and is greatly appreciated.

Please note that if you are a City, Educational District, Community College, State University, Special District, Authority, Native American Tribe, or Community Development District, to request for assistance or provide assistance, you must go through your county. Each county is a signatory of the Statewide Mutual Aid Agreement and will be able to assist you in requesting or providing assistance. Should you have any further questions please don't hesitate to contact me at (850) 901-8456 or at [alonna.vinson@em.myflorida.com](mailto:alonna.vinson@em.myflorida.com).

Best Regards,

A handwritten signature in blue ink, appearing to read "Alonna Vinson".

Alonna Vinson  
Mutual Aid Branch Director & EMAC Coordinator  
Florida Division of Emergency Management



STATE OF FLORIDA

## DIVISION OF EMERGENCY MANAGEMENT

RON DESANTIS  
Governor

JARED MOSKOWITZ  
Director

### STATEWIDE MUTUAL AID AGREEMENT

This Agreement is between the FLORIDA DIVISION OF EMERGENCY MANAGEMENT (“Division”) and the local government signing this Agreement (the “Participating Parties”). This agreement is based on the existence of the following conditions:

A. The State of Florida is vulnerable to a wide range of disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.

B. Such disasters are likely to exceed the capability of any one local government to cope with the emergency with existing resources.

C. Such disasters may also give rise to unusual technical needs that the local government may be unable to meet with existing resources, but that other local governments may be able to offer.

D. The Emergency Management Act, Chapter 252, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted, and through such agreements to ensure the timely reimbursement of costs incurred by the local governments which render such assistance.

E. Pursuant to Chapter 252, the Division has the authority to coordinate assistance between local governments during emergencies and to concentrate available resources where needed.

Based on the existence of the foregoing conditions, the parties agree to the following:

#### ARTICLE I.

**Definitions.** As used in this Agreement, the following expressions shall have the following meanings:

A. The “Agreement” is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement (“SMAA”).

B. The “Division” is the Division of Emergency Management

C. The “Participating Parties” to this Agreement are the Division and any and all special districts, educational districts, and other local and regional governments signing this Agreement.

D. The “Requesting Parties” to this Agreement are Participating Parties who request assistance during an emergency.

E. The “Assisting Parties” to this Agreement are Participating Parties who render assistance in an emergency to a Requesting Party.

F. The “State Emergency Operations Center” is the facility designated by the State Coordinating Officer to manage and coordinate assistance to local governments during an emergency.

G. The “Comprehensive Emergency Management Plan” is the biennial Plan issued by the Division in accordance with § 252.35(2)(a), Florida Statutes.

H. The “State Coordinating Officer” is the official whom the Governor designates, by Executive Order, to act for the Governor in responding to a disaster, and to exercise the powers of the Governor in accordance with the Executive Order, Chapter 252, Florida Statutes, and the State Comprehensive Emergency Management Plan.

I. The “Period of Assistance” is the time during which any Assisting Party renders assistance to any Requesting Party in an emergency, and shall include both the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return them to their place of origin or to the headquarters of the Assisting Party.

J. A “special district” is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), Florida Statutes, regardless of whether established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.

K. An “educational district” is any school district within the meaning of section 1001.30, Florida Statutes and any community school and state university within the meaning of section 1000.21, Florida Statutes.

L. An “interlocal agreement” is any agreement between local governments within the meaning of section 163.01(3)(a), Florida Statutes.

M. A “local government” is any educational district or any entity that is a “local governmental entity” within the meaning of section 11.45(1)(e), Florida Statutes.

N. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act.

## ARTICLE II.

**Applicability of the Agreement.** A Participating Party may request assistance under this Agreement for a “major” or “catastrophic disaster” as defined in section 252.34, Florida Statutes. If the Participating Party has no other mutual aid agreement that covers a “minor” disaster or other emergencies too extensive to be dealt with unassisted, it may also invoke assistance under this Agreement for a “minor disaster” or other such emergencies.

## ARTICLE III.

**Invocation of the Agreement.** In the event of an emergency or threatened emergency, a Participating Party may invoke assistance under this Agreement by requesting it from any other Participating Party, or from the Division if, in the judgment of the Requesting Party, its own resources are inadequate to meet the emergency.

A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the County Emergency Management Agency of the Requesting Party, unless the State Emergency Operations Center has been activated in response to the emergency for which assistance is requested.

B. All requests for assistance under this Agreement shall be transmitted by County Emergency Management Agency of the Requesting Party to either the Division, or to another Participating Party. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.

C. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate, and shall coordinate the activities of the Assisting Parties so as to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

D. Nothing in this Agreement shall be construed to allocate liability for the costs of personnel, equipment, supplies, services and other resources that are staged by the Division, or by other agencies of the State of Florida, for use in responding to an emergency pending the assignment of such personnel, equipment, supplies, services and other resources to an emergency support function/mission. The documentation, payment, repayment, and reimbursement of all such costs shall be rendered in accordance with the Comprehensive Emergency Management Plan, and general accounting best practices procedures and protocols.

#### ARTICLE IV.

**Responsibilities of Requesting Parties.** To the extent practicable, all Requesting Parties seeking assistance under this Agreement shall provide the following information to the Division and the other Participating Parties. In providing such information, the Requesting Party may use Form B attached to this Agreement, and the completion of Form B by the Requesting Party shall be deemed sufficient to meet the requirements of this Article:

A. A description of the damage sustained or threatened;

B. An identification of the specific Emergency Support Function or Functions for which such assistance is needed;

C. A description of the specific type of assistance needed within each Emergency Support Function;

D. A description of the types of personnel, equipment, services, and supplies needed for each specific type of assistance, with an estimate of the time each will be needed;

E. A description of any public infrastructure for which assistance will be needed;

F. A description of any sites or structures outside the territorial jurisdiction of the Requesting Party needed as centers to stage incoming personnel, equipment, supplies, services, or other resources;

G. The place, date and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and

H. A technical description of any communications or telecommunications equipment needed to ensure timely communications between the Requesting Party and any Assisting Parties.

#### **ARTICLE V.**

**Responsibilities of Assisting Parties.** Each Participating Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources and capabilities can render assistance. If a Participating Party which has received a request for assistance under this Agreement determines that it has the capacity to render some or all of such assistance, it shall provide the following information to the Requesting Party and shall transmit it without delay to the Requesting Party and the Division. In providing such information, the Assisting Party may use Form B attached to this Agreement, and the completion of Form B by the Assisting Party shall be deemed sufficient to meet the requirements of this Article:

A. A description of the personnel, equipment, supplies and services it has available, together with a description of the qualifications of any skilled personnel;

B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;

C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services at the date, time and place specified by the Requesting Party;

D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties; and

E. The names of all personnel whom the Assisting Party designates as Supervisors.

F. The estimated costs of the provision of assistance (use FEMA's Schedule of Equipment Rates spreadsheet attached to Form B.)

#### ARTICLE VI.

**Rendition of Assistance.** After the Assisting Party has delivered its personnel, equipment, supplies, services, or other resources to the place specified by the Requesting Party, the Requesting Party shall give specific assignments to the Supervisor(s) of the Assisting Party, who shall be responsible for directing the performance of these assignments. The Assisting Party shall have authority to direct the manner in which the assignments are performed. In the event of an emergency that affects the Assisting Party, all personnel, equipment, supplies, services and other resources of the Assisting Party shall be subject to recall by the Assisting Party upon not less than five (5) calendar days' notice or, if such notice is impracticable, as much notice as is practicable under the circumstances.

A. For operations at the scene of *catastrophic* and *major* disasters, the Assisting Party shall to the fullest extent practicable give its personnel and other resources sufficient equipment and supplies to make them self-sufficient for food, shelter, and operations unless the Requesting Party has specified the contrary. For *minor* disasters and other emergencies, the Requesting Party shall be responsible to provide food and shelter for the personnel of the Assisting Party unless the Requesting Party has specified the contrary. In its request for assistance the Requesting Party may specify that Assisting Parties send only self-sufficient personnel or self-sufficient resources.

B. Unless the Requesting Party has specified the contrary, it shall to the fullest extent practicable,

coordinate all communications between its personnel and those of any Assisting Parties, and shall determine all frequencies and other technical specifications for all communications and telecommunications equipment to be used.

C. Personnel of the Assisting Party who render assistance under this Agreement shall receive their usual wages, salaries and other compensation, and shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. If personnel of the Assisting Party hold local licenses or certifications limited to the county or municipality of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the support.

#### **ARTICLE VII.**

**Procedures for Reimbursement.** Unless the Division or the Assisting Party, as the case may be, state the contrary in writing, the ultimate responsibility for the reimbursement of costs incurred under this Agreement shall rest with the Requesting Party, subject to the following conditions and exceptions:

A. In accordance with this Agreement, the Division shall pay the costs incurred by an Assisting Party in responding to a request that the Division initiates on its own, and not for another Requesting Party.

B. An Assisting Party shall bill the Division or other Requesting Party as soon as practicable, but not later than thirty (30) calendar days after the Period of Assistance has closed. Upon the request of any of the concerned Participating Parties, the State Coordinating Officer may extend this deadline for cause.

C. If the Division or the Requesting Party protests any bill or item on a bill from an Assisting Party, it shall do so in writing as soon as practicable, but in no event later than thirty (30) calendar days after the bill is received. Failure to protest any bill or billed item in writing within thirty (30) calendar days shall constitute agreement to the bill and the items on the bill and waive the right to contest the bill.

D. If the Division protests any bill or item on a bill from an Assisting Party, the Assisting Party shall have thirty (30) calendar days from the date of protest to present the bill or item to the original

Requesting Party for payment, subject to any protest by the Requesting Party.

E. If the Assisting Party cannot reach a mutual agreement with the Division or the Requesting Party to the settlement of any protested bill or billed item, the Division, the Assisting Party, or the Requesting Party may elect binding arbitration to determine its liability for the protested bill or billed item in accordance with Section F of this Article.

F. If the Division or a Participating Party elects binding arbitration, it may select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

G. The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Department, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties, and shall be final.

H. If the Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance. All requests to the Federal Emergency Management Agency (FEMA) for the reimbursement of costs incurred by any Participating Party shall be made by and through the Division.

I. If FEMA denies any request for reimbursement of costs which the Division has already advanced to an Assisting Party, the Assisting Party shall repay such costs to the Division, but the Division may waive such repayment for cause.

## **ARTICLE VIII.**

**Costs Eligible for Reimbursement.** The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.

B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA's Schedule of Equipment Rates ( attached to Form B ) , or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.

C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida Office of Management and Budget. Upon reasonable notice, the Assisting Party shall make its records available to the Division and the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

#### ARTICLE IX.

**Insurance.** Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall file with the Division a certificate issued by the insurer attesting to such coverage.

B. Any Participating Party that elects additional insurance affording liability coverage for any

activities that may be performed under the authority of this Agreement shall file with the Division a certificate issued by the insurer attesting to such coverage.

C. Any Participating Party that is self-insured with respect to any line or lines of insurance shall file with the Division copies of all resolutions in current effect reflecting its determination to act as a self-insurer.

D. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.

E. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties, and shall not be deemed to be the agent of any other Participating Party.

F. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.

G. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.

## ARTICLE X.

**General Requirements.** Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

A. To the extent that assistance under this Agreement is funded by State funds, the obligation of any statewide instrumentality of the State of Florida to reimburse any Assisting Party under this Agreement is contingent upon an annual appropriation by the Legislature.

B. All bills for reimbursement under this Agreement from State funds shall be submitted in detail sufficient for auditing purposes. To the extent that such bills represent costs incurred for travel, such bills shall be submitted in accordance with section 112.061, Florida Statutes, and any applicable

requirements for the reimbursement of state employees for travel costs.

C. All Participating Parties shall allow public access to all documents, papers, letters or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.

D. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.

E. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.

F. Any communication to the Division under this Agreement shall be sent to the Director, Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100. Any communication to any other Participating Party shall be sent to the official or officials specified by that Participating Party on Form C attached to this Agreement. For the purpose of this Section, any such communication may be sent by the U.S. Mail, e-mail, or by facsimile.

#### **ARTICLE XI.**

**Effect of Agreement.** Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, and responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the

Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.

D. Unless superseded by the execution of this Agreement in accordance with Section A of this Article, the Statewide Mutual Aid Agreement of 1994 shall terminate and cease to have legal existence after June 30, 2001.

E. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before that date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.

F. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division, and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with Section E of this Article.

## **ARTICLE XII.**

**Interpretation and Application of Agreement.** The interpretation and application of this Agreement shall be governed by the following conditions:

A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.

B. Time shall be of the essence of this Agreement, and of the performance of all conditions,

obligations, duties, responsibilities, and promises under it.

C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.

D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Party may be required to execute the Agreement with the adopted changes. Your continued or subsequent use of this Agreement following the posting of minor changes to this Agreement will mean you accept those changes.

E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

***NOTE: On February 26, 2018, this Agreement was modified by the Division of Emergency Management. This document replaces the August 20, 2007 edition of the Statewide Mutual Aid Agreement; however, any and all Agreements previously executed shall remain in full force and effect. Any local government, special district, or educational institution which has yet to execute this Agreement should use the February 26, 2018 edition for the purposes of becoming a signatory.***

IN WITNESS WHEREOF, the Participating Parties have duly executed this Agreement on the date specified below:

**FOR ADOPTION BY A CITY**

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By:   
Director

Date: 11/4/19

Kevin Guthrie

ATTEST:  
CITY CLERK

By: 

Title: Town Clerk

Town  
CITY OF Surfside  
STATE OF FLORIDA

By: 

Title: Town Manager

Date: 9/20/2019

Approved as to Form:

By:   
City Attorney

## FORM C

### CONTACT INFORMATION FOR AUTHORIZED REPRESENTATIVES

Name of Government: Town of Surfside  
Mailing Address: 9293 Harding Avenue  
Surfside, FL 33154

#### Authorized Representative Contact Information

##### Primary Authorized Representative

Name: Julio Yero  
Title: Chief of Police (Town of Surfside Police Department)  
Address: 9293 Harding Avenue, Surfside, FL 33154  
Day Phone: 305-861-4862 Night Phone: 305-861-4862  
Facsimile: 305-861-8960 Email: jyero@townofsurfsidefl.gov

##### 1<sup>st</sup> Alternate Authorized Representative

Name: John Bambis  
Title: Captain (Town of Surfside Police Department)  
Address: 9293 Harding Avenue, Surfside, FL 33154  
Day Phone: 305-861-4862 Night Phone: 305-861-4862  
Facsimile: 305-861-8960 Email: jbambis@townofsurfsidefl.gov

##### 2<sup>nd</sup> Alternate Authorized Representative

Name: Antonio Marciante  
Title: Lieutenant (Town of Surfside Police Department)  
Address: 9293 Harding Avenue, Surfside, FL 33154  
Day Phone: 305-861-4862 Night Phone: 305-861-4862  
Facsimile: 305-861-8960 Email: amarciante@townofsurfsidefl.gov

**\*\*\*PLEASE UPDATE AS ELECTIONS OR APPOINTMENTS OCCUR\*\*\***

**STATEWIDE MUTUAL AID AGREEMENT**  
Type or print all information except signatures  
Form B

**PART I****TO BE COMPLETED BY THE REQUESTING PARTY**

Date:		Time:		HRS		Mission No:	
		(local)					
Point of Contact:		Telephone No:			E-mail address:		
Requesting Party:		Assisting Party:					
Incident Requiring Assistance:							
Type of Assistance/Resources Needed (use Part IV for additional space)							
Date & Time Resources Needed:		Location (address):					
Approximated Date/Time Resources Released:							
Authorized Official's Name:		Signature:					
Title:		Agency:					

**PART II****TO BE COMPLETED BY THE ASSISTING PARTY**

Contact Person:		Telephone No:		E-mail address:	
Type of Assistance Available:					
Date & Time Resources Available		To:			
Location (address):					
Approximate Total cost for mission:	\$				
Travel: \$	Personnel: \$	Equipment & Materials: \$	Contract Rental: \$		
Logistics Required from Requesting Party	Yes <input type="checkbox"/>	(Provide information on attached Part IV)	No <input type="checkbox"/>		
Authorized Official's Name:		Title:			
Date:		Signature:		Local Mission No:	

**PART III****TO BE COMPLETED BY THE REQUESTING PARTY**

Authorized Official's Name:		Title:	
Signature:		Agency:	

**PART IV**

**STATEWIDE MUTUAL AID AGREEMENT**  
Type or print all information except signatures  
Form B (continued)

**MISCELLANEOUS ITEMS / OTHER MISSION INFORMATION**

**FEMA's SCHEDULE OF EQUIPMENT RATES**

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
RECOVERY DIRECTORATE  
PUBLIC ASSISTANCE DIVISION  
WASHINGTON, DC 20472**

The rates on this Schedule of Equipment Rates are for applicant owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 Allowable Costs. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 Appeals.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES  
DECLARED BY THE PRESIDENT ON OR AFTER SEPTEMBER 1, 2017.

FEMA Code ID		Equipment Description					2017 Rate
Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	
8010	Air Compressor	Air Delivery	41 CFM	to 10	Hoses included.	hour	\$1.51
8011	Air Compressor	Air Delivery	103 CFM	to 30	Hoses included.	hour	\$8.84
8012	Air Compressor	Air Delivery	130 CFM	to 50	Hoses included.	hour	\$11.14
8013	Air Compressor	Air Delivery	175 CFM	to 90	Hoses included.	hour	\$18.39
8014	Air Compressor	Air Delivery	400 CFM	to 145	Hoses included.	hour	\$30.47
8015	Air Compressor	Air Delivery	575 CFM	to 230	Hoses included.	hour	\$48.71
8016	Air Compressor	Air Delivery	1100 CFM	to 355	Hoses included.	hour	\$92.88
8017	Air Compressor	Air Delivery	1600 CFM	to 500	Hoses included.	hour	\$96.96
8040	Ambulance			to 150		hour	\$28.00
8041	Ambulance			to 210		hour	\$40.50
8050	Board, Arrow			to 8	Trailer Mounted.	hour	\$4.43
8051	Board, Message			to 5	Trailer Mounted.	hour	\$11.61
8060	Auger, Portable	Hole Diameter	16 In	to 6		hour	\$2.14
8061	Auger, Portable	Hole Diameter	18 In	to 13		hour	\$4.30
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 In	to 13	Includes digger, boom and mounting hardware.	hour	\$3.16
8063	Auger, Truck Mntd	Max. Auger Size	24 In	to 100	Includes digger, boom and mounting hardware. Add this rate to tractor rate for total	hour	\$34.28
8064	Hydraulic Post Driver					hour	\$35.10
8065	Auger	Horizontal Directional Boring Machine	250 X 100	300	DD-140B YR-2003	hour	\$169.40
8066	Auger	Horizontal Directional Boring Machine	50 X 100			hour	\$31.95
8067	Auger, Directional Boring Machine	Auger, Directional Boring Machine				hour	\$36.97
8070	Automobile			to 130	Transporting people.	mile	\$0.535
8071	Automobile			to 130	Transporting cargo.	hour	\$12.32
8072	Automobile, Police			to 250	Patrolling.	mile	\$0.535
8073	Automobile, Police			to 250	Stationary with engine running.	hour	\$15.69
8075	Motorcycle, Police					mile	\$0.505
8076	Automobile - Chevy Trailblazer	6 or 8 cl		285 to 300		hour	\$22.00
8077	Automobile - Ford Expedition	Fire Command Center				hour	\$19.00
8080	All Terrain Vehicle (ATV)	Engine 110cc, 4-Wheel; 20" tyre		6.5-7.5		hour	\$8.20
8081	All Terrain Vehicle (ATV)	Engine 125cc, 4-Wheel; 21" tyre		7.6-8.6		hour	\$8.50
8082	All Terrain Vehicle (ATV)	Engine 150cc, 4-Wheel; 22" tyre		9.0-10.0		hour	\$8.51
8083	All Terrain Vehicle (ATV)	Engine 200cc, 4-Wheel; 24" tyre		12-14.0		hour	\$9.00
8084	All Terrain Vehicle (ATV)	Engine 250cc, 4-Wheel; 24" tyre		15-17		hour	\$9.40

8085	All Terrain Vehicle (ATV)	Engine 300cc, 4-Wheel; 24" tyre		18-20		hour	\$10.20
8086	All Terrain Vehicle (ATV)	Engine 400cc, 4-Wheel; 25" tyre		26-28		hour	\$11.64
8087	All Terrain Vehicle (ATV)	Engine 450cc, 4-Wheel; 25" tyre		26-28		hour	\$12.40
8088	All Terrain Vehicle (ATV)	Engine 650cc, 4-Wheel; 25" tyre		38-40		hour	\$13.20
8089	All Terrain Vehicle (ATV)	Engine 750cc, 4-Wheel; 25" tyre		44-46		hour	\$14.00
8110	Barge, Deck	Size	50'x35'x7.25'			hour	\$49.10
8111	Barge, Deck	Size	50'x35'x9'			hour	\$58.70
8112	Barge, Deck	Size	120'x45'x10'			hour	\$109.50
8113	Barge, Deck	Size	160'x45'x11"			hour	\$133.75
8120	Boat, Tow	Size	55'x20'x5'	to 870	Steel.	hour	\$317.54
8121	Boat, Tow	Size	60'x21'x5'	to 1050	Steel.	hour	\$358.65
8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	\$569.00
8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	\$1,094.24
8124	Airboat	815AGIS Airboat w/spray unit	15'x8'	400		hour	\$31.00
8125	Airboat	815AGIS Airboat w/spray unit	15'x8'	425		hour	\$31.95
8126	Swamp Buggy	Conquest		360		hour	\$39.25
8129	Compactor -2-Ton Pavement Roller	2 ton				hour	\$28.25
8130	Boat, Row				Heavy duty.	hour	\$1.44
8131	Boat, Runabout	Size	13'x5'	to 50	Outboard.	hour	\$12.00
8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	\$16.50
8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	\$217.20
8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	\$267.35
8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	\$325.35
8136	Boat, Push	Size	64'x25'x8'	to 870	Flat hull.	hour	\$358.50
8140	Boat, Tug	Length	18 Ft	to 100		hour	\$42.60
8141	Boat, Tug	Length	18 Ft	to 175		hour	\$62.55
8142	Boat, Tug	Length	28 Ft	to 250		hour	\$78.95
8143	Boat, Tug	Length	40 Ft	to 380		hour	\$196.50
8144	Boat, Tug	Length	51 Ft	to 700		hour	\$271.85
8147	Boat, Inflatable Rescue Raft	Zodiac				hour	\$1.10
8148	Boat, Runabout	1544 lbs	11 passenger capacity	190-250		hour	\$62.55
8149	Boat, removable engine	2000 Johnson Outboard Motor w 15" shaft		15		hour	\$1.50
8150	Broom, Pavement	Broom Length	72 In	to 35		hour	\$24.50
8151	Broom, Pavement	Broom Length	96 In	to 100		hour	\$27.60
8153	Broom, Pavement, Mntd	Broom Length	72 In	to 18	Add Prime Mover cost for total rate	hour	\$6.20
8154	Broom, Pavement, Pull	Broom Length	84 In	to 20	Add Prime Mover cost for total rate	hour	\$20.77
8157	Sweeper, Pavement			to 110		hour	\$76.70
8158	Sweeper, Pavement			to 230		hour	\$96.80
8180	Bus			to 150		hour	\$20.95
8181	Bus			to 210		hour	\$25.45
8182	Bus			to 300		hour	\$38.35
8183	Blower	Gasoline powered Toro Pro Force		27		hour	\$15.37
8184	Back-Pack Blower			to 4.4		hour	\$1.50
8185	Walk-Behind Blower			13		hour	\$6.50
8187	Chainsaw	20" Bar, 3.0 cu in				hour	\$1.40
8188	Chainsaw	20" Bar 5.0 cu in				hour	\$2.45
8189	Chainsaw	20" Bar 6.0 cu in				hour	\$2.65
8190	Chain Saw	Bar Length	16 In			hour	\$1.70
8191	Chain Saw	Bar Length	25 In			hour	\$3.45
8192	Chain Saw, Pole	Bar Size	18 In			hour	\$1.25
8193	Skidder	model 748 E		to 173		hour	\$52.70
8194	Skidder	model 648 G11		to 177		hour	\$104.30
8195	Cutter, Brush	Cutter Size	8 ft	to 150		hour	\$115.35
8196	Cutter, Brush	Cutter Size	8 ft	to 190		hour	\$129.35
8197	Cutter, Brush	Cutter Size	10 ft	to 245		hour	\$136.30

8198	Bruncher Cutter	Cutter, Brush - 247 hp, 1997 Model 511 Feller		to 247		hour	\$187.75
8199	Log Trailer	40 ft				hour	\$9.90
8200	Chipper, Brush	Chipping Capacity	6 In	to 35	Trailer Mounted.	hour	\$8.60
8201	Chipper, Brush	Chipping Capacity	9 In	to 65	Trailer Mounted.	hour	\$16.88
8202	Chipper, Brush	Chipping Capacity	12 In	to 100	Trailer Mounted.	hour	\$24.31
8203	Chipper, Brush	Chipping Capacity	15 In	to 125	Trailer Mounted.	hour	\$35.00
8204	Chipper, Brush	Chipping Capacity	18 In	to 200	Trailer Mounted.	hour	\$50.10
8208	Loader - Tractor - Knuckleboom	model Barko 595 ML		to 173		hour	\$161.89
8209	Loader - Wheel	model 210 w/ Buck Saw 50 inch Bar		to 240		hour	\$97.00
8210	Clamshell & Dragline, Crawler		149,999 lbs	to 235	Bucket not included in rate.	hour	\$127.40
8211	Clamshell & Dragline, Crawler		250,000 lbs	to 520	Bucket not included in rate.	hour	\$166.20
8212	Clamshell & Dragline, Truck			to 240	Bucket not included in rate.	hour	\$145.00
8220	Compactor			to 10		hour	\$15.10
8221	Compactor, towed, Vibratory Drum			to 45		hour	\$31.70
8222	Compactor, Vibratory, Drum			to 75		hour	\$22.30
8223	Compactor, pneumatic, wheel			to 100		hour	\$26.00
8225	Compactor, Sanitation			to 300		hour	\$92.75
8226	Compactor, Sanitation			to 400		hour	\$152.30
8227	Compactor, Sanitation			535		hour	\$249.75
8228	Compactor, towed, Pneumatic, Wheel		10000 lbs		Include prime mover rate	hour	\$17.00
8229	Compactor, towed, Drum Static		20000 lbs		Include prime mover rate	hour	\$15.60
8240	Feeder, Grizzly			to 35		hour	\$22.20
8241	Feeder, Grizzly			to 55		hour	\$32.45
8242	Feeder, Grizzly			to 75		hour	\$64.25
8250	Dozer, Crawler			to 75		hour	\$51.30
8251	Dozer, Crawler			to 105		hour	\$38.30
8252	Dozer, Crawler			to 160		hour	\$93.74
8253	Dozer, Crawler			to 250		hour	\$149.75
8254	Dozer, Crawler			to 360		hour	\$201.10
8255	Dozer, Crawler			to 565		hour	\$311.80
8256	Dozer, Crawler			to 850		hour	\$294.10
8260	Dozer, Wheel			to 300		hour	\$61.00
8261	Dozer, Wheel			to 400		hour	\$94.10
8262	Dozer, Wheel			to 500		hour	\$178.65
8263	Dozer, Wheel			to 625		hour	\$239.60
8269	Box Scraper	3 hitch attach for tractor; 2007 Befco				hour	\$3.50
8270	Bucket, Clamshell	Capacity	1.0 CY		Includes teeth. Does not include Clamshell & Dragline	hour	\$4.62
8271	Bucket, Clamshell	Capacity	2.5 CY		Includes teeth. Does not include Clamshell & Dragline	hour	\$8.73
8272	Bucket, Clamshell	Capacity	5.0 CY		Includes teeth. Does not include Clamshell & Dragline	hour	\$13.10
8273	Bucket, Clamshell	Capacity	7.5 CY		Includes teeth. Does not include Clamshell & Dragline	hour	\$22.40
8275	Bucket, Dragline	Capacity	2.0 CY		Does not include Clamshell & Dragline	hour	\$3.96
8276	Bucket, Dragline	Capacity	5.0 CY		Does not include Clamshell & Dragline	hour	\$9.90
8277	Bucket, Dragline	Capacity	10 CY		Does not include Clamshell & Dragline	hour	\$14.10
8278	Bucket, Dragline	Capacity	14 CY		Does not include Clamshell & Dragline	hour	\$18.65
8280	Excavator, Hydraulic	Bucket Capacity	0.5 CY	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	\$18.00
8281	Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	\$34.20
8282	Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	\$52.70
8283	Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	\$153.00

8284	Excavator, Hydraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	\$264.50
8285	Excavator, Hydraulic	Bucket Capacity	7.5 CY	to 650	Crawler, Truck & Wheel. Includes bucket.	hour	\$223.70
8286	Excavator, Hydraulic	Bucket Capacity	12 CY	to 1000	Crawler, Truck & Wheel. Includes bucket.	hour	\$455.00
8287	Excavator	2007 model Gradall XL3100 III		184		hour	\$105.46
8288	Excavator	2003 model Gradall XL4100 III		238		hour	\$113.20
8289	Excavator	2006 model Gradall XL5100		230		hour	\$88.80
8290	Trowel, Concrete	Diameter	48 In	to 12		hour	\$4.80
8300	Fork Lift	Capacity	6000 Lbs	to 60		hour	\$13.00
8301	Fork Lift	Capacity	12000 Lbs	to 90		hour	\$18.50
8302	Fork Lift	Capacity	18000 Lbs	to 140		hour	\$24.00
8303	Fork Lift	Capacity	50000 Lbs	to 215		hour	\$51.40
8306	Fork Lift Material handler	Diesel, CAT TH360B	6600-11500 gwr lbs	99.9		hour	\$27.90
8307	Fork Lift Material handler	Diesel, CAT TH460B		99.9		hour	\$30.15
8308	Fork Lift Material handler	Diesel, CAT TH560B		99.9		hour	\$35.80
8309	Fork Lift Accessory	2003 ACS Paddle Fork				hour	\$3.48
8310	Generator	Prime Output	5.5 KW	to 10		hour	\$3.35
8311	Generator	Prime Output	16 KW	to 25		hour	\$7.45
8312	Generator	Prime Output	43 KW	to 65		hour	\$15.00
8313	Generator	Prime Output	100 KW	to 125		hour	\$34.95
8314	Generator	Prime Output	150 KW	to 240		hour	\$50.00
8315	Generator	Prime Output	210 KW	to 300		hour	\$62.45
8316	Generator	Prime Output	280 KW	to 400		hour	\$80.40
8317	Generator	Prime Output	350 KW	to 500		hour	\$90.50
8318	Generator	Prime Output	530 KW	to 750		hour	\$153.30
8319	Generator	Prime Output	710 KW	to 1000		hour	\$222.00
8320	Generator	Prime Output	1100 KW	to 1500	Open	hour	\$349.00
8321	Generator	Prime Output	2500 KW	to 3000		hour	\$533.75
8322	Generator	Prime Output	1,000 KW	to 1645	Enclosed	hour	\$403.30
8323	Generator	Prime Output	1,500 KW	to 2500	Enclosed	hour	\$511.22
8324	Generator	Prime Output	1100KW	2500	Enclosed	hour	\$495.80
8325	Generator	Prime Output	40KW	60		hour	\$14.80
8326	Generator	Prime Output	20KW	40		hour	\$13.32
8330	Graders	Moldboard Size	10 Ft	to 110	Includes Rigid and Articulate equipment.	hour	\$43.30
8331	Graders	Moldboard Size	12 Ft	to 150	Includes Rigid and Articulate equipment.	hour	\$46.50
8332	Graders	Moldboard Size	14 Ft	to 225	Includes Rigid and Articulate equipment.	hour	\$67.50
8350	Hose, Discharge	Diameter	3 In		Per 25 foot length. Includes couplings.	hour	\$0.15
8351	Hose, Discharge	Diameter	4 In		Per 25 foot length. Includes couplings.	hour	\$0.24
8352	Hose, Discharge	Diameter	6 In		Per 25 foot length. Includes couplings.	hour	\$0.60
8353	Hose, Discharge	Diameter	8 In		Per 25 foot length. Includes couplings.	hour	\$0.60
8354	Hose, Discharge	Diameter	12 In		Per 25 foot length. Includes couplings.	hour	\$0.90
8355	Hose, Discharge	Diameter	16 In		Per 25 foot length. Includes couplings.	hour	\$1.70
8356	Hose, Suction	Diameter	3 In		Per 25 foot length. Includes couplings.	hour	\$0.30
8357	Hose, Suction	Diameter	4 In		Per 25 foot length. Includes couplings.	hour	\$0.35
8358	Hose, Suction	Diameter	6 In		Per 25 foot length. Includes couplings.	hour	\$1.15
8359	Hose, Suction	Diameter	8 In		Per 25 foot length. Includes couplings.	hour	\$1.10
8360	Hose, Suction	Diameter	12 In		Per 25 foot length. Includes couplings.	hour	\$1.70
8361	Hose, Suction	Diameter	16 In		Per 25 foot length. Includes couplings.	hour	\$3.15
8380	Loader, Crawler	Bucket Capacity	0.5 CY	to 32	Includes bucket.	hour	\$14.66

8381	Loader, Crawler	Bucket Capacity	1 CY	to 60	Includes bucket.	hour	\$34.30
8382	Loader, Crawler	Bucket Capacity	2 CY	to 118	Includes bucket.	hour	\$68.10
8383	Loader, Crawler	Bucket Capacity	3 CY	to 178	Includes bucket.	hour	\$101.30
8384	Loader, Crawler	Bucket Capacity	4 CY	to 238	Includes bucket.	hour	\$120.00
8390	Loader, Wheel	Bucket Capacity	0.5 CY	to 38		hour	\$20.10
8391	Loader, Wheel	Bucket Capacity	1 CY	to 60		hour	\$36.90
8392	Loader, Wheel	Bucket Capacity	2 CY	to 105	CAT-926	hour	\$35.50
8393	Loader, Wheel	Bucket Capacity	3 CY	to 152		hour	\$43.85
8394	Loader, Wheel	Bucket Capacity	4 CY	to 200		hour	\$59.30
8395	Loader, Wheel	Bucket Capacity	5 CY	to 250		hour	\$64.00
8396	Loader, Wheel	Bucket Capacity	6 CY	to 305		hour	\$104.00
8397	Loader, Wheel	Bucket Capacity	7 CY	to 360		hour	\$124.50
8398	Loader, Wheel	Bucket Capacity	8 CY	to 530		hour	\$171.40
8401	Loader, Tractor, Wheel	Bucket Capacity	0.87 CY	to 80	Case 580 Super L	hour	\$33.73
8410	Mixer, Concrete Portable	Batching Capacity	10 Cft			hour	\$3.05
8411	Mixer, Concrete Portable	Batching Capacity	12 Cft	11		hour	\$4.00
8412	Mixer, Concrete, Trailer Mntd	Batching Capacity	11 Cft	to 10		hour	\$12.70
8413	Mixer, Concrete, Trailer Mntd	Batching Capacity	16 Cft	to 25		hour	\$19.60
8419	Breaker, Pavement Hand-Held	Weight	25-90 Lbs			hour	\$1.10
8420	Breaker, Pavement			to 70		hour	\$57.45
8423	Spreader, Chip	Spread Hopper Width	12.5 Ft	to 152		hour	\$85.85
8424	Spreader, Chip	Spread Hopper Width	16.5 Ft	to 215		hour	\$116.60
8425	Spreader, Chip, Mntd	Hopper Size	8 Ft	to 8	Trailer & truck mounted.	hour	\$4.60
8430	Paver, Asphalt, Towed				Does not include Prime Mover.	hour	\$12.40
8431	Paver, Asphalt			to 50	Includes wheel and crawler equipment.	hour	\$73.76
8432	Paver, Asphalt			to 125	Includes wheel and crawler equipment.	hour	\$95.10
8433	Paver, Asphalt			to 175	Includes wheel and crawler equipment.	hour	\$126.80
8434	Paver, Asphalt		35,000Lbs & Over	to 260	Includes wheel and crawler equipment.	hour	\$209.65
8436	Pick-up, Asphalt			to 110		hour	\$96.85
8437	Pick-up, Asphalt			to 150		hour	\$135.00
8438	Pick-up, Asphalt			to 200		hour	\$93.50
8439	Pick-up, Asphalt			to 275		hour	\$204.00
8440	Striper	Paint Capacity	40 Gal	to 22		hour	\$16.20
8441	Striper	Paint Capacity	90 Gal	to 60		hour	\$22.90
8442	Striper	Paint Capacity	120 Gal	to 122		hour	\$42.60
8445	Striper, Truck Mntd	Paint Capacity	120 Gal	to 460		hour	\$78.60
8446	Striper, Walk-behind	Paint Capacity	12 Gal			hour	\$4.00
8447	Paver accessory -Belt Extension	2002 Leeboy Conveyor Belt Extension			crawler	hour	\$32.50
8450	Plow, Snow, Grader Mntd	Width	to 10 Ft		Include Grader for total cost	hour	\$28.00
8451	Plow, Snow, Grader Mntd	Width	to 14 Ft		Include Grader for total cost	hour	\$32.90
8452	Plow, Truck Mntd	Width	to 15 Ft		Include truck for total cost	hour	\$24.35
8453	Plow, Truck Mntd	Width	to 15 Ft		With leveling wing. Include truck for total cost	hour	\$40.80
8455	Spreader, Sand	Mounting	Tailgate, Chassis			hour	\$7.35
8456	Spreader, Sand	Mounting	Dump Body			hour	\$10.45
8457	Spreader, Sand	Mounting	Truck (10yd)			hour	\$13.15
8458	Spreader, Chemical	Capacity	5 CY	to 4	Trailer & truck mounted.	hour	\$6.00
8469	Pump - Trash Pump	10 MTC	2" Pump	to 7	10,000 gph	hour	\$7.25
8470	Pump	Centrifugal, 8M pump	2" - 10,000 gal/hr.	to 4.5	Hoses not included.	hour	\$6.10
8471	Pump	Diaphragm pump	2" - 3,000 gal/hr.	to 6	Hoses not included.	hour	\$6.75
8472	Pump	Centrifugal, 18M pump	3" - 18,000 gal/hr. pump	to 10	Hoses not included.	hour	\$7.99
8473	Pump			to 15	Hoses not included.	hour	\$10.30
8474	Pump			to 25	Hoses not included.	hour	\$13.60
8475	Pump			to 40	Hoses not included.	hour	\$16.65
8476	Pump	4" - 40,000 gal/hr.	4" - 40,000 gal/hr.	to 60	Hoses not included.	hour	\$27.10

8477	Pump			to 95	Hoses not included.	hour	\$32.00
8478	Pump			to 140	Hoses not included.	hour	\$41.50
8479	Pump			to 200	Hoses not included.	hour	\$49.90
8480	Pump			to 275	Does not include Hoses.	hour	\$66.85
8481	Pump			to 350	Does not include Hoses.	hour	\$82.00
8482	Pump			to 425	Does not include Hoses.	hour	\$96.60
8483	Pump			to 500	Does not include Hoses.	hour	\$114.00
8484	Pump			to 575	Does not include Hoses.	hour	\$133.30
8485	Pump			to 650	Does not include Hoses.	hour	\$154.70
8486	Aerial Lift, Truck Mntd	Max. Platform Height	40 Ft		Add this rate to truck rate for total lift and truck rate	hour	\$11.38
8487	Aerial Lift, Truck Mntd	Max. Platform Height	61 Ft		Add this rate to truck rate for total lift and truck rate	hour	\$20.54
8488	Aerial Lift, Truck Mntd	Max. Platform Height	80 Ft		Add this rate to truck rate for total lift and truck rate	hour	\$39.00
8489	Aerial Lift, Truck Mntd	Max. Platform Load - 600Lbs	81 Ft -100 Ft. Ht.		Add this rate to truck rate for total lift and truck rate	hour	\$39.50
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 Ft. Ht.	to 15	Articulated, Telescoping, Scissor.	hour	\$8.95
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 Ft. Ht.	to 30	Articulated, Telescoping, Scissor.	hour	\$16.10
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 Ft. Ht.	to 50	Articulated, Telescoping, Scissor.	hour	\$29.26
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 Ft. Ht.	to 85	Articulated and Telescoping.	hour	\$55.65
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 Ft. Ht.	to 130	Articulated and Telescoping.	hour	\$70.15
8495	I.C. Aerial Lift, Self-Propelled	Max. Platform Load - 500 Lbs	75"x155", 40Ft Ht.	to 80	2000 Lbs Capacity	hour	\$28.95
8496	Crane, Truck Mntd	Max. Lift Capacity	24000 Lbs		Include truck rate for total cost	hour	\$14.90
8497	Crane, Truck Mntd	Max. Lift Capacity	36000 Lbs		Include truck rate for total cost	hour	\$22.40
8498	Crane, Truck Mntd	Max. Lift Capacity	60000 Lbs		Include truck rate for total cost	hour	\$36.50
8499	Pump - Trash-Pump	CPB Rating - 10MTC	10000 gal/hr	7	Self- Priming Trash Pump	hour	\$7.55
8500	Crane	Max. Lift Capacity	8 MT	to 80		hour	\$38.70
8501	Crane	Max. Lift Capacity	15 MT	to 150		hour	\$66.90
8502	Crane	Max. Lift Capacity	50 MT	to 200		hour	\$90.00
8503	Crane	Max. Lift Capacity	70 MT	to 300		hour	\$178.60
8504	Crane	Max. Lift Capacity	110 MT	to 350		hour	\$243.20
8510	Saw, Concrete	Blade Diameter	14 In	to 14		hour	\$7.20
8511	Saw, Concrete	Blade Diameter	26 In	to 35		hour	\$12.00
8512	Saw, Concrete	Blade Diameter	48 In	to 65		hour	\$25.10
8513	Saw, Rock			to 100		hour	\$33.50
8514	Saw, Rock			to 200		hour	\$63.00
8517	Jackhammer (Dry)	Weight Class	25-45 Lbs			hour	\$1.66
8518	Jackhammer (Wet)	Weight Class	30-55 Lbs			hour	\$1.84
8521	Scraper	Scraper Capacity	16 CY	to 250		hour	\$107.15
8522	Scraper	Scraper Capacity	23 CY	to 365		hour	\$155.50
8523	Scraper	Scraper Capacity	34 CY	to 475		hour	\$270.00
8524	Scraper	Scraper Capacity	44 CY	to 600		hour	\$265.70
8540	Loader, Skid-Steer	Operating Capacity	1000 Lbs	to 35		hour	\$14.15
8541	Loader, Skid-Steer	Operating Capacity	2000 Lbs	to 65		hour	\$37.00
8542	Loader, Skid-Steer	Operating Capacity	3000 Lbs	to 85		hour	\$36.05
8550	Snow Blower, Truck Mntd	Capacity	600 Tph	to 75	Does not include truck	hour	\$34.60
8551	Snow Blower, Truck Mntd	Capacity	1400 Tph	to 200	Does not include truck	hour	\$94.00
8552	Snow Blower, Truck Mntd	Capacity	2000 Tph	to 340	Does not include truck	hour	\$142.50
8553	Snow Blower, Truck Mntd	Capacity	2500 Tph	to 400	Does not include truck	hour	\$154.80
8558	Snow Thrower, Walk Behind	Cutting Width	25 in	to 5		hour	\$2.60
8559	Snow Thrower, Walk Behind	Cutting Width	60 in	to 15		hour	\$14.10
8560	Snow Blower	Capacity	2,000 Tph	to 400		hour	\$234.00
8561	Snow Blower	Capacity	2,500 Tph	to 500		hour	\$255.00
8562	Snow Blower	Capacity	3,500 Tph	to 600		hour	\$284.00

8569	Dust Control De-Ice Unit	1300-2000 gal	173"Lx98"Wx51"H	5.5	Hydro Pump w/100' 1/2" hose	hour	\$3.45
8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 CY	to 40	Loader and Backhoe Buckets Included.	hour	\$22.15
8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 CY	to 70	Loader and Backhoe Buckets Included.	hour	\$29.50
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets Included.	hour	\$38.60
8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 CY	to 115	Loader and Backhoe Buckets Included.	hour	\$47.77
8580	Distributor, Asphalt	Tank Capacity	500 Gal		burners, insulated tank, and circulating spray bar.	hour	\$14.78
8581	Distributor, Asphalt	Tank Capacity	1000 Gal		burners, insulated tank, and circulating spray bar. Include	hour	\$21.30
8582	Distributor, Asphalt	Tank Capacity	4000 Gal		burners, insulated tank, and circulating spray bar. Include	hour	\$30.15
8583	Distributor	ETNYRE Oil Distributor Model - PB348		300		hour	\$41.60
8584	Distributor	ETNYRE Quad Chip Spreader		280		hour	\$83.20
8590	Trailer, Dump	Capacity	20 CY		Does not include Prime Mover.	hour	\$11.38
8591	Trailer, Dump	Capacity	30 CY		Does not include Prime Mover.	hour	\$13.10
8600	Trailer, Equipment	Capacity	30 Tons			hour	\$14.15
8601	Trailer, Equipment	Capacity	40 Tons			hour	\$15.50
8602	Trailer, Equipment	Capacity	60 Tons			hour	\$18.85
8603	Trailer, Equipment	Capacity	120 Tons			hour	\$28.35
8610	Trailer, Water	Tank Capacity	4000 Gal		with sump and a rear spraybar.	hour	\$13.50
8611	Trailer, Water	Tank Capacity	6000 Gal		with sump and a rear spraybar.	hour	\$16.55
8612	Trailer, Water	Tank Capacity	10000 Gal		with sump and a rear spraybar.	hour	\$19.20
8613	Trailer, Water	Tank Capacity	14000 Gal		with sump and a rear spraybar.	hour	\$23.77
8614	Truck- Water Tanker	1000 gal. tank		175		hour	\$33.35
8620	Tub Grinder			to 440		hour	\$95.35
8621	Tub Grinder			to 630		hour	\$143.65
8622	Tub Grinder			to 780		hour	\$183.60
8623	Tub Grinder			to 1000		hour	\$322.00
8627	Horizontal Grinder	Model HG6000		630		hour	\$57.36
8628	Stump Grinder	1988 Vermeer SC-112		102		hour	\$47.00
8629	Stump Grinder	24" grinding wheel		110		hour	\$45.00
8630	Sprayer, Seed	Working Capacity	750 Gal	to 30	Does not include Prime Mover.	hour	\$14.00
8631	Sprayer, Seed	Working Capacity	1250 Gal	to 50	Trailer & truck mounted. Does not include Prime	hour	\$19.80
8632	Sprayer, Seed	Working Capacity	3500 Gal	to 115	Does not include Prime Mover.	hour	\$29.25
8633	Mulcher, Trailer Mntd	Working Capacity	7 TPH	to 35		hour	\$14.10
8634	Mulcher, Trailer Mntd	Working Capacity	10 TPH	to 55		hour	\$20.60
8635	Mulcher, Trailer Mntd	Working Capacity	20 TPH	to 120		hour	\$29.45
8636	Scraper	Soil Recycler WR 2400	w 317 gal fuel tank	563		hour	\$239.85
8637	Trailer CAT	Double Belly Bottom-dump Trailer	28 CY of soil in one dump	330	13 CY of soil each berry	hour	\$92.33
8638	Rake	Barber Beach Sand Rake 600HDR, towed				hour	\$15.40
8639	Chipper	Wildcat 626 Cougar Trommel Screen chipper w belt		125		hour	\$34.30
8640	Trailer, Office	Trailer Size	8' x 24'		Cargo Size 16ft	hour	\$1.95
8641	Trailer, Office	Trailer Size	8' x 32'		Cargo Size 24ft	hour	\$2.30
8642	Trailer, Office	Trailer Size	10' x 32'		Cargo Size 20ft	hour	\$2.65
8643	Trailer	Haz-Mat Equipment trailer	8'x18'			hour	\$37.75
8644	Trailer, Covered Utility Trailer	(7' X 16')				hour	\$5.65
8645	Trailer, Dodge Ram	8' x 24' shower trailer- 12 showers		101		hour	\$29.45
8646	Trailer, Dodge	32' flatbed water				hour	\$27.90
8650	Trencher			to 40	Wheel Mounted. Chain and Wheel.	hour	\$16.30

8651	Trencher			to 85	Wheel Mounted. Chain and Wheel.	hour	\$24.70
8654	Trencher accessories	2008 Griswold Trenchbox				hour	\$1.90
8660	Plow, Cable	Plow Depth	24 in	to 30		hour	\$12.00
8661	Plow, Cable	Plow Depth	36 in	to 65		hour	\$37.45
8662	Plow, Cable	Plow Depth	48 in	to 110		hour	\$41.25
8670	Derrick, Hydraulic Digger	Max. Boom Length	60 Ft		alignment attachment. Include truck rate	hour	\$34.15
8671	Derrick, Hydraulic Digger	Max. Boom Length	90 Ft		alignment attachment. Include truck rate	hour	\$54.66
8680	Truck, Concrete Mixer	Mixer Capacity	13 CY	to 300		hour	\$82.35
8684	Truck, Fire	100 Ft Ladder				hour	\$100.00
8690	Truck, Fire	Pump Capacity	1000 GPM			hour	\$68.00
8691	Truck, Fire	Pump Capacity	1250 GPM			hour	\$72.25
8692	Truck, Fire	Pump Capacity	1500 GPM			hour	\$78.90
8693	Truck, Fire	Pump Capacity	2000 GPM			hour	\$81.40
8694	Truck, Fire Ladder	Ladder length	75 FT			hour	\$117.10
8695	Truck, Fire Ladder	Ladder length	150 FT			hour	\$142.75
8696	Truck, Fire	No Ladder		330	Rescure Equipment	hour	\$93.47
8700	Truck, Flatbed	Maximum Gvw	15000 Lbs	to 200		hour	\$20.60
8701	Truck, Flatbed	Maximum Gvw	25000 Lbs	to 275		hour	\$35.00
8702	Truck, Flatbed	Maximum Gvw	30000 Lbs	to 300		hour	\$27.10
8703	Truck, Flatbed	Maximum Gvw	45000 Lbs	to 380		hour	\$44.70
8708	Trailer, semi	48ft to 53ft, flat-bed, freight, two axle	50,000+ gwr			hour	\$8.45
8709	Trailer, semi	enclosed 48 ft to 53 ft, two axles	50,000+ gwr			hour	\$9.50
8710	Trailer, semi	28ft, single axle, freight	25,000 gwr			hour	\$9.70
8711	Flat bed utility trailer	6 ton				hour	\$3.10
8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 CY		Truck Mounted.	hour	\$24.80
8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 CY		Truck Mounted.	hour	\$31.30
8714	Vactor	800 Gal Spoils/400 Gal Water	500/800 gal	49		hour	\$82.75
8715	Truck, Hydro Vac	model LP555DT				hour	\$18.00
8716	Leaf Vac	Tow by Truck 22,000 cfm capacity		85	Leaf Vac + Truck Code 8811	hour	\$51.25
8717	Truck, Vacuum	60,000 GVW		400		hour	\$74.20
8719	Litter Picker	model 2007 Barber			towed by tractor	hour	\$9.60
8720	Truck, Dump	Struck Capacity	8 CY	to 220		hour	\$48.80
8721	Truck, Dump	Struck Capacity	10 CY	to 320		hour	\$60.77
8722	Truck, Dump	Struck Capacity	12 CY	to 400		hour	\$67.70
8723	Truck, Dump	Struck Capacity	18 CY	to 400		hour	\$75.50
8724	Truck, Dump, Off Highway	Struck Capacity	28 CY	to 450		hour	\$121.20
8725	Truck, Dump	Struck Capacity	14 CY	to 400		hour	\$77.80
8730	Truck, Garbage	Capacity	25 CY	to 255		hour	\$48.50
8731	Truck, Garbage	Capacity	32 CY	to 325		hour	\$55.90
8733	E-BAM Services	Environmental Beta Attenuation Air Monitor			Powered by Solar System	hour	\$3.00
8734	Attenuator, safety	that can stop a vehicle at 60 mph				hour	\$5.50
8735	Truck, Attenuator	2004 Truck Mounted for 60 mph				hour	\$3.85
8736	Truck, tow	1987 Chevy Kodiak 70		175		hour	\$27.70
8744	Van, Custom	Special Service Canteen Truck		350		hour	\$18.00
8745	Van, step	model MT10FD		300		hour	\$21.25
8746	Van-up to 15 passenger	light duty, class 1		225-300		hour	\$20.00
8747	Van-up to 15 passenger	light duty, class 2		225-300		hour	\$20.15
8748	Van-cargo	light duty, class 1		225 - 300		hour	\$22.25
8749	Van-cargo	light duty, class 2		225-300		hour	\$22.25
8750	Vehicle, Small			to 30		hour	\$6.40
8753	Vehicle, Recreational			to 10		hour	\$2.80
8755	Golf Cart	Capacity	2 person			hour	\$3.75
8761	Vibrator, Concrete			to 4		hour	\$1.60
8770	Welder, Portable			to 16	Includes ground cable and lead cable.	hour	\$3.10

8771	Welder, Portable			to 34	Includes ground cable and lead cable.	hour	\$6.80
8772	Welder, Portable			to 50	Includes ground cable and lead cable.	hour	\$10.00
8773	Welder, Portable			to 80	Includes ground cable and lead cable.	hour	\$13.78
8780	Truck, Water	Tank Capacity	2500 Gal	to 175	Include pump and rear spray system.	hour	\$28.70
8781	Truck, Water	Tank Capacity	4000 Gal	to 250	Include pump and rear spray system.	hour	\$50.00
8788	Container & roll off truck	30 yds				hour	\$23.05
8789	Truck, Tractor	1997 Freightliner F120		430		hour	\$54.90
8790	Truck, Tractor	4 x 2	25000 lbs	to 210		hour	\$42.40
8791	Truck, Tractor	4 x 2	35000 lbs	to 330		hour	\$46.00
8792	Truck, Tractor	6 x 2	45000 lbs	to 360		hour	\$52.75
8794	Truck, freight	Enclosed w/lift gate. Medium duty class 5	gvwr 16000-19500 Lbs			hour	\$23.25
8795	Truck, backhoe carrier	Three axle, class 8, heavy duty	over 33000Lbs			hour	\$34.50
8796	Truck, freight	Enclosed w/lift gate. Heavy duty, class	7, 26,001 to 33,000 lbs gvwr			hour	\$31.00
8798	Truck	Tilt and roll-back, two axle, class 7 heavy duty,	to 33,000 gvwr			hour	\$32.00
8799	Truck,	Tilt and roll back, three axle. class 8 heavy duty	over 33,001+ gvwr			hour	\$40.60
8800	Truck, Pickup				When transporting people.	mile	\$0.54
8801	Truck, Pickup	1/2-ton Pickup Truck	4x2-Axle	160		hour	\$12.30
8802	Truck, Pickup	1-ton Pickup Truck	4x2-Axle	234		hour	\$17.65
8803	Truck, Pickup	1 1/4-ton Pickup Truck	4x2-Axle	260		hour	\$19.85
8804	Truck, Pickup	1 1/2-ton Pickup Truck	4x2-Axle	300		hour	\$22.25
8805	Truck, Pickup	1 3/4-ton Pickup Truck	4x2-Axle	300		hour	\$23.10
8806	Truck, Pickup	3/4-ton Pickup Truck	4x2-Axle	165		hour	\$13.40
8807	Truck, Pickup	3/4-ton Pickup Truck	4x4-Axle	285	Crew	hour	\$20.80
8808	Truck, Pickup	1-ton Pickup Truck	4x4-Axle	340	Crew	hour	\$22.85
8809	Truck, Pickup	1 1/4-ton Pickup Truck	4x4-Axle	360	Crew	hour	\$26.40
8810	Truck, Pickup	1 1/2-ton Pickup Truck	4x4-Axle	362	Crew	hour	\$26.75
8811	Truck, Pickup	1 3/4-ton Pickup Truck	4x4-Axle	362	Crew	hour	\$27.50
8820	Skidder accessory	2005 JCB Grapple Claw				hour	\$1.75
8821	Forklift, accessory	2005 ACS Grapple Bucket Debris/Log (Knuckleboom Loader/Truck)				hour	\$1.50
8822	Truck, Loader			230		hour	\$52.26
8823	Chipper- Wood Recycler	Cat 16 engine		700		hour	\$115.00
8824	Skidder	model Cat 525B		up to 160		hour	\$82.90
8825	Skidder	40K lbs- model Cat 525C		161 and up		hour	\$118.77
8840	Truck, service	fuel and lube	up to 26,000 gvwr	215-225		hour	\$38.65
8841	Truck, fuel	2009 International 1,800 gal. storage tank		200		hour	\$30.50
8842	Mobile Command Trailer	(8' X 28') with 7.5 KW Generator				hour	\$14.68
8843	Mobile Response Trailer	(8' X 31') with 4.5 KW Generator?				hour	\$13.60
8844	Mobile Command Center	(unified) (RV) Utilmaster MP-35	43 FT Long with Generator	400		hour	\$75.00
8845	Mobile Command Post Vehicle	(RV) (In- Motion)	22-Ft Long	340		hour	\$31.00
8846	Mobile Command Post Vehicle	(RV) (Stationary) w/9.6 KW Generator	22-Ft Long	340		hour	\$19.25
8847	Mobile Command Center (Trailer)	48'x8' Trailer, Fully Equiped Mobile Command Center	48-Ft Long			hour	\$29.45
8848	Mobile Command Center (Trailer)	48'x8' When being Moved w/Truck Tractor		310		hour	\$48.90
8849	Mobile Command Center	43'x8.5' x 13.5'H with self 30kw Generator				hour	\$52.00
8850	Mobile Command Center	2007-Freightliner MT-55, (RV)		260		hour	\$45.50
8851	Mobile Command Van	1990- Ford Econoline-Communication Van		230		hour	\$41.00
8852	Mobile Command Center	47.5' X 8.75 Fully Equip' (In motion) (RV)		410		hour	\$65.30
8853	Mobile Command Center	47.5' X 8.75 Fully Equip' (Stationary)		410		hour	\$45.00

8854	Mobile Command Vehicle	53' X 8.75 Fully Equip		480-550		hour	\$96.20
8870	Light Tower	Terex/Amida AL 4000. with (4) 500 watt lights	w/10kw power unit	13.5		hour	\$10.68
8871	Light Tower	2004 Almand				hour	\$6.30
8872	SandBagger Machine	(Spider) automatic		4.5		hour	\$48.75
8900	Helicopter	OH-58 KIOWA (Military) is the same as "Bell-206B3		420		hour	\$474.00
8901	Helicopter	OH-58 KIOWA (Military) is the same as "Bell-206BR		420		hour	\$496.00
8902	Helicopter	Model Bell 206-L3 Jet Range Helicopter		650	Jet Range III-Helicopter	hour	\$582.00
8903	Helicopter	Model Bell 206L1 Long Ranger		650	Long Ranger	hour	\$596.00
8904	Helicopter	Model Bell 206LT Long Range Twinranger		450	Twinranger	hour	\$780.00
8905	Helicopter	Model Bell 407 EMS- Ambulance		250		hour	\$626.00
8906	Piper-Fixed wing	Model Navajo PA-31		310		hour	\$456.00
8907	Piper-Fixed wing	PA-31-350, Navajo Chieftn twin engine		350		hour	\$487.00
8908	Sikorsky Helicopter	Model UH-60 (Blackhawk) medium lift	Medium Lift	1890	Fire Fighter Same as S70C	hour	\$2,945.00
8909	Helicopter	Model UH-A (Blackhawk) Medium lift	Medium Lift	1890	Fire Fighter	hour	\$5,504.00
8910	Boeing Helicopter	Model CH-47 (Chinook) heavy lift	Heavy Lift	2850	Fire Fighter	hour	\$10,750.00
8911	Helicopter- light utility	Model Bell 407GX - 7 seater	7-Seaters	675	Passenger Aircraft	hour	\$621.00
8912	Helicopter- light utility	Model Bell 206L- 7 seater	7-Seaters	420	Passenger Aircraft	hour	\$596.00
8913	Helicopter	Model Bell-206L4		726		hour	\$576.00
8914	King Air 200 Turboprop Aircraft	Blackhawk King Air B200XP61		669		hour	\$1,316.00
8915	Turboprops Blackhawk Aircraft	Blackhawk Caravan XP42 A		850		hour	\$697.00
8916	Turboprops Blackhawk Aircraft	King Air C90 XP135 A		550		hour	\$1,075.00
8917	Aerostar Piston Aircraft	Aerostar 601P		290		hour	\$447.00
8943	Wire Puller Machine	Overhead Wire Pulling Machine		30	Overhead/Underground Wire Pulling Machine	hour	\$19.85
8944	Wire Tensioning Machine	3000 Lbs			Overhead Wire Tensioning Machine	hour	\$14.50
8945	Aerial Lift	model 2008 Genie Scissor Lift				hour	\$6.30







# TOWN OF SURFSIDE

## EMERGENCY OPERATIONS PLAN

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### Incident Commander: Checklist

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HURRICANE SEASON: [Click here to enter text.](#)

PREPARED BY: [Click here to enter text.](#)

#### **May 1:**

- Review Town of Surfside Emergency Management Plan and Procedures.
- Select Command Staff and General Staff positions.
- Schedule meeting and distribute all checklists.
- Identify all essential employees. E-mail Human Resources.
- Identify budget for hurricane incident, equipment needs and wants.

#### **June 1:**

- Ensure all position checklists are completed.
- Distribute Town of Surfside Emergency Management Plan and Procedures.
- E-mail all Departments Heads: Ensure that inventory and pictures of all town equipment and facilities are taken.
- Assign the creation of Alpha/Bravo schedule (ICS Form 207).
- Schedule hurricane meeting with surrounding agencies to discuss: Traffic plan and coordination of all emergency plans (Communications, curfews, emergency orders, etc.).
- E-mail all Department Heads with instructions to identify all essential and non-essential personnel available during a declaration of emergency. E-mail list to HR Director.
- Once essential personnel have been identified, each Department Head shall provide a staffing schedule.
- Attend Regional Hurricane Planning Meeting.

#### **5-Day Cone:**

- Activate storm tracking and assessment system.
- Establish and maintain log of events and actions (scribe).
- Re-distribute Town of Surfside Emergency Management Plan and Procedures.
- Coordinate with PIO: Notification of public: (Code RED/E-mail).
- Provide brief to City Manager.
- Coordinate communications with North Miami Divisional.
- Identify critical resource needs.
- Activate and supervise Command and General Staff positions.
- Activate Emergency Operations Center.
- Determine need for/establish Unified Command.
- Identify incident objectives.

- Schedule first planning meeting.
- Conduct conference calls with Miami-Dade OEM.
- Review and approve all personnel assignments.
- Cancel all training and leave requests.
- Cancel any Town special events/meetings/
- Coordinate the closure of Town facilities.
- Allow time for all personnel to prepare home and family.
- Ensure Web-EOC is being monitored.
- Re-evaluate threat and situation.

**Hurricane Watch:**

- Continue or complete any of the above tasks/activities, as needed.
- Cancel all off-duty activities.
- Ensure that all schedules have been finalized.
- Ensure that all personnel have been notified.
- Coordinate with PIO: Distribute public notifications.
- Monitor traffic conditions.
- Schedule Department Head meeting.
- Activate public and employee hotline.
- Monitor event via Miami-Dade OEM.
- Notify homeless population/shelter availability.

**Hurricane Warning:**

- Continue or complete any of the above activities/tasks, as needed.
- Continuous monitoring of the storm.
- Full activation of the Emergency Operations Center.
- Update Incident Action Plan and timing schedule.
- Alert all personnel.
- Activate evacuation plan/utilize social media to notify public.
- Verify operational readiness.
- Conference calls with Miami-Dade OEM
- Monitor traffic conditions.
- Relocate all emergency personnel to shelter, if applicable.
- Begin planning meeting for post-storm operations. Develop incident action plan and damage assessment teams.

**Landfall/Next 24 hours:**

- Continue or complete any of the above activities/tasks, as needed.
- Ensure welfare and safety of all incident personnel.
- Maintain communications with the Miami-Dade OEM.
- Continuous monitoring of the storm.
- Establish an action plan, incident objectives, for the next 24-hour period.
- Schedule all personnel for the next 48 hours.
- Deploy damage assessment teams: Collect and summarize Town condition.
- Assess mass care / search and rescue / medical needs. MDFR.
- Coordinate with surrounding jurisdictions the closure of roadways as soon as the storm passes.

**Post Landfall: 24-96 hours:**

- Continue or complete any of the above activities/tasks, as needed.
- Continue damage assessments.
- Initiate mutual aid requests, if needed.
- Establish an action plan for the next 24-hour period.
- If needed, coordinate with FEMA/Miami-Dade OEM: Disaster Relief Center.
- Coordinate with PIO: Distribute public notifications.

**Demobilization:**

- Approve demobilization procedures.
- Inform North Miami Divisional and Miami-Dade OEM.



# TOWN OF SURFSIDE

## EMERGENCY OPERATIONS PLAN

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### Operations Section Chief: Checklist

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HURRICANE SEASON: [Click here to enter text.](#)

PREPARED BY: [Click here to enter text.](#)

#### April 1<sup>st</sup>

- Begin annual review of the town of surfside emergency management plan and procedures.

#### May 1<sup>st</sup>

- Review emergency operations plan.
- Select branch position directors and forward to IC for approval.
- Meeting with all branch directors.
- Prepare and schedule power point presentation / training for all town department heads and key staff and pd personnel.
- Prepare and schedule power point presentation for town residents. Once scheduled: gazette, e-mail blast, code red, etc.

#### June 1<sup>st</sup>

- Ensure emergency operations plan is reviewed during roll calls.
- Review/discuss alpha / bravo schedule with all personnel (ICS 207).
- Have inspections of all emergency operational equipment conducted.
- Meeting with all branch directors: training/objectives/damage assessment protocols.
- Confirm completion of all town business emergency contact information (logistics).
- Coordinate with OEM to obtain mdc hurricane guides in English, Spanish, and creole. Obtain electronic form to place in town website and forward to PIO.
- Obtain emergency and evacuation assistance program from the OEM. Forward list to parks and recreation representative('s).
- Obtain training schedule for damage assessment software: arm 360. Schedule code enforcement personnel.
- Obtain training schedule for web EOC. Schedule planning section personnel.
- Coordinate training for additional personnel in code red messaging.
- Schedule meeting with secondary, tertiary, and quaternary EOC's. (Grand Beach, Marriott, Four Seasons)
- Schedule mock set-up and testing of EOC including all phone lines.
- Prepare alpha/bravo schedule for all PD personnel (ICS \_\_\_\_)

#### Day Done:

- Obtain briefing from incident commander.
- Begin and maintain a log of events and actions.
- Re-disseminate EOP plan to all personnel.
- Review and approve all personnel assignments.

- Have inspections of all emergency operational equipment conducted.
- Determine need for additional resources/equipment.
- Identify incident objectives.
- Schedule meeting with planning section chief.
- Brief all operational branches/disseminate briefings to all personnel.
- Cancel all training and leave requests.
- Cancel any special events/meetings.
- Radio down procedure email to all personnel.
- Allow time for all personnel to prepare home and family.
- Contact homeless trust or other organizations to help evacuate homeless individuals to shelters.
- Begin completion of ICS form 214 for all personnel (daily worksheet)
- Establish scribe
- Continue monitoring of web EOC
- Ensure all vehicles are full of fuel
- Wire-down/electrocution training video discriminate to all personnel

### **Hurricane watch**

- Continue or complete any of the above activities, as needed.
- Obtain briefing from incident commander.
- Ensure all schedules have been finalized.
- Ensure all personnel have been notified.
- Monitor traffic conditions.
- Determine need for additional resources/equipment.
- Ensure all vehicles are full of fuel.
- Monitor event via Miami-Dade OEM/Web EOC.
- Ensure all time-keeping logs are maintained (ICS 214).

### **Hurricane warning**

- Continue or complete any of the above tasks, as needed.
- Continuous monitoring of the storm.
- Obtain briefing from incident commander.
- Update incident action plan and schedule. Determine landfall team.
- Alert all personnel.
- Verify operational readiness.
- Conference calls with Miami-Dade OEM.
- Monitor traffic conditions.
- Develop incident objectives for post-storm operations, damage assessment teams.
- Ensure all time-keeping logs are maintained (ICS 214).
- Hold meetings with branch directors.
- Special needs: check areas for homeless individuals and assist with transportation to shelters or contact homeless outreach.

### **Landfall/next 24 hours**

- Continue or complete any of the above tasks, as needed.
- Ensure welfare and safety of all incident personnel.
- Continuous monitoring of the storm.
- Deploy damage assessment teams/collect and summarize.

- Assess mass care needs: search and rescue, food, medical, etc.
- Establish road blocks / re-entry plan, if needed.
- Assess need for staging area / distribution sites.
- Evaluate situation/update to the IC and planning section chief.
- Develop contingency plans, if needed.
- Assess mutual aid assistance, if needed.
- Implement protective actions and executive orders including evacuation, re-entry, curfews, and quarantine actions
- Maintain a current list of traffic control points and related security activities for inclusion in the incident action plan
- Participates in initial rapid damage assessment and damage survey reporting.
- Communications will queue all calls for service when units are recalled to the station until units are deployed again.
- Implement anti-looting measures and maintain perimeter control during the recovery phase
- Ensure all time-keeping logs are maintained.
- Provide additional security personnel at critical facilities and vital incident sites including command post, distribution sites, staging areas, and others
- Coordinate the provision of additional law enforcement and security resources needed for response and recovery operations
- Hold meetings with branch directors.
- Implement radio down procedures, if needed.

**Post landfall: 24-96 hours:**

- Continue or complete any of the above tasks and activities, as needed.
- Establish determined traffic posts. Limit access into town.
- Establish anti-looting patrols.
- Continue damage assessments.
- Ensure welfare and safety of all incident personnel.
- Establish an action plan for the next 24-hour period.
- Distribute pertinent information to all personnel.
- Ensure all time-keeping logs are maintained.
- Hold meetings with branch directors.

**Demobilization:**

- Establish demobilization procedures with planning section chief.



# TOWN OF SURFSIDE

## EMERGENCY OPERATIONS PLAN

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### Logistics Section Chief: Checklist

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HURRICANE SEASON: Click here to enter text.

PREPARED BY: Click here to enter text.

#### **May 1:**

- Review Town of Surfside Emergency Management Plan and Procedures.
- Select branch position personnel. Forward to Incident Commander.
- Meet with all personnel.
- Schedule generator preventative maintenance.
- Identify and coordinate staging areas for equipment and vehicles. Forward to IC.

#### **June 1:**

- Update Emergency Contact list.
- Identify primary points of contact for Town essential business and hotels.

#### **Building:**

- Check building's emergency generator. Load test.
- Check all portable generators.
- Order water, as needed.

#### **Garage:**

- Garage inventory of parts (Tires, Batteries, etc.).
- Verify fuel and diesel levels for the generator. Fuel stabilizer.
- Review fuel contracts, vendor emergency fuel delivery protocol.

#### **Supplies:**

- Maintain log/file for "20\_\_ Hurricane Season" of all equipment, supplies, and receipts purchased.
- Inventory water.
- Inventory barricades / traffic cones / stop signs / sand bags.
- Review all vendor contracts. Contact numbers / ordering protocols.
- Inventory flares / order if needed.
- Inventory / order crime scene tape
- Inventory sleeping cots.
- Inventory coolers.
- Inventory and test satellite phones.
- Inventory / charge / test emergency lighting.
- Check / service ice machine.
- Inventory Personal Protective Equipment:
  - PPE Kits.
  - Gloves.
  - First-aid kits.

- N-95 Masks.
- Hand sanitizer/foam.

**Food Unit:**

- Inventory / clean / order cooking supplies.
- Inventory / clean grill.
- Inventory / order paper supplies (Utensils, plates, cups, etc.).
- Check propane gas tanks.
- Obtain point of contacts with Publix and Costco for emergency orders.

**5-DAY CONE:**

- Re-conduct the above listed inventories and inspections.
- Begin Resource Status Change Form (ICS 210).
- Obtain briefing from Incident Commander.
- Begin and maintain log of events and actions.
- Inventory board up supplies for Town Hall.
- Ensure all time keeping logs are maintained.
- Disseminate briefings to all personnel.
- Allow time for all personnel to prepare home and family.
- Fuel all vehicles.
- Inspect the interior and exterior of the building. Remove all debris.

**Garage:**

- Order fuel and diesel.
- Service all available vehicles.
- Order extra equipment (ties, filters, oil, etc.)

**Food services:**

- Purchase food supplies / water.
- Inventory cooking supplies.
- Check propane tanks.

**Hurricane Watch:**

- Continue and/or complete any of the above tasks, activities, as needed.
- Continuous monitoring of the storm.
- Obtain briefing from the Incident Commander.
- Contact Public Works and verify action plan / logistical needs.
- Ensure welfare and safety of all incident personnel.
- Stage traffic control devices/supplies.
- Initiate board up of town hall and all town facilities.
- Contact public works to empty all trash bins/containers.
- Top off all fuel tanks. Inspect fuel pump.
- Move spare vehicles to pre-determined staging area.

**Hurricane Warning:**

- Obtain briefing from Incident Commander.
- Continue and/or complete any of the above activities, as needed.
- Ensure all scheduled have been finalized.
- Ensure all personnel have been notified.
- Inspect exterior of Town Hall.
- Sand bag garage door.
- Stage all necessary gear/equipment.

**Landfall/Next 24 Hours:**

- Continue and/or complete any of the above tasks, as needed.
- Hold meeting with IC and all personnel.
- Ensure welfare and safety of all incident personnel.
- Check staging areas / recover staged equipment / vehicles.
- Evaluate and assess needs for all personnel.
- Develop contingency plans, if needed.
- Assess need for additional resources.
- Ensure all time-keeping logs (ICS 214) are maintained.

**Post Landfall: 24-96 Hours:**

- Continue and/or complete any of the tasks, as needed.
- Continue resource assessments
- Establish and action plan for the next 24-48 hours.
- Ensure all time-keeping logs are maintained.

**Demobilization:**

- Establish demobilization procedures. Coordinate with IC.
- Inventory all supplies. Clean / repair / store.



# TOWN OF SURFSIDE

## EMERGENCY OPERATIONS PLAN

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### Finance/Administration Section Chief: Checklist

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HURRICANE SEASON: [Click here to enter text.](#)

PREPARED BY: [Click here to enter text.](#)

#### **May 1:**

- Review Town of Surfside Emergency Management Plan and Procedures.
- Select and meet with branch personnel.
- Review Citizens and Florida League of Cities policy to ensure coverage (Facilities, Vehicles, Equipment).
- Review, approve, and disseminate FEMA Timesheet/Worksheet to all personnel. (ICS 214).
- Review all Town contracts for emergency operations/assistance.

#### **June 1:**

- Review and develop guidelines required to document all incident financial processes. FEMA Forms.
- Supply emergency funds to Incident Commander: Up to \$25,000. Commission approval is required for additional monies.
- Ensure all incident financial guidelines, policies, constraints and limitations are up to date.
- Disseminate up to date vendor list to all department heads.

#### **5-Day Cone:**

- Meet and obtain briefing from Incident Commander.
- Begin and maintain log of events and actions.
- Develop operational plan for Finance/Administration Section.
- Maintain accurate tracking and documentation of acquired, leased, and mutual aid equipment, supplies, and personnel.
- Provide regular status update to the Incident Commander for the status of financial resources, expenditures, and departments.
- Provide technical assistance related to emergency purchasing procedures and FEMA reimbursement requirements.
- Confirm and establish procurement guidelines.
- Ensure personnel time records are completed accurately and transmitted appropriately.
- Meet with Logistics Chief and review expenditures protocols.
- Allow time for all personnel to prepare home and family.
- Seek credit increase on Town credit cards.
- Distribute detailed e-mail to all personnel regarding the submission of overtime slips and the completion of FEMA form guidelines (ICS 214).

**Hurricane Watch/Hurricane Warning:**

- Continue or complete any of the above tasks and activities, as needed.
- Meet and obtain briefing from Incident Commander.
- Continuous monitoring of the storm.
- Obtain status report from Logistics / assist in resource procurement.
- Initiate, maintain, and ensure completeness of documentation needed to support FEMA claims.

**Landfall/Next 48-72 hours:**

- Continue or complete any of the above tasks and activities, as needed.
- Establish an action plan for the next 48-72 hours.
- Meet and obtain briefing from Incident Commander.
- Ensure personnel time records and completed accurately and transmitted appropriately.
- Provide financial cost analysis to Incident Commander, as requested.
- Obtain documentation of injuries and liability issues.
- Obtain status report from logistics and assist in resource procurement.
- Obtain documentation and photographs of damaged Town property and vehicles.

**Demobilization:**

- Establish demobilization procedures with Incident Commander.
- Report to the City Manager and Incident Commander all incident expenses.



# TOWN OF SURFSIDE EMERGENCY OPERATIONS PLAN

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## Planning Section Chief: Checklist

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HURRICANE SEASON: Type Text Here  
PREPARED BY: Type Text Here

### **May 1:**

- Review Town of Surfside Emergency Management Plan and Procedures.
- Establish planning section positions.
- Schedule Alpha/Bravo assignments. Brief IC.
- Identify Web EOC trained personnel. Schedule training, if applicable

### **June 1:**

- Complete ICS form 203: Organizational assignment list.
- Obtain / develop incident maps.
- Obtain contact list for all employees from HR.

### **5-day Cone:**

- Activate planning section positions, as necessary.
- Begin and maintain timeline of events and actions. Scribe report.
- Review / Print Situational Reports and IAP's from Miami-Dade OEM.
- Monitor storm tracking system.
- Prepare Situational Report and Incident Action Plan (IAP).
- Contact Divisional EOC for deployment of representative.
- Provide time for personnel to prepare home and family.

### **Hurricane Watch:**

- Continue and complete any of the above tasks, as needed.
- Prepare ICS form 200 and 201 Incident briefing. Brief IC.
- Monitor storm tracking system.
- Compile and display incident status information.
- Meet with IC: Review organizational assignment list (ICS 203), make changes as needed.
- Contact all police department personnel. Review assignments.

### **Hurricane Warning:**

- Continue and / or complete any of the above tasks, as needed.
- Continue to monitor the storm.
- Develop alternative contingency plans/schedules.
- Prepare Situational Report / Incident Action Plan (IAP).
- Develop alternative contingency plans.
- Establish planning meeting for post-storm operation.

**Landfall / Next 24 hours:**

- Continue and / or complete any of the above tasks, as needed.
- Prepare incident briefing / planning meeting with IC.
- Continuous monitoring of storm track.
- Retrieve reporting information from Miami-Dade OEM.
- Obtain from Operations: Map out traffic problem areas, heavy damage areas, and power outages.
- Meet with IC: Develop IAP for next operational period.
- Contact and conduct safety check of all personnel not on-duty. Notify IC.

**Post landfall: 24-96 hours:**

- Continue and / or complete any of the above tasks, as needed.
- Retrieve reporting information from Communications and Miami-Dade OEM.
- Conduct planning meeting with IC. Develop schedule next operational period.
- Develop IAP for the next operational period.
- Continue scribe report.
- Submit resource request('s), as needed.

**Demobilization:**

- Meeting with IC and general staff to discuss demobilization plan / procedures.
- Prepare IAP for demobilization. Prepare modified organizational assignment list.



# TOWN OF SURFSIDE

## EMERGENCY OPERATIONS PLAN

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### Public Information Officer: Checklist

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HURRICANE SEASON: [Click here to enter text.](#)

PREPARED BY: [Click here to enter text.](#)

#### **May 1:**

- Review Town of Surfside Emergency Management Plan and Procedures.
- Coordinate with IT Manager and prepare essential information links and general information for Hurricane page, on Town website.
- Prepare Town Hurricane Season initial notification to community for Town Gazette.
- Update and disseminate Hurricane Communications Plan.

#### **5-Day Cone / 3-Day Cone / Hurricane Watch / Hurricane Warning Activities:**

- Report to the EOC Incident Commander / Unified Command, complete ICS Forms, establish and document contact information for EOC and field operations personnel.
- Release Emergency Public Information 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.
- Consult with the Incident Commander and the Operations Section Chief to determine the need for immediate public protective action releases (evacuation or shelter in place) and formulate the emergency instructions or assist the field command staff).
- Coordinate with field command staff to warn the public at risk and to give the emergency instructions.
- Request assistance from the Miami Dade County Division of Emergency Management to activate the Emergency Alert System.
- Provide the emergency warning and instruction to broadcast media outlets serving the Town and request its broadcast if the JIC is not activated.
- Coordinate all press releases with the Miami Dade County Joint Information Center to ensure consistent releases.
- Obtain the location of evacuee shelters to be opened and disseminate information.
- Activate and update the emergency information hotline (305-993-1070), internet website, and social media, Town's Cable Channel 663.
- Coordinate with media representatives to schedule press interview with Town officials and elected officials. If the situation warrants, schedule press briefings at regular intervals and notify the Incident Commander.
- Issue official press credentials to media representatives at the Emergency Operations Center.
- Monitor media broadcasts and publications regarding the Town's response and recovery operations for accuracy; Take corrective actions to address misinformation, rumors, and other issues of concern.
- Conduct public information activities and outreach to the private sector.

- Participate in Miami-Dade County's public information and outreach programs.
- Hearing Impaired: Address the needs of the hearing impaired to receive emergency public information through open/closed captioning provided by the local television stations. Enlist the Deaf Services Bureau and the Florida Relay Service to provide with updated emergency information for dissemination to their clients

**Post Landfall/Next 48 hours**

- In the recovery phase, prepare public information regarding recovery programs and re-entry procedures within the Town.
- Coordinate request for assistance and additional resources related to public information needs.



# TOWN OF SURFSIDE

## EMERGENCY OPERATIONS PLAN

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### Public Works Director: Checklist

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HURRICANE SEASON: Print Text Here

PREPARED BY: Print Text Here

#### **May 1:**

- Review Town of Surfside Emergency Management Plan and Procedures.
- Review Public Works Director Checklist.
- Review / Update Debris Removal Contracts.
- Update Town of Surfside Debris Management Plan.
- Clean storm drains town wide with vector truck.

#### **June 1:**

- Create emergency operations schedule and forward to Operations Section Leader.
- Inventory and conduct maintenance on all emergency operations equipment.
- Coordinate the public assistance damage assessment and damage survey reporting process and ensure all town property and equipment are assessed and recorded.

#### **5-Day Cone / 3-Day Cone / Hurricane Watch / Hurricane Warning Activities:**

- Report to the EOC Incident Commander, complete ICS Forms, establish and document contact information.
- Information for EOC and field operations personnel.
- Coordinate the protection of all Town Buildings and Town infrastructure.
- Direct emergency operations related to municipal services.
- Maintain and coordinate all financial records related to protective measures and debris management with the Finance Section Chief to ensure FEMA reimbursement.
- Provide status information related to water mains, storm water flooding, sewer systems, traffic, and communications, power to the Incident Commander.
- Coordinates and maintains usage of generators both stationary and mobile.
- Identify and allocate all local government interim energy sources to support continuation of critical services, governmental restoration efforts, and public buildings.
- Provides needed information to the Finance/Administration Section Chief.
- Provides cost breakdowns and documentation for all completed work.

### **Post Hurricane / Next 48 hours:**

- Supervise and coordinate the debris removal and debris monitoring contract activities including establishment of transfer sites.
- Provides the required staff and equipment, through in-house resources, outside vendors, and mutual aid agreements to assist in emergency debris clearance (first push) and permanent debris removal in accordance with the Debris Management Plan.
- Resume normal trash pick-up as soon as possible.
- Maintain and coordinate all financial records related to protective measures and debris management with the Finance Section Chief to ensure FEMA reimbursement
- Provide status information related to water mains, storm water flooding, sewer systems, traffic, and communications, power to the Incident Commander.
- Coordinates storm water recovery efforts.
- Coordinates restoration efforts for water services, storm water, sewer systems, traffic, and communications systems.
- Coordinate FPL's response to electrical power outages and support rapid restoration of energy system with consideration to priority locations.
- Identify and allocate all local government interim energy sources to support continuation of critical services, governmental restoration efforts, and public buildings.
- 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 Finance/Administration Section Chief.
- Coordinates the necessary documentation for project worksheets with project officers.
- 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 process.



# TOWN OF SURFSIDE EMERGENCY OPERATIONS PLAN

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## Code Enforcement Director: Checklist

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HURRICANE SEASON: Type Text Here

PREPARED BY: Type Text Here

### **May 1:**

- Review Town of Surfside Emergency Management Plan and Procedures.
- Schedule all personnel to attend Damage Assessment Training at Miami-Dade Office of Emergency Management (ARM360).

### **5-Day Cone / 3-Day Cone / Hurricane Watch / Hurricane Warning Activities:**

- Report to the EOC Incident Commander, complete ICS Forms, establish and document contact information for EOC and field operations personnel.
- Review all work product for consistency with FEMA requirements and ensure quality control procedures are followed.
- Notification and inspection of all Town construction sites.
- Canvass the entire Town for possible hazards.
- Notify Building Managers and Commercial properties to secure buildings. Secure pool chairs, tables, etc.
- Notify Building Managers to have tenants remove loose items from balconies; chairs, potted plants, etc.
- Require Buildings Managers to check all units that are vacant. Ensure that all windows and doors are closed and locked.

### **Post Hurricane / Next 48 hours:**

- Report to the EOC Incident Commander, complete ICS Forms, establish and document contact information for EOC and field operations personnel.
- Coordinate and document damage assessments immediately following a disaster after Police and Fire have completed their "life-safety" process.
- Coordinate with all Town Departments to document damage to residential structures (Individual Assistance), public infrastructure (Public Assistance), and businesses after the disaster to ensure FEMA criteria are met.
- Verify and report that the damage is beyond local response capability.
- Consolidate, organize, and store recorded damage after the disaster in written form and with pictures utilizing the federally required forms.
- Coordinate with the Public Works regarding emergency repairs of critical infrastructure as prioritized by the Incident Commander.
- Forward all damage assessment summary data to the Miami-Dade County/Divisional Emergency Operations Center.



# TOWN OF SURFSIDE

## EMERGENCY OPERATIONS PLAN

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### Information Technology Supervisor: Checklist

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HURRICANE SEASON: Type Text Here

PREPARED BY: Type Text Here

#### May 1

- Review Town of Surfside Emergency Management Plan and Procedures.
- Review IT Checklist.
- Prepare essential information links and general information for Hurricane page on Town website. Coordinate with Public Information Officer.

#### June 1

- Identify a storage facility, preferably west of SR-826 as a backup facility for Town files and boxes.
- Set up Emergency Operations Center. Test all phone lines, computers, televisions, etc.

#### 5-Day Cone / 3-Day Cone / Hurricane Watch / Hurricane Warning Activities:

- Set up Emergency Operations Center.
- Report to the Incident Commander, complete ICS Forms, establish and document contact information for EOC and field operations personnel.
- Provide network maintenance, including coordinating and setting access security, setting up and managing data replication and data transformation activities, and documenting system configuration.
- Analyze and modify computer systems.
- Restore IT systems processing capabilities to normal operations at the primary location or the new location.
- Email all employees instructions on how to prepare and safeguard their work stations/areas.
- Coordinate with other public and private organizations, as it relates to the town's internal network.
- Provide technical support to the town staff, coordinate and support telephone, copier and fax technology, and insure compliance with network, procedures, and standards.
- Identify communication shortfalls in response operations and acquire additional communication equipment for response and recovery operations, including radios, telephones, data systems, and satellite phones.
- Ensure that all software and hardware systems are functional in the countywide network as well as connectivity infrastructure. Establish protocols, policies and procedures, and coordinate with all communication related vendors and organizations

**Post Hurricane / Next 48 hours:**

- Coordinate with Planning Section and PIO for information to update the town's website with recovery information such as PODs, Situation Reports, locations of Disaster Recovery Centers, important numbers, and closures.
  
- Restore IT systems processing capabilities to normal operations at the primary location or the new location.



# TOWN OF SURFSIDE

## EMERGENCY OPERATIONS PLAN

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### Building Department: Checklist

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HURRICANE SEASON: Type text Here

PREPARED BY: Type Text Here

#### **May 1:**

- Review Town of Surfside Emergency Management Plan and Procedures.
- Schedule all personnel to attend Damage Assessment Training at Miami-Dade Office of Emergency Management (ARM360).
- Distribute informational notices to construction sites about upcoming hurricane season. Coordinate with Code Enforcement.

#### **5-Day Cone / 3-Day Cone / Hurricane Watch / Hurricane Warning Activities:**

- Report to the EOC Incident Commander, complete ICS Forms, establish and document contact information for EOC and field operations personnel.
- Review all work product for consistency with FEMA requirements and ensure quality control procedures are followed.
- Notification and inspection of all Town construction sites.
- Require job sites to empty trash containers, remove lumber and debris.
- Post Hurricane / Next 48 hours:
- Report to the EOC Incident Commander, complete ICS Forms, establish and document contact information for EOC and field operations personnel.
- Coordinate and document damage assessments immediately following a disaster after Police and Fire have completed their "life-safety" process.
- Coordinate with all Town Departments to document damage to residential structures (Individual Assistance), public infrastructure (Public Assistance), and businesses after the disaster to ensure FEMA criteria are met.
- Consolidate and tally the estimates of the type and the extent of damages, following FEMA protocols; complete and consolidate appropriate FEMA damage assessment forms for each type of assistance.
- Calculate total dollar estimated damages to the town following the federal guidelines.
- Verify and report that the damage is beyond local response capability.
- Review all work product for consistency with FEMA requirements and ensure quality control procedures are followed.
- Consolidate, organize, and store recorded damage after the disaster in written form and with pictures utilizing the federally required forms.
- Coordinate with the Public Works regarding emergency repairs of critical infrastructure as prioritized by the Incident Commander.
- Forward all damage assessment summary data to the County/Divisional Emergency Operations Center.
- Conducts post-disaster habitability inspections 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.



# TOWN OF SURFSIDE

## EMERGENCY OPERATIONS PLAN

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### Town Commission: Checklist

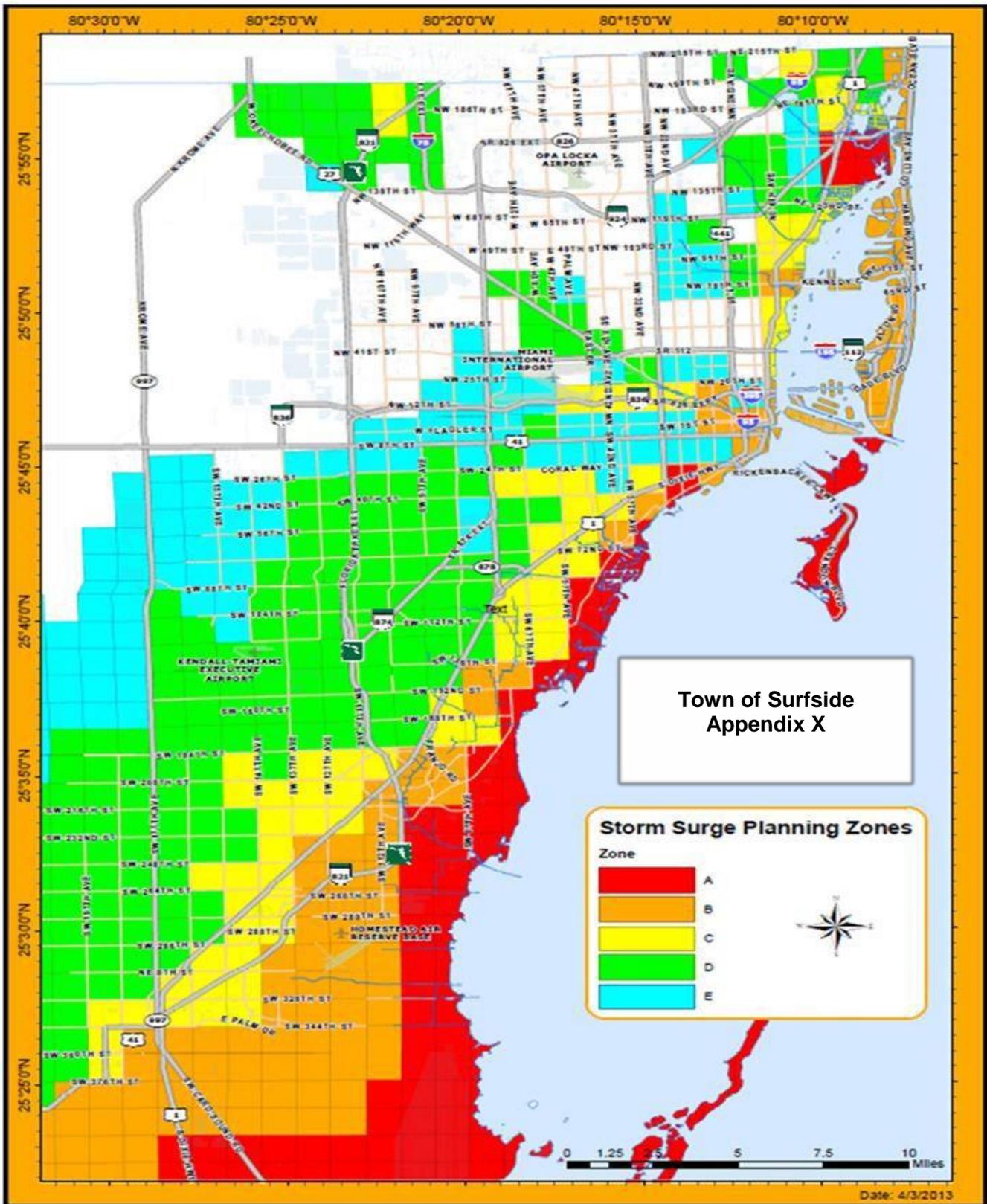
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HURRICANE SEASON: Type Text Here

PREPARED BY: Type Text Here

- Approve the Emergency Management Plan
- Approve pre-disaster, emergency contracts and vendor agreements for emergency services
- Approve state and federal emergency preparedness grants
- Approve Mutual Aid agreements
- Establish and update policies and local ordinances necessary to support town development and implementation of the EOP and its annexes
- Approve Miami-Dade County local mitigation program participation
- Maintain preparedness for meetings to endorse a Declaration of a Local State of Emergency and to promulgate emergency ordinances when necessary
- Approve protective actions including evacuations/shelter in place, curfews, and other protective policies
- Resolve policy issues which arise during the disaster event, which may include enacting emergency ordinances
- Provide budgetary support for the town's emergency preparedness, response, and recovery programs



## Neighborhood Damage Assessment Entry Form

To submit a Damage Report follow these steps:

### 1. Report the address

Write the address starting with the house number and following with the direction prefix, street name, street type, post direction suffix, city and zip code.

Notice that the direction prefix and direction suffix as well as the street type must be selected from the corresponding drop down list.

House number:	Direction:	Street Name:	Street Type:	Dir. Suffix:
<input type="text"/>				
City:				Zip:
<input type="text"/>				<input type="text"/>

### 2. Select the Damage/Flood Level

From the Damage Level Pictures 1 through 4 shown below, choose the Damage Level and/or Flood Level Number that more closely resembles the damage in the address you are reporting. Then find the number in the Damage and/or Flood level drop down list.

The Flood Level is indicated by the numbers 5 and 6 shown only in picture 1, but it can be also applied to pictures 2, 3, and 4. Flood level 5 demonstrates street flooded or water level onto the property but outside the home, while flood level 6 demonstrates water level inside the home.

The pictures 1 through 4 can be enlarged by clicking with the mouse on them.



Damage level:	Flood level:
<input type="text"/>	<input type="text"/>

### 3. Submit your Neighborhood Damage Report

Please submit your Neighborhood Damage Report by clicking the SUBMIT button. Thank you for your cooperation!

Submit



# TOWN OF SURFSIDE INITIAL DAMAGE ASSESSMENT - HOUSING LOSSES

(1) COUNTY: \_\_\_\_\_

(2) MUNICIPALITY: \_\_\_\_\_

(3) INCIDENT (X)

( ) FLOOD

( ) HURRICANE

( ) TORNADO

( ) OTHER \_\_\_\_\_

(Specify)

(4) ASSESSMENT TEAM

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(5) INCIDENT PERIOD: \_\_\_\_\_

(6) DATE OF SURVEY: \_\_\_\_\_

(7) PAGE \_\_\_\_\_ OF \_\_\_\_\_

REF NO.	NAME OF OCCUPANT	STREET/ROUTE/SR MOBILE HOME PK/ BLDG. NAME/ DEVELOPMENT/ETC	HOME (X)		TYPE (X)			STATUS (X)		DAMAGES (UNHABITABLE)			ISO (X)	WATER LEVEL IN STRUCTURE (In Feet)	REPLACEMENT COST OR MARKET VALUE	ESTIMATED DOLLAR LOSS	INS. (X)		EST. INCOME(X)			PROB ASSIS	
			PRI	SEC	SF	MF	MH	OWN	RENT	MIN	MAJ	DEST					HO	NFIP	LO	MED	HI	RT	HR
(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)
<b>TOTALS</b>																							





# TOWN OF SURFSIDE

## EMERGENCY OPERATIONS PLAN

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### Demobilization of the Emergency Operations Center: Checklist

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HURRICANE SEASON: Type Text Here

PREPARED BY: Type Text Here

The Town of Surfside will resume normal operations under the following conditions:

- Power is restored to approximately 80% of the Town of Surfside.
- Roads are declared passable.
- Drinking water is safe to drink.
- Imminent public safety threats have been eliminated, e.g., flooding.
- Infrastructure has been restored.
- Search and rescue operations have been terminated.
- Verify that Town Hall and other Town offices are operational.
- Inform Section Chiefs, Department Heads, and points of contact for contractors of the intention to deactivate the EOC.
- Establish normal shifts for workers and convey “business as usual” information to the staff/employees through Section Chiefs and Department Heads and points of contact for contractors.
- Section Chiefs will notify Field Personnel of the deactivation, e.g., Staging area personnel.
- Notify Miami-Dade County of the Town’s intention to demobilize the EOC through contact with the Town’s liaison at the County EOC, the Public Information Officer, and the Joint Information Center for dissemination to the media.
- The Finance Section Chief will ensure that all Section Chiefs are preparing, completing, retaining, and organizing paperwork according to FEMA standards.
- The Finance Section Chief will collect timesheets and tracking expenses.
- Continue normal business and continue to direct any recovery from regular/daily office locations.
- Move furniture/equipment to original set up.
- Schedule an after-action meeting/debriefing with Command Staff.
- Document ongoing operations, personnel time, and expenditures in accordance with the procedures given in the financial management annex or plan.