

**CITY OF PORT ST. LUCIE,  
FLORIDA**



**COMPREHENSIVE EMERGENCY MANAGEMENT  
PLAN**

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# Port St. Lucie, Florida

## Comprehensive Emergency Management Plan

### 1.0 Introduction

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#### *1.1 Executive Summary*

The Comprehensive Emergency Management Plan (CEMP) establishes the framework to ensure that the City of Port St. Lucie will be adequately prepared to respond to and recover from any hazards that threaten the lives and property of residents and visitors of the City. The CEMP outlines the responsibilities and coordination mechanisms of the City, and its stakeholders during a disaster. The CEMP defines the organizations ("Who"), their responsibilities ("What"), and points to supporting documentation to detail how ("How") these responsibilities will be implemented.

The CEMP is the guiding document for the City's response and recovery from a disaster. It is supported by additional plans and procedures including the Coordinating Procedures Annex and Standard Operating Guides (SOG). Together, they provide the framework for all phases of emergency management.

The CEMP unifies the efforts of all agencies and organizations on the local, state, and federal levels of government, by utilizing the National Incident Management System (NIMS). The use of NIMS is federally mandated for local, state, and federal government agencies, per Homeland Security Presidential Directive 5 (HSPD-5) and has been fully integrated into all response and recovery efforts. The City of Port St. Lucie uses the Incident Command System (ICS) framework to ensure that all lead and support agencies are assigned appropriate roles and responsibilities. ICS represents organizational "best practices" and, as an element of the Command and Management Component of NIMS, has become the standard for emergency management across the country. This CEMP parallels St. Lucie County's activities outlined in the County's CEMP, State activities outlined in the State of Florida CEMP, and federal activities set forth in the National Response Framework (NRF). This CEMP complies with the latest criteria issued for CEMP revisions by the State of Florida Division of Emergency Management (FDEM), as required by Florida Statute (F.S.) Chapter 252 and Florida Administrative Code (FAC) Rule 27P-6. The City Manager or their proxy is the designated individual empowered with the authority to execute the plan on behalf of the City.

## ***1.2 Purpose***

The purpose of this Comprehensive Emergency Management Plan, for the City of Port St. Lucie, Florida, (“City”) is to provide the City with an effective emergency management plan and process by which to guide the City through the phases of emergency management: prevention, preparedness, mitigation, response, and recovery.

Florida Statutes, Chapter 252 (Emergency Management) identifies Emergency Management powers and responsibilities for political subdivisions in the State of Florida. A provision in the statute is that “legally constituted municipalities are authorized and encouraged to create municipal emergency management programs, coordinating their activities with their respective county.” Furthermore, Florida Administrative Code Rule 27P-6.0095 (Municipal Comprehensive Emergency Management Plans) provides the requirements, format, and standards required by this CEMP. Furthermore, Presidential Homeland Security Directives 5 & 8, require that state and local governments adopt the fundamental principles, language, and operational concepts in the NIMS and the NRF.

The CEMP describes the basic assumptions, strategies, operational goals, and mechanisms through which the City will mobilize resources and conduct activities to guide and support emergency management efforts through prevention, preparedness, response, recovery, and mitigation. The CEMP establishes a comprehensive approach to reduce the effects of natural, manmade, or technological disasters on the community.

The CEMP establishes uniform policies and procedures consistent with NIMS to pre-address the five (5) mission areas of emergency management: prevention, preparedness, mitigation, response, and recovery. It parallels federal, state, and county plans and requirements set forth in the Federal Response Framework and State of Florida CEMP. Further, it describes how national, state, and regional resources will be coordinated to supplement county resources in response to a disaster.

The CEMP describes potential hazards and the vulnerable populations affected by the hazards. It validates the use of the emergency operations center and emergency management concepts during emergencies under a NIMS-compliant Incident Command System (ICS). The CEMP also describes the response and recovery activities of public, private, and volunteer agencies during disaster incidents.

## ***1.3 Scope***

The CEMP establishes an official emergency management policy for all city departments, in response to, and recovery from, emergencies and disasters within the city.

The CEMP allows for the flexibility and adaptability to provide the emergency organizational structure for all hazards, regardless of type or size, and identifies the roles, responsibilities, and lines of authority for that structure.

The CEMP was written with the provisions of Rule 27P-6, FAC, as authorized by Chapter 252, F.S., is supportive of the St. Lucie County CEMP and the State of Florida CEMP. The CEMP follows the guidance set forth by the National Response Framework and the National Incident Management Strategy.

## ***1.4 Methodology***

### **1.4.1 Formulation**

The CEMP was drafted by the City of Port St. Lucie’s Office of Emergency Management, in coordination with city departments and partner agencies. Partner agencies include St. Lucie County Public Safety, St Lucie County Fire District, the Department of Health, and area hospitals. This document will predominantly be used internally to guide City personnel assigned to the Emergency Operations Center (EOC). It is maintained by the Office of Emergency Management, in collaboration with the aforementioned partners.

### **1.4.1 Coordination**

Upon activation of this plan, processes used to manage resources and missions will be adhered to as defined under Florida State Statute 252 and the Florida Administrative 27P-60095. Specific processes and procedures regarding mission and resource management will be covered thoroughly under Section III, Concept of Operations.

### **1.4.2 Participation**

Developing this CEMP consisted of studying the City’s practices and procedures from prior activations, standard operating procedures, current legislation, and reviewing other jurisdiction’s CEMPs including, St. Lucie County’s CEMP. Interviews were held with City management and personnel exploring emergency management practices used in prior activations, introducing concepts and ideas from standard emergency management documents such as the Comprehensive Preparedness Guide 101, FEMA’s National Planning Frameworks, the National Preparedness Goal, the Whole Community Doctrine and the National Incident Management System. This document was created through discussions with the aforementioned and using national guidance and the State of Florida’s Division of Emergency Management’s CEMP Crosswalk.

In compliance with Florida State Statute §252.38.2, this plan will be reviewed by St. Lucie County’s Division of Emergency Management to ensure consistency with the St. Lucie County CEMP, after which time it will be presented to the City Manager for Promulgation followed by the City Council for approval under the City’s Emergency Management Ordinance Title IX, Chapter 98.

To promote local participation in the emergency management program, this document is shared upon with request with the partner agencies listed in section 1.4.1.

### 1.4.3 PROMULGATION STATEMENT

Submitted herein is the City of Port St. Lucie Comprehensive Emergency Management Plan (CEMP). This document is the framework for citywide prevention, preparedness, mitigation, response, and recovery. This plan provides a structure for standardizing plans citywide and facilitates interoperability between local, county, state, and federal governments.

This plan has been developed following the guidance of the State of Florida Comprehensive Emergency Management Plan, the National Response Framework, the National Incident Management System, and FEMA's *Comprehensive Preparedness Guide (CPG) 101 (v. 2.0) – Developing and Maintaining Emergency Operations Plans*. The efficient and effective implementation of this plan is the responsibility of the Emergency Management Administrator or their designee. A program entailing review and evaluation of this plan is essential to its overall effectiveness.

This plan is hereby promulgated as of the date signed below.

 11-15-2021

Russ Blackburn  
City Manager, City of Port St. Lucie

Date



#### **1.4.4 Distribution**

An electronic copy of the CEMP is available to all EOC staff present during EOC activations, partnering agencies, St. Lucie County Public Safety, and others upon request. It will be available in WebEOC® as well as the Port St. Lucie public website for anyone desiring to electronically retain a copy of the document. In addition, printed copies shall be provided to the following: The City Council; The City Manager's Office; City Attorney; and the Public Information Officer (PIO).

#### **1.4.5 Record of Changes**

The CEMP is a dynamic document that adapts to changes in policy, priorities, and needs, and will be updated as needed and in compliance with Florida statutes. A change to the plan does not require ratification by the City Council unless there is a major change in policy. Authority for changes to this plan is delegated to the City of Port St. Lucie Emergency Management Administrator, who is responsible for the coordination of changes with affected agencies, and after concurrence, may make changes to this plan. A Record of Changes, displayed on the following page, is used to record all published changes. All major changes will be routed to plan holders within 90 days of the promulgation of the change.

**RECORD OF CHANGES**

<b>Date</b>	<b>Description of Change</b>	<b>Location</b>	<b>Posted By</b>
1/14/2022	Updated EOC Organizational Chart	3.1.4 Figure 5	S. Ratliff

*Table One – Record of Changes Table*

**1.4.6 AUTHORITIES AND REFERENCES**

This plan is written in full compliance with Municipal, County, State and Federal Ordinances, Statutes, Laws, and Legislation that governs the field of Emergency Management.

Authority	Chapter and Section	Synopsis
City Ordinance	Title IX, Chapter 98	State of Emergency Management Plan – rules governing emergency declaration, order of succession, powers during an emergency, freshwater usage, alcoholic beverage prohibition, price gouging, curfew, debris removal, hold harmless, city governance during state of emergency, termination of state of emergency, emergency response plan, solvability.
St Lucie County	Comprehensive Emergency Management Plan	Document providing framework for St. Lucie County government to provide direction and control during and emergency impacting the county.
Florida State Statute (F.S.S)	§252.35.8(b)	Municipalities adopting emergency management plans must comply with all standards and requirements applicable to county emergency management plans
F.S.S	§252.38.1(c)	Counties shall serve as liaison for and coordinator of municipalities’ requests for state and federal assistance during post-disaster emergency operations.
F.S.S.	§252.38.2	Legally constituted municipalities are encouraged to create municipal emergency management programs. Said emergency management programs must coordinate with their programs with their respective county and adhere to the laws, rules and, requirements a county emergency management agency does.
Florida Administrative Code	27P-6.0095	Municipal Comprehensive Emergency Management Plans must comply with all the standards and requirements applicable to County CEMP’s
Presidential Homeland Security Directive	5	Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system (NIMS)

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Presidential Policy Directive	8	National Preparedness describes the way United States Federal agencies will prepare for an incident. It requires Department of Homeland Security to coordinate with other Federal agencies and with State, local, and Tribal governments to develop a National Preparedness Goal with Emergency management.
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*Table Two – Authorities and References Table*

## 2.0 Situation

This section of the plan contains a hazard analysis of the City, geographic characteristics, economic profile, critical infrastructure and key resources (CIKR), demographic information, and planning assumptions.

The City of Port St. Lucie is susceptible to multiple hazards as presented in the following paragraph. Over the last two decades, the City has been impacted by multiple hazards. Most notably, wildfires, tropical cyclones, and pandemic influenza impacting the City with a loss of life, public health, safety, and economic impacts that are still being felt. In 1999, 43 homes were destroyed and 33 severely damaged because of wildland fires infringing upon the city. The 2004 hurricane season was record-setting and brought Floridians four hurricanes (Charley, Frances, Ivan, and Jeanne) in just 44 days, causing over \$5 billion in property damage across the State. Hurricanes Frances and Jeanne both made landfall in Martin County, twenty-one days apart from each other. The northeast quadrant, historically the most destructive part of a hurricane, directly crossed the City during both storms. The following year Hurricane Wilma crossed through Port St. Lucie from the west as a category one storm, quickly accelerating to a Category 3 storm upon reaching the Atlantic, incurring over \$20 billion in damages to the state of Florida. Hurricane Irma struck Florida as a Category 4 storm on September 10, 2017 with initial landfall occurring in the Florida Keys making landfall again in Naples as a Category 3 storm. The storm then traversed the center of the state from Naples, 320 miles north to the Florida/Georgia line. Hurricane Irma cost Florida \$50 billion dollars in damages and 34 lives were lost due to the storm. As of this writing, the Coronavirus (COVID-19) Pandemic continues to impact the City. To date, over 46,238 residents have been infected with the virus, and over 930 residents have lost their lives Countywide. This pandemic has adversely impacted the local economy by millions of dollars.

### 2.1 Hazard Analysis

This analysis has been formatted as a table for easy reference. For a more detailed hazard analysis, refer to St Lucie County's Local Mitigation Strategy (LMS) (<https://www.stlucieco.gov/departments-services/a-z/public-safety/disaster-preparedness/local-mitigation-strategy>). The data compiled for column 4 is pulled from the Center for Disease Control's Social Vulnerability Index (SVI). The SVI is used to identify vulnerable populations within the City Using the County's LMS and the CDC's SVI as a reference, the table below will list and rank the hazards which impact the City enabling the reader a brief overview of hazards and the associated risk, using the following legend:

- 1) The first column contains the name of the hazard,
- 2) Column 2 (two) ranks the probability a hazard will impact the city pulled from the St. Lucie County LMS pages 170 – 179 using a 0-1 scale.
- 3) Column 3 (three) ranks the severity measured in magnitude, scope or intensity of the hazard using a 0 -1 scale. Severity is calculated by number of projected impact factors identified on page 75 of the LMS attained per hazard divided by 1

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- (one). The higher the decimal the more severely the hazard is projected to impact the city.
- 4) Column 4 (four) identifies the vulnerable population as follows using the Social Vulnerability Index created by the Centers for Disease Control. This index identifies vulnerable individuals on a scale of 0 – 1, 0 (zero) being the lowest. The SVI is identified by Census tract and will be presented in map form on the following page (Figure 1), for the purposes of this chart the SVI will be averaged Citywide for each hazard.
  - 5) Column 5 (five) will identify the Frequency of Occurrence on average how many times the identified hazard has occurred, i.e. once every 10 years.

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Hazard Name</b>	<b>Probability of Occurrence</b>	<b>Severity of Occurrence</b>	<b>SVI</b>	<b>Frequency of Occurrence</b>
Floods	1	.85	.55	Every 2 years
Tropical Storms	1	.95	.55	Every 5 years
Hurricanes Category 1 - 2	1	.95	.55	Every 5 – 10 years
Major Hurricanes Category 3 – 5	.89	.95	.55	Every 10 – 25 years
Tornadoes	.44	.35	.55	Every 1.6 years
Severe Thunderstorms	1	.55	.55	Annually
Wildland Fires	.66	.55	.55	Every 10 years
Extreme Temperatures	.66	.50	.55	Every 6 years
Erosion	1	.55	.55	Annually
Drought	NDA	.10	.55	NDA
Sea Level Rise	NDA	.10	.55	NDA
Agricultural Pests/Disease	NDA	.25	.55	NDA
Epidemics	.66	.20	.55	NDA
Radiological Accidents	.33	NDA	.55	NDA
Power Failures	.33	NDA	.55	Every 2 years
Hazardous Materials Accidents	.33	NDA	.55	NDA
Transportation System	.33	NDA	.55	NDA
Wellfield Contaminations	.33	NDA	.55	NDA

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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
<b>Hazard Name</b>	<b>Probability of Occurrence</b>	<b>Severity of Occurrence</b>	<b>SVI</b>	<b>Frequency of Occurrence</b>
Communications Failures	.33	NDA	.55	NDA
Hazard Name	Probability of Occurrence	Severity of Occurrence	SVI	Frequency of Occurrence
Terrorism and Sabotage	.33	NDA	.55	NDA
Civil Disturbances	.33	NDA	.55	NDA
Immigration Crises	.33	NDA	.55	NDA

*Table Three – Hazard Vulnerability Table*

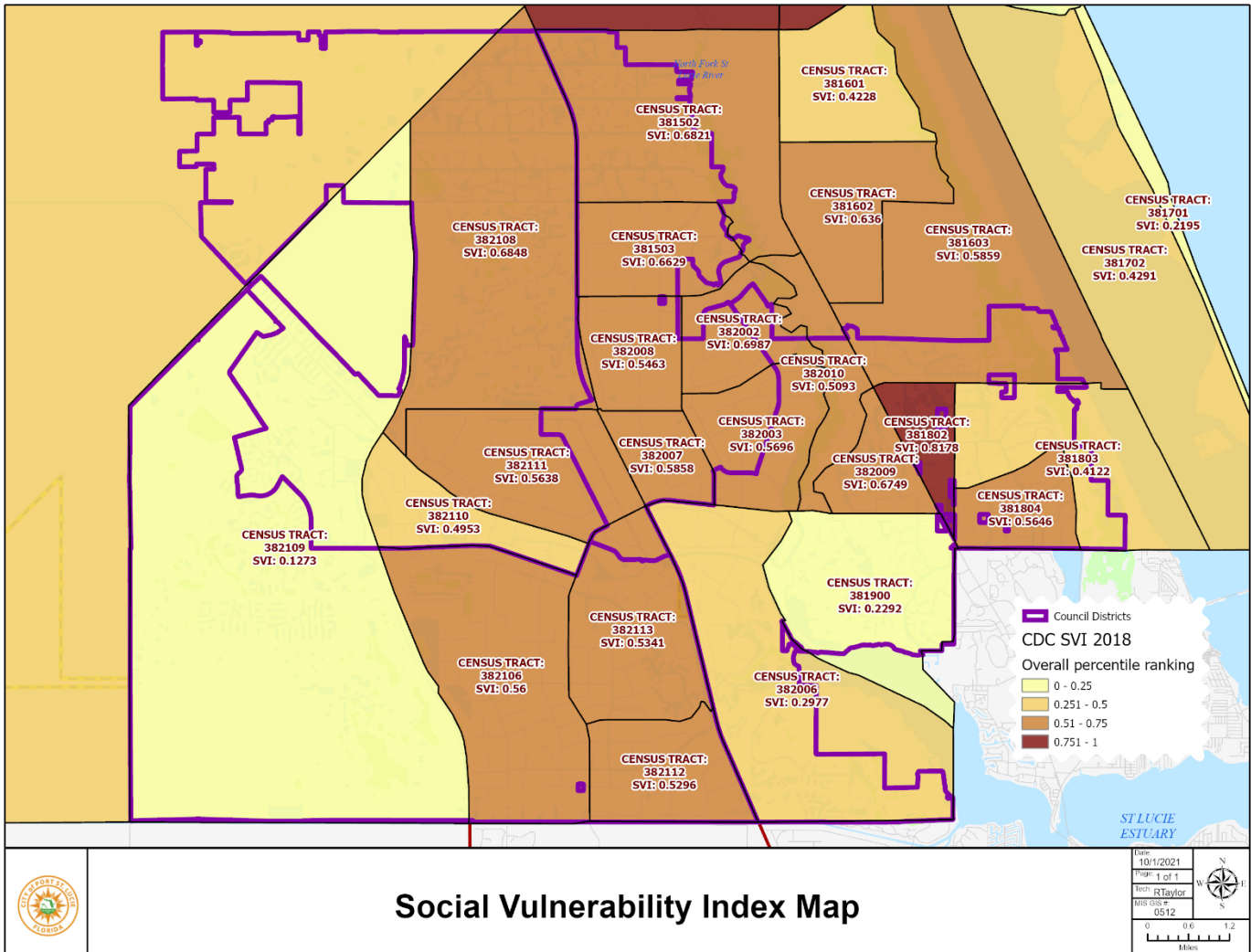


Figure One – Port St Lucie Social Vulnerability Index Map

A map illustrating the Social Vulnerability Index (SVI) for the City of Port St Lucie is depicted in Figure One above. The SVI ranks the relative vulnerability of each census tract to hazards. SVI ranks the tracts by 15 social factors including unemployment, minority status, and disability and further groups them ultimately calculating a “ranking”. This SVI ranking is between 0 (zero) and 1 (one). Zero to 0.25 ranking indicates low vulnerability, 0.251 to 0.5 indicates a low to moderate level of vulnerability, a 0.51 – 0.75 indicates a moderate to high level of vulnerability and 0.751 – 1 indicates a high level of vulnerability. As the maps depict most of the City is moderately to highly vulnerable to disasters.



## ***2.2 Geographic Characteristics***

The City of Port St. Lucie is in St. Lucie County, Florida, and shares most of the County's geographical characteristics. With the following exceptions, the City does not border the coastal Atlantic, swathes of the City border the North Fork of the St. Lucie River and the Indian River Lagoon. The City is zoned for housing, a small section of the city at the southwest corner is rural, the rest of the City is urban and populated. Of the County's estimated 329,226 residents; 204,851 live in the City of Port St. Lucie. The city is 113.87 square miles and a water area of 1.62 square miles, with a population density of 1,811 people per square mile and is considered an urban area.

The City of Port St Lucie is located on the Atlantic along the south-central coast of Florida in the upper reaches of the South Florida geographic region. The City has two notable environmentally sensitive areas within the City Limits which include the North Fork of the St Lucie River and the Savanna Preserve State Park. The North Fork of the St Lucie River is bounded on the North by Midway Road, the northern most boundary of the City of Port St Lucie, and to the south Coconut Point in Stuart, Martin County. The preserve is 15 miles long between the aforementioned boundaries. The Savanna Preserve State Park runs along the eastern edge of the City from the Martin County line North to Midway Road. The park preserves and protects environmentally unique and irreplaceable lands associated with the North Fork of the St. Lucie River, freshwater basin marsh and sand pine scrub ridge characteristic of the southeast Florida coast.

The County is divided into three primary regions: the Atlantic Coastal Ridge (including the barrier islands), the Eastern Valley, and Osceola Plain. The mainland topography of St. Lucie County is generally low in elevation, without significant deviation. However, two ridges parallel the coast, one about 1 (one) mile inland from the Indian River with elevations up to 30 feet, the other about 10 miles inland with similar elevations. The coastal barrier islands have typical dune topography with dune elevations of about 15 feet. The most populated area of the County is the Eastern Valley. The Valley extends from the Atlantic Coastal Ridge to the central part of the County.

The vast citrus and ranching areas of central and western St. Lucie County are contained within the areas known as the Sebastian/St. Lucie Flats, Allapattah Flats, and Osceola Flats (the Osceola Plain). Except where drained for agricultural activities, these areas are characteristically pocketed with surface wetlands and have limited natural drainage. Elevations in this area are in the range of +30 to +60 feet above sea level, with the general fall of the land being from northwest to the southeast. Drainage of this area is provided by the North Fork of the St. Lucie River and a network of manmade canals and ditches that are interconnected with main relief canals that drain into the Indian River Lagoon and the North Fork of the St. Lucie River.

The Atlantic Coastal Ridge forms the eastern border of the County and includes the coastal barrier islands North and South Hutchinson Island. Elevations range from sea level to about +15/+17 feet on the barrier island to as much as +60 feet along the western shorelines of the Indian River Lagoon. The western terminus of the Atlantic Coastal Ridge lies along the

shoreline of the Indian River Lagoon south of Fort Pierce and along the U.S. Highway 1 right-of-way (eastern side) north of Fort Pierce.

The North Fork of the St. Lucie River is the single principal freshwater estuary in St. Lucie County. Secondary watercourses include the North Fork's 2 (two) primary tributaries: Five Mile and Ten Mile Creeks. An unconnected freshwater marsh network, known as the Savannas, is located immediately to the west of the Atlantic Coastal Ridge. The Savannas represents a vanishing natural feature that was once found along the entire length of the Indian River Lagoon, from Volusia County to northern Palm Beach County. The key tracts of habitat that remain are situated in Port St. Lucie and northern St. Lucie County.

Lying between the western edges of the Atlantic Coastal Ridge and Hutchinson Island is Indian River Lagoon. This saltwater estuary is part of a larger ecosystem that extends 115 miles from Volusia County to northern Palm Beach County.

In addition to its inland estuary and isolated wetland network, St. Lucie County has 18 miles of Atlantic Ocean shoreline.

From a hazard perspective, especially in terms of flooding, drainage has been an important component in shaping overall development patterns within the County. Many canals and drainage ditches have been constructed throughout St. Lucie County. The primary canals include:

- C-23: Provides drainage for 168 square miles in southern St. Lucie, northern Martin, and eastern Okeechobee counties. C-23 and its structures remove excess water from the C-23 Basin, supply water to the basin (and, occasionally, to the C-24 Basin), and maintain ground water elevations west of S-48 to prevent saltwater intrusion into the local ground water.
- C-24: Provides drainage to 167 square miles in central St. Lucie and east central Okeechobee counties. C-24 and its control structures remove excess water from the C-24 Basin, supply water to the basin, and maintain ground water table elevation west of S-49 adequate to prevent saltwater intrusion into the local ground water.
- C-25: Provides drainage to 165 square miles in northwest St. Lucie and eastern Okeechobee counties. C-25 control structures remove excess water from the C-25 Basin, supply water to the basin (and occasionally to the C-24 Basin), and maintain ground water table elevation west of S-50 adequate to prevent saltwater intrusion into the local ground water.

The City of Port St. Lucie is an urban area with, using the available 2010 census data, 1,445 residents per square mile; during which time there were 164,603 residents living in the City limits. Over the last 10 years, the population has grown to an estimated 205,000 under the 2020 census, creating an even more densely populated urban area. When assessing the City's vulnerability to the hazards listed on table three; population density and the

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topography play a role in how susceptible the City is to certain hazards. These factors make the city more susceptible to man-made hazards such as terrorism, sabotage, and civil disturbances but less susceptible to hazards that are more likely to occur in rural areas such as wildland fires, erosion, agricultural pests and diseases and drought. Natural hazards that are not influenced by population or topography such as, hurricanes, tropical storms, severe thunderstorms, or tornadoes would affect a greater number of citizens due to population density but are no more or less likely to occur in the City. Although a rare occurrence, the City is vulnerable to radiological accidents due to its proximity to the Florida Power and Light Nuclear Power Plant located on Hutchinson Island, 2 miles away from the City. The map displayed in Figure one illustrates that proximity.

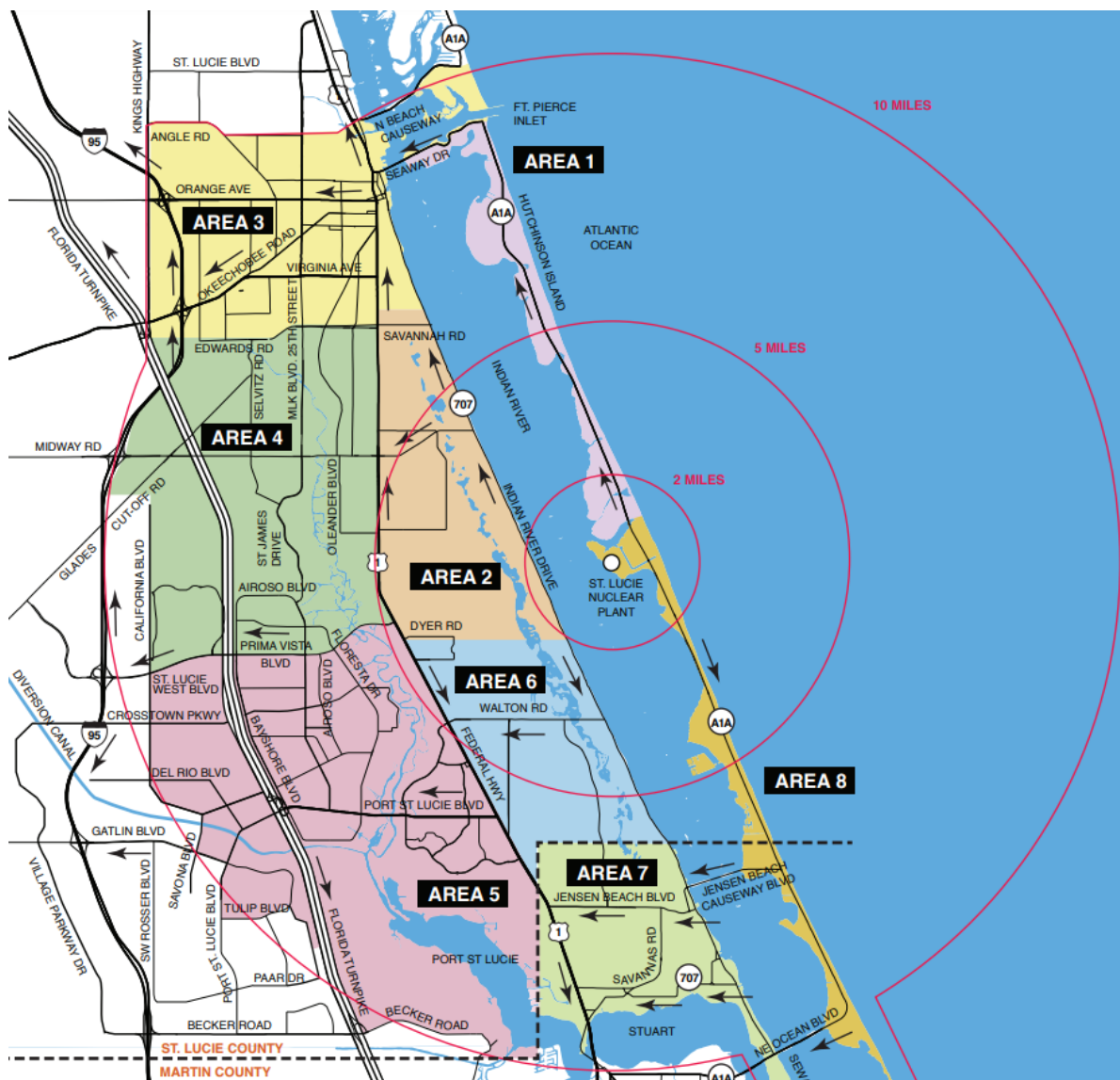


Figure Two – Florida Power and Lights Emergency Planning Zone

### 2.3 *Economic Profile*

The City of Port St Lucie’s Economic Profile is drawn from data compiled by the 2019 US Census Bureau, refer to Table Four- Port St Lucie’s Economic Profile for specific data points.

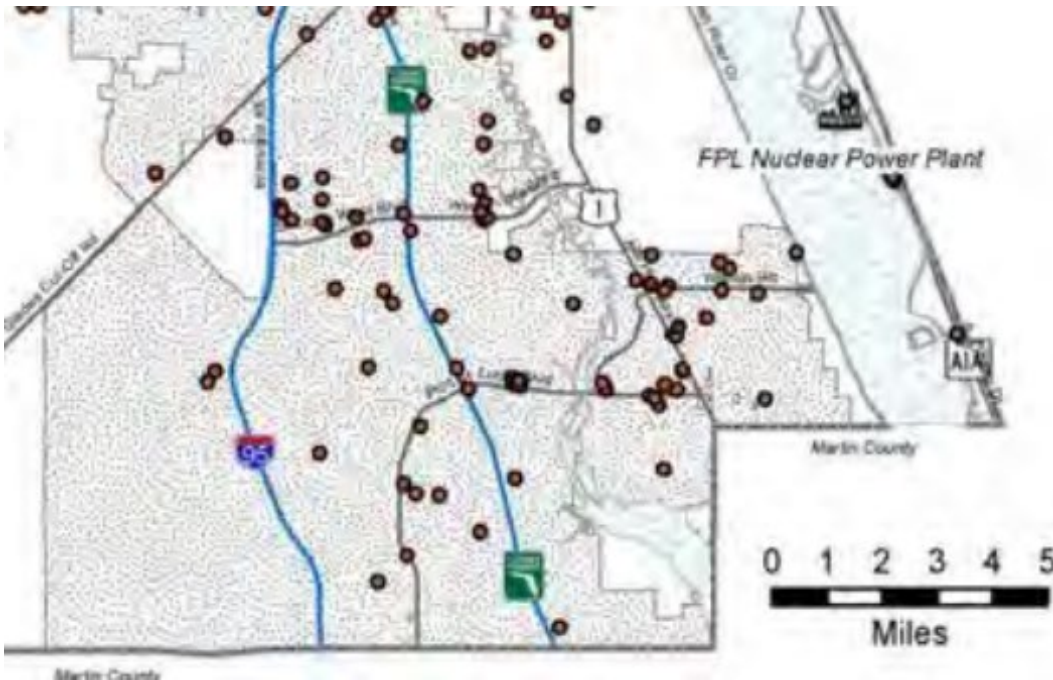
<b>Category</b>	<b>Measurement</b>
Percentage Employed by Major Sector – Government	12%
Percentage Employed by Major Sector – Mining, Logging and Construction	8%
Percentage Employed by Major Sector – Manufacturing	4%
Percentage Employed by Major Sector – Trade, Transportation and Utilities	22.7%
Percentage Employed by Major Sector – Information	1%
Percentage Employed by Major Sector – Financial Activities	4%
Percentage Employed by Major Sector – Professional and Business Services	13%
Percentage Employed by Major Sector – Education and Health Services	18%
Percentage Employed by Major Sector – Leisure and Hospitality	13%
Percentage Employed by Major Sector – Other Services	1.2%
Percentage Employed by Agriculture Sector (farmworkers)	0.004%
Average Property Values	\$243,346
Economy – In civilian labor force, total, over 16 years old	58.5%
Economy – in civilian labor force, female, over 16 years old	54.0%
Economy – Total accommodation and food services sales (\$1,000)	180,590
Economy - Total healthcare and social assistance receipts/revenue (\$1,000)	694,951
Economy – Total manufacturer shipments (\$1,000)	332,300
Economy – Total merchant wholesaler sales (\$1,000)	148,133
Economy – Total retail sales (\$1,000)	2,257,577
Economy – Total retail sales per capita	\$13,381
Economy – Average property value	\$268,341

Category	Measurement
Income and Poverty – Median Household Income	\$57,113
Income and Poverty – Per capita income in past 12 months	\$25,947
Income and Poverty – persons in poverty	10.1%
Income and Poverty – Median Household Income	\$57,113
Income and Poverty – Per capita income in past 12 months	\$25,947

*Table Four – City of Port St. Lucie’s Economic Profile*

### **2.4 Critical Infrastructure Key Resources**

Critical Infrastructure Key Resources (CIKR) are defined by the Department of Homeland Security as assets of the United States essential to the nation’s security, public health and safety, economic vitality, and way of life. The City of Port St. Lucie has multiple CIKR demarked on the map below (*figure three*). For the purposes of Public Safety, they have not been identified but include, hospitals, police stations and fire stations, Emergency Operations Centers, water treatment plants, schools, public shelters, government offices, flood control structures, and power stations/transformers.



*(Figure Three) – Critical Infrastructure Key Resources*

## 2.5 Demographic Information

Per the Census Bureau, the City of Port St. Lucie has the following demographic information as of July 1, 2019:

Category	Measurement
Population	201,846
Age – Under 5	4.9%
Population Per Square Mile (2010 census)	1,445
Age – under 18	22%
Age – 65 and over	19.9%
Females	50.7%
Population Characteristics – Veterans	14,214
Population Characteristics –Foreign Born Persons	18.8%
Annual Visitors to Port St Lucie*	793,656
Annual Transient Population**	176
Mobile Home Parks	1
Mobile Home Park Population	4,473
Health – With a disability under 65 years old	9.3%
Health – Persons without health insurance, under 65 years old	16.3%
Health – Persons with hearing impairment or loss***	16%
Economy - Total healthcare and social assistance receipts/revenue (\$1,000)	\$694,951
Economy – Total manufacturer shipments (\$1,000)	\$332,300
Economy – Total merchant wholesaler sales (\$1,000)	\$148,133
Economy – Total retail sales (\$1,000)	\$2,257,577
Economy – Total retail sales per capita	\$13,381
Transportation – mean travel time to work (minutes)	28.6
Income and Poverty – Median Household Income	\$57,113
Income and Poverty – Per capita income in past 12 months	\$25,947
Income and Poverty – persons in poverty	10.1%

*Table Five – Demographic Information*

\*Data compiled from Visit St. Lucie, Visitor Tracking and Economic Impact Study

\*\*Data compiled from Treasure Coast Homeless Services Council, Inc; 2021 Point in Time Homeless Count

\*\*\* Data compiled from “Making Contact with the Deaf and Hard of Hearing | Port St. Lucie Police Department”

## ***2.6 Planning Assumptions***

- A disaster may occur with little or no warning and may escalate rapidly.
- Disaster effects may extend beyond City boundaries, and many areas of the County and State may experience casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures.
- Disasters differ in character by magnitude, severity, duration, onset, distribution, area affected, frequency, and probability, increasing the difficulty of plan development.
- All organizations in the City of Port St. Lucie will continue to respond to disaster events utilizing SOGs of effective inter- and intra- organizational communications and/or internal resources until they are exhausted, necessitating mutual aid response requests.
- Disasters are managed locally. The Emergency Management command and control structure in Florida is based on a bottom-up approach of resource allocation; municipal to County EOC, to State Emergency Operations Center (SEOC), and to the federal government, escalating to each level as resources are exhausted.
- The City will communicate and collaborate with the County EOC throughout the disaster.
- The City EOC will fulfill resource and mission requests in a timely fashion.

## **3.0 CONCEPT OF OPERATIONS**

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### ***3.1 Organization***

#### **3.1.1 Port St. Lucie’s Organization**

The City is led by a five-member elected Council, which sets policy and determines the long-term vision for the City. The Council appoints a City Manager to handle the daily business affairs, and a City Attorney to provide legal advice. This system is called a Council-Manager form of local government. Each Council member has one vote, including the Mayor, so legislative authority is equally spread among all five members.

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*Figure Four - City Organizational Chart*

The City Manager oversees all municipal employees under his authority including a Chief Assistant City Manager, an Assistant City Manager, a Chief Assistant to the City Manager for Land Development, and two Deputy City Managers. Direct Reports to the City Manager also include the Chief of Police, the Director of Strategic Initiatives and Innovations, the Community Redevelopment Director, and General Finance Corporation Director.

Four departments report to the Chief Assistant City Manager that include Facilities, Public Works, Building, and Utility Systems. Five departments report to the Assistant City Manager including Information Technology, Communications, Parks and Recreation, the Business Navigator, and the Event Center. The Deputy City Manager oversees Financial Management, the City Clerk, Human Resources, Risk Management, and Emergency Management. The second Deputy City Manager oversees Planning and Zoning and Neighborhood Services. A consortium of the department’s report to the Assistant to the Chief Assistant City Manager under the Land Development Functional Group.



### 3.1.1 Key Government Officials

The City of Port St. Lucie's Key Government Officials who reside on the upper levels of the City's organizational chart in *Figure Three* hold similar positions in the Emergency Operations Center (EOC) Organizational Chart. During a declaration of a State of Emergency the City Manager is the Incident Commander and the Chief Assistant City Manager is the Deputy Incident Commander. The City Attorney holds the position of Legal Advisor during a declaration. The Director of Financial Management shifts to the Finance Administration Section Chief during a declaration, the Director of Risk Management moves to the Planning Section Chief, the Director of Facilities moves to the Logistics Section Chief and the Assistant Director of Utilities moves to the Operations Section Chief. Branch Directors and Unit Leaders also hold key leadership positions in day-to-day operations.

Per City Ordinance § 98.03; During a State of Emergency, the order of succession is as follows: City Manager; Chief Assistant City Manager; Assistant City Manager; Emergency Management Administrator and Chief of Police. [Chapter 98 of the Code of Ordinances, City of Port St Lucie, Florida](#) can be found in the Annex section 5.2 of the CEMP

### 3.1.2 Emergency Management Organization

This section of the plan reviews in detail, the City of Port St. Lucie's emergency management response posture including control and coordination, as well as transitional activation activities.

#### *Event Escalation*

A routine incident may quickly escalate to the point it advances beyond normal response capabilities triggering the need to activate the EOC and/or take other actions. The following trigger points are indicators that an event is escalating, and additional actions may need to be taken:

- Exhaustion of local resources and a request for mutual aid support is anticipated
- A sizeable evacuation is required
- Monetary damages caused by an event may reach thresholds for a State or Federally declared disaster
- The event exceeds the capabilities of local response agencies requiring inter-jurisdictional coordination
- A legal or statutory threshold has been reached which requires notification of outside agencies

#### *Non-Declared Events*

The City of Port St. Lucie's Office of Emergency Management and all partner organizations are required to respond to all life-safety events regardless of the ability to attain financial reimbursement from State and/or Federal Government Agencies. The protection of the lives, and property of our citizens, is our highest priority.

### ***Declaration of a Local State of Emergency***

The Emergency Management Administrator may request and/or City Manager may declare a Local State of Emergency under any of the following circumstances:

- an event has occurred
- an event is anticipated to generate, or has generated major damage in the City of Port St. Lucie
- the health and safety of City residents are threatened
- an event is anticipated to escalate beyond current response capabilities
- St. Lucie County declares a Local State of Emergency
- The Governor has proclaimed a State of Emergency in an area that encompasses the City
- A Presidential Declaration of a Disaster in an area that encompasses the City
- Automatically on the proclamation of a state of war, the receipt of an attack warning or the observation of a nuclear detonation

The following will occur when a declaration is deemed necessary:

- The EM Administrator will notify the City Manager or Chief Assistant City Manager of the nature of the event, potential consequences, and the anticipated need to declare a Local State of Emergency
- The EOC will be activated
- An emergency council meeting will be convened within 12 hours of decision to declare
- The City's "Battle Rhythm" will be posted on WebEOC<sup>®</sup> and adhered to
- The Public Information Officer will prepare and release appropriate press statements advising the public about the nature of the Local State of Emergency
- The Local State of Emergency will remain in effect until it expires or is extended by the City Manager

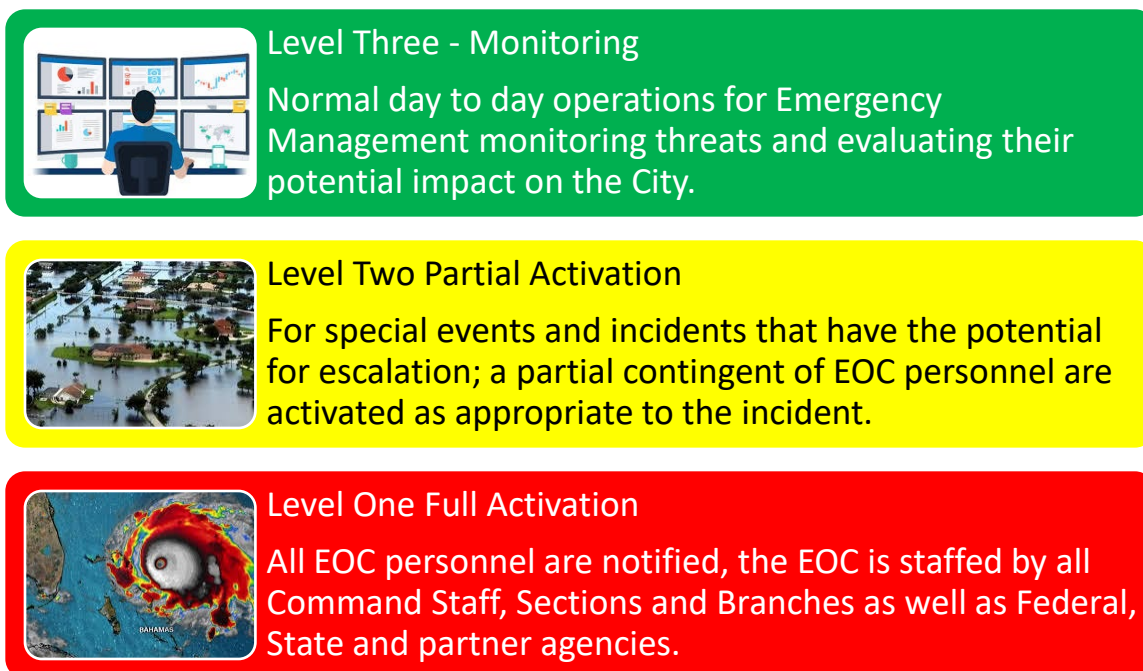
### ***EOC Activation***

When the Emergency Operations Center (EOC) is activated, the management system employed is the Incident Command System (ICS) under the National Incident Management System (NIMS). NIMS was developed under Homeland Security Presidential Directive-5 to provide a comprehensive all hazard national approach to incident management that is applicable to all jurisdictions and crosses functional disciplines regardless of the cause, size, or complexity of the emergency. ICS is established by the NIMS as the standardized incident organizational structure for the management of all incidents. Used on a local level, ICS can expand its structure and organization to incorporate assistance and resources at the local, county, state, and federal level. The ICS system has several components working together that interactively provide the basis for effective operations, which include:

- Common Terminology
- Modular Organization
- Management by Objectives
- Reliance on an Incident Action Plan
- Manageable span of control (5-7 units)

- Pre-designated Emergency Operations Center and Command Posts
- Comprehensive Resource Management
- Integrated Communications
- Establishment and transfer of Command
- Chain of Command and Unity of Command
- Unified Command
- Accountability of Resources and Personnel
- Information and Intelligence Management

As ICS remains flexible and scalable to manage divergent levels of disaster so does the EOC’s level of activation. The EOC has three levels of activation please refer to the Figure Five graphic for a description of each. Different degrees of staff and resource activation coincide with different levels of EOC activation. [Standard Operation Guideline 2](#) (two), “Staffing Matrix” located in the Annex section 5.1 of the CEMP addresses this in detail.



*Figure Five – Levels of EOC Activation*

### 3.1.3 Lead Agency per Disaster Type

Different hazards require different skill sets, and different command structures. Hazards are broken into three major categories, natural, technological, and man-made. There are two types of command the City will employ; used most typically, a single Incident Commander or a Unified Command structure. During those hazards which require specialized decisions made at the command level a Unified Command will be employed; for hazards which do not require specialized decision making a single incident command structure will be employed. The table below defines the hazard type, command structure and lead agency for that incident. The hazards are listed in order, based on likelihood of

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occurrence, plus the severity of the damage done using the values from the [Hazard Vulnerability Analysis Table](#).

<b>Hazard</b>	<b>Hazard Type</b>	<b>Command System</b>	<b>Lead Agency</b>
Tropical Storms	Natural	Incident Commander	City Manager's Office
Hurricanes Category 1 -2	Natural	Incident Commander	City Manager's Office
Floods	Natural	Incident Commander	City Manager's Office
Major Hurricanes Category 3 – 5	Natural	Incident Commander	City Manager's Office
Severe Thunderstorms	Natural	Incident Commander	City Manager's Office
Wildland Fires	Natural	Unified Command	City Manager's Office, SLCFD, Dept of Forestry
Extreme Temperatures	Natural	Incident Commander	City Manager's Office
Epidemics	Natural	Unified Command	City Manager's Office, Public Health
Tornadoes	Natural	Incident Commander	City Manager's Office
Radiological Accidents	Technological	Unified Command	City Manager's Office, FEMA, US Dept. of Energy
Power Failures	Technological	Incident Commander	City Manager's Office
Hazardous Materials Accidents	Technological	Unified Command	City Manager's Office, SLCFD
Transportation System	Technological	Unified Command	City Manager's Office; PSLPD; DOT; FHP
Wellfield Contamination	Technological	Unified Command	City Manager's Office; FDEP;
Communications Failures	Technological	Unified Command	City Manager's Office; Private Sector Partners
Terrorism and Sabotage	Man-made	Unified Command	City Manager's Office; PSLPD; FDLE; DHS; FBI

Civil Disturbances	Man-made	Unified Command	City Manager’s Office; PSLPD
Immigration Crises	Man-made	Unified Command	City Manager’s Office; PSLPD, DHS
<b>Hazard</b>	<b>Hazard Type</b>	<b>Command System</b>	<b>Lead Agency</b>
Drought	Natural	Incident Commander	City Manager’s Office
Sea Level Rise	Natural	Incident Commander	City Manager’s Office

*Table Six Lead Agency’s per Disaster Type*

### 3.1.4 Emergency Management Functions

As described in Section 3.1.2.4 the City of Port St. Lucie manages activations using the Incident Command System. The ICS system has five functional areas; Command [either a single Incident Commander (IC) or a Unified Command (UC)] and the General Staff; Operations, Logistics, Planning, and Finance/Administration. A sixth area, (Intelligence) may be added. Large scale incidents usually require that general staff functions are staffed. Each section can expand to meet the demands of the situation.

Command - The Incident Commander (IC) or Unified Command (UC) is the individual or joint individuals responsible for the overall incident. Command must be staffed on all incidents. The IC/UC is responsible for all on scene management. If functions are not staffed, the IC is responsible for that responsibility or function.

The IC/UC is responsible for developing an incident action plan (for specific time frames) reflecting the objectives and strategies, which may need to be changed as the incident progresses. For small incidents, the plan may not need to be written. Large scale incidents need a written plan reflecting the priorities, objectives, and needs of all agencies. The IC will base the decision to expand or contract the ICS organization based on three incident priorities:

1. Life Safety - The first priority of the IC/UC is the safety of the emergency workers and the public.
2. Incident stability - The IC/UC is responsible for determining strategy that will minimize the effect the incident has on the surroundings and to maximize the response effort while using resources effectively.
3. Property/environmental conservation - The IC/UC is responsible for minimizing the damage to property and the environment while achieving the incident objectives.

General Staff Functions:

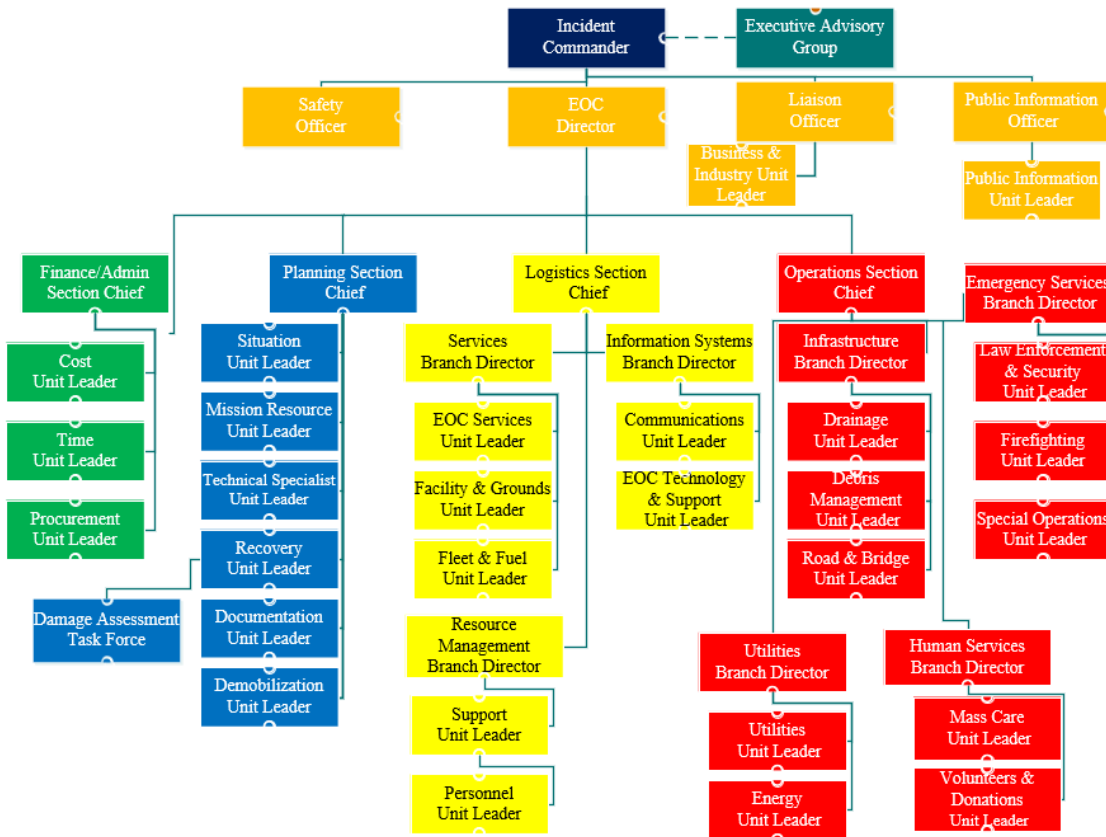
- Operations - The operations section, when staffed, is responsible for managing the tactical operations which include all activities toward reducing the immediate hazard, establishing control, and restoring normal operations. Agencies or

departments within this section may include Law Enforcement, Fire Department, Public Works, Electric, Human Services, or functional areas such as Hazardous Materials, EMS, Fire, Rescue, etc.

- Planning - The planning section, when staffed, is responsible for collecting, evaluating, and disseminating information about the incident and assisting the IC/UC in developing the incident action plan and the situation report. It is also used to forecast needs for personnel and equipment needs.
- Logistics - Logistics, when staffed, is responsible for providing all support to the incident which may include food, facilities, transportation, supplies, equipment, maintenance, fuel, etc.
- Finance/Administration - The Finance/Administration section is staffed when needed and is responsible for cost analysis and other financial responsibilities.
- Information/Intelligence - If staffed provides analysis and sharing of information and intelligence during an incident. Information may involve national security or may include operational information such as risk assessment.

The organizational chart displayed in *Figure Six* below provides a visual depiction of a level one activation staffing regimen. Note, this organization may expand or contract to meet the needs of the incident. Detailed position descriptions and job aids are available in the Annex section 5.3 under [Job Aids](#). All EOC positions align with Emergency Support Functions (ESF's) used by the County and the State.

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*Figure Six – Emergency Operations Organizational Chart*

### 3.2 Preparedness Activities

#### 3.2.1 Plan Maintenance

Office of Emergency Management staff, specifically the Emergency Management Administrator, coordinates the development and maintenance of the City’s Comprehensive Emergency Management Plan. The CEMP will be reviewed on an annual basis, and revised as necessary to incorporate new Presidential directives, legislative changes, and changes to policies or procedures as a result from lessons learned from activations or exercise (as documented in After Action Reports). Changes may be administrative (small edits that do not impact the Emergency Management Program processes and/or roles and responsibilities), or substantive (larger modifications to processes and/or roles and responsibilities). Administrative changes do not require signature and promulgation from the City Manager but must be approved by the Emergency Management Administrator. All substantive changes will be briefed to the City Manager and EOC Staff who may have a part in emergency response. The Office of Emergency Management will document changes in the CEMP’s [Record of Changes](#) found in section 1.4.5.

The CEMP will undergo a complete review and update at least every five (5) years. As part of that process, the revised CEMP will be submitted to the St. Lucie County Division of

Emergency Management for review, and to the City Manager or their proxy for review and approval for adoption. The City of Port St. Lucie's CEMP, and any amendments thereto, shall be effective when formally approved and adopted by the City Council.

All revisions to the CEMP will be published and distributed to all City staff and be made publicly available via the City of Port St. Lucie's website.

### **3.2.2 Records Maintenance**

The City Clerk shall be responsible for the identification, development, and implementation of procedures for the preservation and protection of records essential to the effective operation of City government and post-disaster operations before, during, and after a disaster and/or an emergency event.

### **3.2.3 Public Notification**

Disaster and emergency events can impact the City with little to no advanced warning. To better educate and inform the public of protective measures during the period before a disaster is imminent, in an actual or threatening emergency situation, and in the post-emergency recovery period, public information and education methods are crucial.

Pre-disaster education and awareness programs serve to increase awareness of Emergency Management programs, educate the public on ways to protect life and property, and inform the public on the availability of assistance and information. This is facilitated through outreach events such as the annual Hurricane Expo hosted by the City and numerous educational events where Emergency Management personnel venture into the community to educate the public. The Outreach Training and Exercise Plan found in the Annex section 5.4.

During an incident, regularly scheduled press briefings will be announced in coordination with St. Lucie County. Press conferences will be held at the following locations:

County Emergency Operations Center  
15305 W Midway Rd,  
Fort Pierce, FL 34945

City of Port St. Lucie Emergency Operations Center  
121 SW Port St. Lucie Blvd  
Bldg. B  
Port St. Lucie, FL 34984

The following radio and television stations have agreed to disseminate emergency information and participate in the local public emergency notification system in accordance with the *Region 10 Emergency Alert System (EAS) Plan*:

#### **a. RADIO STATIONS**



- (1) WQCS 88.9 FM
- (2) WIRA 1400 AM
- (3) WJNX 1330 AM
- (4) WGYL 93.5
- (5) WKGR 98.7 FM
- (6) WAVW 92.7 FM
- (7) WZZR 94.3 FM
- (8) WHLG 101.3 FM
- (9) WPSL 1590 AM
- (10) WQOL 103.7 FM
- (11) WILD 95.5 FM
- (12) WFLM 104.7 FM
- (13) WOSN 97.1 FM
- (14) WCZR 101.7 FM

b. TELEVISION STATIONS

- (1) WPTV (NBC) Channel 5
- (2) WPEC (CBS) Channel 12
- (3) WPBF (ABC) Channel 25
- (4) WFLX (FOX) Channel 29

A series of Public Safety Announcements have been developed and are available for the Public Information Officer (PIO). These pre-scripted messages are maintained on file at the Office of Emergency Management.

Social media, as well as other digital media platforms, are utilized to disseminate timely and routine public safety announcements. These announcements include, but are not limited to, emergency notifications, general preparedness information, educational content, hazard awareness information, and public assistance information.

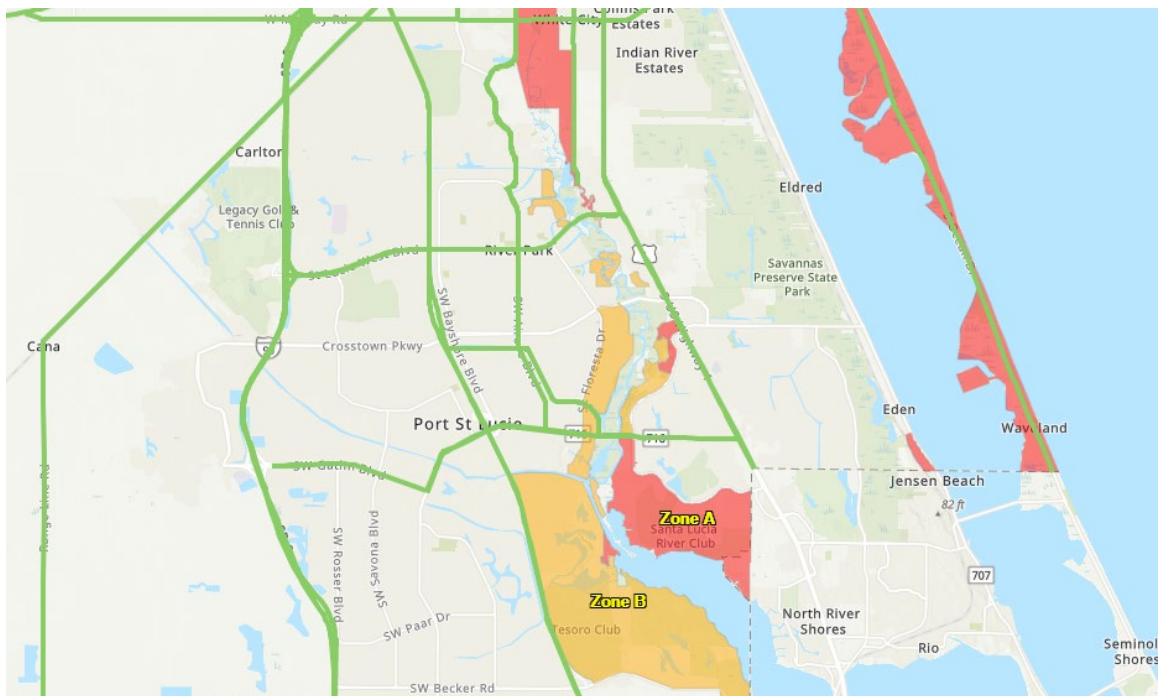
“Alert St. Lucie” is a mass notification system that enables the St. Lucie County Public Safety Department to alert the community about emergencies and other important community news, such as severe weather, unexpected road closures, missing persons and evacuations of buildings or neighborhoods. Residents can sign up to receive messages. City emergency management staff involved in emergency operations have access to this system and can set up distribution lists to key stakeholders and emergency responders to alert them and communicate critical information regarding emergencies at the web address to access the system is [www.stlucieco.gov/alert](http://www.stlucieco.gov/alert).

### 3.2.4 Evacuation Zones and Routes

The authority to make decisions regarding the evacuation of the City of Port St. Lucie, or any of its neighborhoods, subdivisions, or areas, and reentry into evacuated areas, falls to the St. Lucie County Department of Public Safety’s Public Safety Director. The City of Port St. Lucie Office of Emergency Management will coordinate with and support St. Lucie County in all evacuation and reentry policies, processes, and procedures affecting the City.

*Figure Seven*, “St. Lucie County Evacuation Zones and Routes Interactive Map” depicting the City of Port St. Lucie’s hurricane evacuation zones and evacuation routes within the City’s limits (<https://slcem.maps.arcgis.com/apps/webappviewer/index.html?id=864f08ec158e4c2f8f0143a58551f539>). Zone A shaded in red is the first zone called to be evacuated. Although not depicted on the map; mobile and modular homeowners and homeowners living in wood frame houses may also be asked to evacuate. Zone B shaded in orange is the second zone to be called to evacuate. Decisions regarding evacuation will be made by the County and disseminated through the Public Information Channels cited in section 3.2.3 of this plan.

Evacuation brochures with routes and shelter locations are provided by the County and available at information kiosks throughout the City. Digital copies are available for download on the City and County’s website.



*Figure Seven - Evacuation Zones*

### **3.2.5 Sheltering**

As with emergency opening and closing risk shelters for the general population and for residents with Special Needs are also coordinated by the County's Department of Public Safety's Director. The City does provide the Port St Lucie Community Center as an alternate special needs shelter which is managed by the St. Lucie County Department of Public Safety and the St. Lucie County Health Department. The City does provide logistical support for the shelter which is outlined in the SpNS Plan.

### **3.2.6 Exercise**

The Training & Exercise Program addresses the overall emergency management training and exercise needs for EM staff, City of Port St. Lucie personnel, and EM partners and stakeholders. Participation in the City's training and exercise opportunities, for both government and private agencies, vary depending on the subject matter being addressed. The training and exercise program serves City staff, partner agencies, and organizations involved in EOC training, exercises, and activations.

Exercise and training timetables are provided in the City of Port St Lucie OEM's Outreach Plan provided in the Annex section 5.4 of this document.

Provisions are created to integrate the Whole Community into the City's exercise program by providing exercise injects which incorporate outside agencies into the exercise. OEM also provides workshops and seminars to outside agencies to familiarize them with their roles and responsibilities during a disaster.

Exercises consist of workshops, tabletops, drills, functional, and full-scale exercises. They are designed to validate current plans and procedures, pinpoint areas needing improvement, and highlight what works well. The exercise program follows the Homeland Security Exercise and Evaluation Program (HSEEP) building-block approach in which exercises build on one another depending on the level of enhancement needed to strengthen core capabilities. Exercises will adhere to HSEEP principles and procedures, including the HSEEP cycle (i.e., design and development → conduct → evaluation → improvement planning).

### **3.2.7 Evaluation, After Action Reports, Improvement Plans, & Corrective Action Programs**

After Action Reports (AAR) provide a description of what occurred during an event or exercise, issues that need to be addressed, and recommendations for improvement. The AAR will include information that is compiled from event/exercise participant surveys, notes from scribes, as well as an after action "hot wash," a meeting of participants and facilitators that provide feedback immediately following the conclusion of the event/exercise.

The Improvement Plan (IP) is how opportunities to improve are turned into concrete, measurable items to conduct in the agency's Corrective Action Program (CAP). The IP is included in the AAR. When complete, the IP specifically details what actions will be taken

to address each recommendation presented in the AAR, who will be responsible for taking the action, and the timeline for completion.

The Corrective Action Program (CAP) includes actions taken to incorporate recommendations outlined in the AAR/IP. These corrective actions include objectives and attainable benchmarks with specific deadlines that are tracked to allow measured progress towards implementation of the items stated in the IP.

The overall management of the CAP is the responsibility of the Emergency Management Administrator, or their designee. After an exercise is conducted or an incident is experienced, the Emergency Management Administrator tracks improvement actions mentioned in After-Action Reports/Improvement Plans and reports their status on a regular basis to the City Manager, Section Chiefs, and other senior management staff until all items are addressed.

### **3.2.8 Training – Program Maintenance**

The Emergency Management training program will be developed and maintained by the CRS Coordinator/EM Specialist II.

### **3.2.9 Training – Emergency Management Training Requirements**

To ensure effective operations, emergency management training is aligned with the National Incident Management System (NIMS) standards provided by the Federal Emergency Management Agency (FEMA). The overarching goal is that if we incur a catastrophic disaster where we need to invoke Mutual Aid from another agency, our procedures are aligned with those used nationally.

MANAGEMENT DIRECTED POLICY #21-02 applies to all staff assigned to the Emergency Operations Center when a Local State of Emergency is declared and/or when the EOC is activated.

Employees assigned to the Emergency Operations Center during emergencies are required to work outside of the scope of their day-to-day duties. Many of the activities performed, and duties carried out by these personnel are related to life safety issues, and the preservation of property and the environment. Due to the high level of responsibility placed upon these employees, they must adhere to the training standards outlined in [Management Directed Policy #21-02](#) (see Annex E).

### **3.2.10 Mutual Aid Agreements and MOU's – Requests**

Mutual aid is activated when a city becomes affected by a disaster or emergency and deems its resources inadequate to cope with the disaster or emergency. The City may request mutual aid and resources by communicating the request to St. Lucie County, and forwarding it to the intended recipient, indicating the request is being made.

### **3.2.11 Mutual Aid Agreements and MOU's – Response**

Conversely other jurisdictions may request Mutual Aid from the City of Port St. Lucie. All requests for mutual from the City must be approved by the employee's Section Chief, and ultimately Incident Commander, during an activation of the EOC. Should a request come forth during a non EOC activation time, the request must be approved by their direct supervisor and/or department head, and ultimately the City Manager.

## **3.3 Financial Management**

### **3.3.1 Responsibility**

The Director of Financial Management or their designee will serve as the City's lead for all financial and procurement support for supplies, facilities, and equipment needed by City agencies. Items include but are not limited to, meals for emergency workers, repair parts, construction materials, sanitary supplies, and rental equipment.

### **3.3.2 Training**

In cooperation with the City of Port St. Lucie's Department of Financial Management, each department, is responsible for providing guidance and training for their representatives, as well as maintaining the appropriate financial records to meet requirements for internal regulations and state or federal financial assistance. Costs should be project-oriented: all labor, overtime, equipment, and supply costs for each specific project within the reimbursement category should be detailed. Such records should be compiled constantly as the operation progresses

### **3.3.3 Reimbursement Procedures**

Reimbursement considerations must be considered prior to declaring a state of emergency or activating the Emergency Operations Center. Once a state of emergency is declared and/or the Emergency Operations Center is activated, the Finance/Administration Section Chief and/or the Director of the Department of Financial Management will deliver guidance to all Sections under the EOC or under all Departments under the City Manager's office as to how to track expenditures. Throughout activation the Cost Unit in cooperation with the Finance/Administration Section will guide other units on the reimbursement process, filling out the appropriate forms and collecting them during and after the activation. During the Recovery Period the Financial Management Department will play an integral role in preparing the City for the FEMA reimbursement process throughout the City's response to an emergency.

### **3.3.4 Provision of Mutual Aid Processes**

The method to request mutual aid for City or for the City to request Mutual Aid from an outside agency are both made through the WebEOC's Resource Request/Task Assignment board. Incoming Mutual Aid requests will be passed through to the Resource Management Branch Director who will push the request for Mutual Aid to the County's EOC (*see* the attached document titled, "Resource-Task-Process Flow" and advising the Finance/Administration and Logistics Section Chiefs as well as the EOC Director and the

Incident Commander). This request would then be forwarded to St. Lucie County indicating the request is being made pursuant to the Statewide Mutual Aid Agreement (SMAA). The request shall be followed as soon as practical by a written confirmation of the request including a transmission of a declaration of a local state of emergency under the Emergency Management Act.

### **3.3.5 Authorizations**

The Incident Commander, the Finance/Administration Section Chief and the Procurement Unit Leader in collaboration with the Legal Advisor are authorized to execute funding agreements with other legal entities on behalf of the City.

### **3.3.6 Funding Sources for Financial Assistance**

Post Disaster Financial Assistance predominantly stems from the State and Federal Governments. These assistance programs are either provided directly from the Federal Government to the City or from the Federal Government through the State to the City. The City is responsible to coordinate with the aforementioned agencies providing assistance.

## **4.0 Federal Disaster Assistance Programs**

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This resource summarizes the key federal disaster assistance programs that are available for recovery operations. These programs and eligibility criteria change from time to time, so personnel should directly refer to FEMA ([www.fema.gov](http://www.fema.gov)) or the State Coordinating Officer for the most current information about assistance program eligibility and rules.

FEMA disaster assistance is divided into three forms: (1) individual assistance, (2) public assistance, and (3) hazard mitigation. *Individual assistance* consists of services provided to individuals and businesses while *public assistance* provides assistance to government entities and certain not-for-profit organizations. *Hazard mitigation* provides funding for State and local communities to help prevent future damage. These programs, which are only available after an Emergency or Major Disaster Declaration, are jointly managed by the State of Florida and the Federal Emergency Management Agency (FEMA), and coordinated with the City of Port Saint Lucie's Office of Emergency Management and Finance Department.

The City's request(s) for Individual Assistance, Public Assistance, and Mitigation Assistance will all be communicated to the County throughout the process.

### **4.1 Individual Assistance**

FEMA Individual Assistance is comprised of five programs that provide cash awards or direct assistance to individuals and families in an area where property has been damaged

or destroyed and whose losses are not covered by insurance. It is meant to help those with critical expenses that cannot be covered by any other means (NOTE: this assistance is not intended to restore damaged property to its condition before the disaster). These programs also award grants to a State or other Federal agency to provide essential services in the disaster-impacted community or communities. The following FEMA Programs are available by calling the FEMA registration line (800-745-0243; TTY users contact TRS for a connection) or online at <http://www.fema.gov/assistance/register>.

#### **4.1.1 Individuals and Households Program**

*Replacement* - Money is available to homeowners to help with replacement of their home if destroyed in the disaster and not covered by insurance. The goal is to help the homeowner with the cost of replacing their destroyed home.

*Other than Housing Needs* - Money is available for necessary expenses and serious needs caused by a disaster. This includes disaster-related medical and dental costs, disaster-related funeral and burial costs, clothing, essential household items (room furnishings, appliances), tools (specialized or protective clothing and equipment) required for citizens' jobs, necessary educational materials (computers, school books, supplies), fuels for primary heat sources (heating oil, gas, firewood), cleanup items (wet/dry vacuum, air purifier, dehumidifier), repair to disaster damaged vehicles, moving and storage expenses related to the disaster (moving and storing property to avoid additional disaster damage while disaster-related repairs are being made to the home), other necessary expenses, or serious needs as determined by FEMA and the State.

*Legal Services* - FEMA, through an agreement with the Young Lawyers Division of the American Bar Association, provides free legal assistance to low-income disaster survivors.

*Crisis Counseling* - The Crisis Counseling Assistance and Training Program (CCP) is designed to provide supplemental funding to states for short-term crisis counseling services to people affected by major disasters. The program consists of two grant programs: Immediate Services and Regular Services. The State must apply for, and justify the need for, each program.

*Disaster Case Management* - Like Crisis Counseling, the State must apply for, and justify the need for, the program and, if approved, a grant will be made to the State.

## **4.2 Public Assistance Programs**

The objective of the FEMA Public Assistance (PA) Grant Program is to provide assistance to states, local governments, and certain nonprofit organizations through supplemental federal disaster grant for the cost of emergency operations and the repair, replacement, or restoration of disaster-damaged publicly owned facilities and the facilities of certain Private Nonprofit (PNP) organizations. This is a cost-share program where the federal

share of assistance is not less than 75% of the eligible cost for the emergency measures and permanent restoration. The grantee (the State of Florida) determines how the non-federal share (up to 25%) is split with the sub grantees (eligible applicants- St. Lucie County).

#### **4.2.1 Hazard Mitigation.**

Following a Presidential Disaster Declaration, the Governor needs to request the activation of the Hazard Mitigation Grant Program (HMGP). The program's purpose is to fund projects which are cost-effective, and which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster throughout the state. The HMGP fund represents up to 15% of the estimated disaster expenditures. The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local or private sources. Section 404 and 406 funding may not be used to fund any mitigation project that might be eligible under public assistance or other federal programs, although it might be used to complement or enhance mitigation funded under individual or public assistance.

#### **4.2.2 Community Disaster Loan**

A Community Disaster Loan (CDL) is available to provide funds to any eligible jurisdiction in a designated disaster area that has suffered a substantial loss of tax and other revenue. The jurisdiction must demonstrate a need for financial assistance to perform its governmental functions. Loans are up to 25% of the local government's annual operating budget for the fiscal year in which the major disaster occurs, up to a maximum of \$5 million. A CDL has no cost-sharing requirement. Reference: <https://www.fema.gov/community-disaster-loan-program>.

#### **4.2.3 Small Business Administration Disaster Loans**

The U.S. Small Business Administration (SBA) can make federally subsidized loans to repair or replace homes, personal property, or businesses that sustained damages not covered by insurance. Reference: <http://www.sba.gov/category/navigation-structure/loans-grants/small-business-loans/disaster-loans>. The Small Business Administration can provide three types of disaster loans to qualified homeowners and businesses:

- *Home disaster loans* to homeowners and renters to repair or replace disaster-related damages to home or personal property.
- *Business physical disaster loans* to business owners to repair or replace disaster-damaged property, including inventory, and supplies.
- *Economic injury disaster loans* to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period.



#### **4.2.4 Federal Highway Administration Highway Repair, Title 23**

This program is implemented when the Administrator of the Federal Highway Administration (FHWA) concurs that a natural disaster or catastrophic failure has caused widespread damage to highways on the Federal Aid System. This program, commonly referred to as the emergency relief or ER program, supplements the commitment of resources by States, their political subdivisions, or other Federal agencies to help pay for unusually heavy expenses resulting from extraordinary conditions.

Funds for the ER program are authorized annually under 23 U.S.C. 125. Congress has periodically provided additional funds for the ER program through supplemental appropriations. Approved ER funds are available at the pro-rata share that would normally apply to the Federal-aid facility damaged. For Interstate highways, the Federal share is 90%. For all other highways, the Federal share is 80%. Emergency repair work to restore essential travel, minimize the extent of damage, or protect the remaining facilities, accomplished in the first 180 days after the disaster occurs, may be reimbursed at 100% Federal share.

It is the responsibility of individual States to request ER funds. A notice of intent to request ER funds filed by the State Department of Transportation with the FHWA Division Office located in the State will initiate the ER application process. States are required to submit an application for ER funding to FHWA within two calendar years of the date of the disaster. The application must include a comprehensive list of all eligible project sites and repair costs.

Reference: <http://www.fhwa.dot.gov/programadmin/erelief.cfm>

#### **4.2.5 Department of Housing and Urban Development Community Development Block Grant – Disaster Recovery Program.**

HUD provides flexible grants to help cities, counties, and states recover from Presidentially declared disasters, especially in low-income areas, subject to availability of supplemental appropriations. In response to Presidentially declared disasters, Congress may appropriate additional funding for the Community Development Block Grant (CDBG) program as Disaster Recovery grants to rebuild the affected areas and provide crucial seed money to start the recovery process. Since CDBG Disaster Recovery (CDBG-DR) assistance may fund a broad range of recovery activities, HUD can help communities and neighborhoods that otherwise might not recover due to limited resources. HUD Disaster Recovery grants also can provide an important resource for providing affordable housing to disaster victims.

CDBG-DR funds are made available to states, units of general local governments, Indian tribes, and insular areas designated by the President of the United States as

disaster areas. These communities must have significant unmet recovery needs and the capacity to carry out a disaster recovery program (usually these are governments that already receive HUD or CDBG allocations). Grantees may use CDBG-DR funds for recovery efforts involving housing, economic development, infrastructure, and the prevention of further damage to affected areas. Use of CDBG-DR funding cannot duplicate funding available from the Federal Emergency Management Agency, the Small Business Administration, and the US Army Corps of Engineers.

Eligible activities must meet at least one of three program national objectives: (1) benefit persons of low and moderate income; (2) aid in the prevention or elimination of slums or blight; or (3) meet other urgent community development needs because existing conditions pose a serious and immediate threat to the health and welfare of the community where other financial resources are not available. CDBG-DR grants primarily benefit low-income residents in and around communities that have experienced a natural disaster. Generally, grantees must use at least half of Disaster Recovery funds for activities that principally benefit low-and moderate-income persons. HUD does not provide CDBG-DR funding directly to individuals or organizations.

Reference: <https://www.hudexchange.info/cdbg-dr/>

#### **4.2.6 U.S. Army Corps of Engineers (USACE) Public Law 84-99 (Section 5 of the Flood Control Act of 1941) (PL 84-99).**

Under PL 84-99, the USACE provides assistance for emergency preparation, flood fighting and rescue operations, and restoration of flood control works.

Relevant recovery programs include:

- The *Disaster Preparedness Program* which includes coordination, planning, training, and exercises with key local, state, Tribal, and Federal stakeholders/partners under USACE statutory authorities and in support of the Federal Emergency Management Agency. It provides for the purchase and stockpiling of critical supplies and equipment for flood fighting efforts and the inspection of levees and other flood risk management projects to ensure they are providing reliable flood risk management reduction.
- The *Rehabilitation Program* provides for the inspection and rehabilitation of Federal and non-Federal flood risk management projects damaged or destroyed by floods and coastal storms.
- The *Restoration Program* provides for the inspection and restoration of Federal Coastal Storm Damage Reduction projects damaged or destroyed by floods and coastal storms.

- The *Drought Assistance Program* may provide assistance to drought distressed areas. Drought assistance includes technical assistance, well drilling in limited circumstances, and transportation (but not purchase) of water to drought-distressed areas to make up for inadequate supplies of water.
- The *Emergency Water Assistance Program* may be provided when a locality is confronted with a source of contaminated water causing, or likely to cause, a substantial threat to the public health and welfare of the local inhabitants. This program includes technical assistance, purchase of water, transport of water to local water points, delivery of bulk or bottled water to community-level distribution points, temporary connection of a new water supply to the existing distribution system, and installation of temporary filtration. Reference: <http://www.usace.army.mil/Media/FactSheets/FactSheetArticleView/tabid/219/Article/475476/emergency-response.aspx>

#### 4.2.7 Other Non-Disaster Specific Programs

The above entities have programs specifically called up or funded during disasters. The programs listed below are examples of programs that may be leveraged at any time should the eligibility criteria be met. These programs may provide financial or technical assistance. Existing State and Federal programs should be considered (by pursuing existing funding or requesting special appropriations) when looking to leverage the impacts or provide additional assistance after a disaster event. (NOTE: these programs will not fund projects already funded by the entities above, however they could be used to compliment traditional disaster funding or fund projects or initiatives ineligible for the usual disaster assistance programs).

Since there are so many federal and state funding sources, the best way to find these possible opportunities is to engage all the Federal, State, and local departments and other partners. Those who currently participate or benefit from existing programs are an excellent source of information. As noted below, these sources could be leveraged through normal grant pathways or by engaging political mechanisms to request special or additional appropriations.

#### 4.2.8 Department of Commerce, Economic Development Administration.

Disaster recovery: <https://eda.gov/disaster-recovery/> Investment Programs: <http://www.eda.gov/about/investment-programs.htm>

- **Public Works:** Empowers distressed communities to revitalize, expand, and upgrade their physical infrastructure to attract new industry, encourage business expansion, diversify local economies, and generate or retain long-term private sector jobs and investment.

- ***Economic Adjustment:*** Assists state and local interests in designing and implementing strategies to adjust or bring about change to an economy. The program focuses on areas that have experienced or are under threat of serious structural damage to the underlying economic base. Under Economic Adjustment, EDA administers its Revolving Loan Fund (RLF) Program, which supplies small businesses and entrepreneurs with the gap financing needed to start or expand their business.
- ***Partnership Planning:*** Supports local organizations (Economic Development Districts, Indian Tribes, and other eligible areas) with long-term planning efforts.

#### **4.2.9 University Centers:**

A partnership of the federal government and academia that makes the varied and vast resources of universities available to the economic development community.

#### **4.2.10 Local Technical Assistance:**

Helps fill the knowledge and information gaps that may prevent leaders in the public and nonprofit sectors in distressed areas from making optimal decisions on local economic development issues.

#### **4.2.11 Department of Commerce, National Oceanic and Atmospheric Administration (NOAA).**

Under the Magnuson-Stevens Fishery Conservation and Management Act, the Commerce Secretary can declare a fishery disaster, which makes it possible for Congress to appropriate funds to provide economic assistance to fishing businesses and communities, including fishermen, affected by a disaster and to support other activities addressing the disaster. Funding example:

<https://www.fisheries.noaa.gov/national/funding-and-financial-services/fishery-disaster-assistance>

#### **4.2.12 Environmental Protection Agency (EPA).**

EPA's Drinking Water State Revolving Fund (SRF) programs provide grants to States to capitalize State loan funds, which States use to provide loans to communities to support infrastructure projects that protect water quality or provide safe drinking water. Reference:

<https://www.epa.gov/dwsrf>

### ***Federal Initiatives***

Examples of Federal entities that are addressing disaster impacts through their own initiatives:

- The **U.S. Fish and Wildlife Service** is working with The Nature Conservancy to repair extensive shoreline erosion by using natural materials and “living shoreline” techniques, making this important salt marsh better able to withstand future storm impacts.
- **Federal Housing Administration (FHA) and Federal Housing Finance Agency (FHFA)** introduced consistent and coordinated policies to institute a moratorium on foreclosures of government-backed loans in disaster-affected areas. FHA and FHFA offered those with Federally backed mortgages a forbearance period of up to 12 months, the ability to modify their mortgages, and, in many cases, the opportunity to obtain streamlined mortgage refinancing through FHA’s Streamline Refinance program. To address the issue of delayed disbursement of insurance funds, FHFA and FHA established a working group of lenders to review and propose unified policies and processes that could be adopted by the lenders and financial institutions for approving the release of insurance claim funds.
- **SBA Small Business Development Centers (SBDCs)** provide a vast array of technical assistance to small businesses and aspiring entrepreneurs through professional business advisors. Services provided by SBDCs help small businesses thrive. They include the development of business plans, manufacturing assistance, financial packaging and lending assistance, and procurement and contracting aid.
- **Department of Treasury** has encouraged and facilitated steps by grantees and other funders to support Community Development Financial Institutions (CDFIs). CDFIs have the ability to leverage significant private resources to support small businesses and reach vulnerable populations.
- **Department of Labor (DOL)’s Employment and Training Administration (ETA)** regularly shares best practices with other States, including New Jersey’s Talent Network efforts. ETA’s regional office also will share best practices relating to Hurricane Sandy rebuilding with other States.

**4.2.13 Public Assistance Processes**

The City of Port St. Lucie’s Department of Financial Management takes the lead in coordinating and implementing the City’s Public Assistance Process. The Department of Financial Management will provide guidelines to all EOC personnel in written form.

**4.2.14 Interagency Agreements**

Currently the City holds the following interagency agreements outlined in table seven (7) below.

Date Executed	Agency	Overview
8/28/2020	St. Lucie County	Agreement to open the Community Center as a Special Needs Shelter as necessitated by disasters.

*Table Seven – Interagency Agreements*

## **5.0 Annexes**

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5.1 EOC Staffing Matrix

5.2 Chapter 98 Code of Ordinances, City of Port St. Lucie

5.3 Job Aids

- Command
- Finance/Administration
- Logistics
- Operations
- Planning

5.4 Outreach Training and Exercise Plan

5.5 Training Policy

5.6 Resource-Task Request Process Flow

5.7 SpNS Logistics Plan

## 5.1 SOG #2 EOC Staffing Matrix

The intent of this SOG is to define the staffing necessary for various types of activation scenarios within the City of Port St Lucie Emergency Operations Center (PSL EOC). Due to the very nature of uncertainty when it comes to various hazards, we are susceptible to, it is impossible to clearly define exactly how the EOC will be staffed until the incident has occurred and we are aware of all variables involved. However, this will be a **guideline** based on our most likely hazards that would activate the EOC, which is subject to change, but will likely be our response posture for these particular incidents. This SOG will also define Alpha and Bravo shifts, how they will report, and when one will relieve the other in various circumstances.

### **Definitions**

*Activation* – This is the point in time where the EOC will be activated by order of the Incident Commander and EOC Director. When the EOC is activated, all day-to-day roles cease to exist and your EOC role becomes your primary function for the City of Port St. Lucie.

*Alpha* – This is typically the 12-hour “day” shift from 0700 hours (7:00 a.m.) to 1900 hours (7:00 p.m.) during 24-hour operations. It also can be referred to as the “first due” shift during a non-24-hour operation. For example, if the EOC is to be activated tomorrow, Alpha will be first due to report to the EOC and Bravo will stay home until called in.

*Bravo* – This is typically the 12-hour “night” shift from 1900 hours (7:00 p.m.) to 0700 hours (7:00 a.m) during 24-hour operations. It also can be referred to as the “next due” shift during a non-24-hour operation. For example, if we are only running a 0700-1900 shift in the EOC, Alpha is first due and Bravo will be next due to report to the EOC. This means that when the activation begins, Alpha will work the first 0700-1900 shift, and Bravo will work the next 0700-1900 shift, and so on.

*Charlie* – This is typically the 2<sup>nd</sup> backup, and may or may not exist in every position or organization. For example, if the person filling the Alpha role is unavailable for whatever emergency reason (i.e. they are in the hospital for a medical condition), then the Bravo moves up to be the Alpha, and the Charlie becomes the Bravo for that incident/event.

*Emergency Operations Center (EOC)* – This is the City of Port St. Lucie’s Emergency Operations Center located on the first floor in Building B of the City Hall Complex.

### **Guidelines**

Living in Florida, the most common reason for an activation of the EOC is due to tropical activity, such as a Tropical Storm or Hurricane. However, the EOC can be activated for a multitude of different hazards and would operate the same way in each. These hazards include things such as terrorist incidents (school shootings, bombings, workplace mass shootings, etc.), commercial plane crashes with multiple casualties or fatalities, severe flooding affecting multiple parts of the city, and others. Refer to the [St Lucie County Local Mitigation Strategy](#) for a listing of hazards we are susceptible to in St. Lucie County.



For the purposes of this guideline, we will structure the matrix based off of the various types of tropical activity, in order to show a wide variety of activation postures that are possible.

**Scenario #1 – Strong Tropical Storm or Weak Category 1 Hurricane**

If the City of PSL is in the 3-day cone and expected to suffer the effects of a strong tropical storm or a weak category 1 hurricane (wind speeds between 58 mph to 85 mph), then it typically would not require 24-hour operations at a full activation level, but instead would require Alpha staff and a smaller cadre of Bravo staff. For this particular type of incident, selected staff from Alpha Shift (Level 2 Activation) would be expected to report to the EOC upon notice of its activation date/time. The most likely units/branches/sections to be activated for **Alpha** would be the following (*34 personnel*):

- Command Staff – All Command Staff positions would report except the Business & Industry Unit
- Finance/Administration Section – All Finance/Administration positions would report
- Planning Section – All Planning Section positions with the exception of the Recovery Unit
- Logistics Section – Section Chief, Services Branch Director, Resource Management Branch Director, Information Systems Branch Director, EOC Technology & Support Unit Leader, EOC Services Unit Leader
- Operations Section – Section Chief, Infrastructure Branch Director, Emergency Services Branch Director, Utilities Branch Director, Human Services Branch Director, Drainage Unit Leader, Road & Bridge Unit Leader, Debris Management Unit Leader, Law Enforcement & Security Unit Leader, Mass Care Unit Leader

The most likely units/branches/sections to be activated for **Bravo** would be the following (*17 personnel*):

- Command Staff – Incident Commander, EOC Director, Safety Officer, Liaison Officer, Public Information Officer
- Finance/Administration Section – none necessary for Bravo
- Planning Section – Situation Unit Leader, Documentation Unit Leader
- Logistics Section – Section Chief, EOC Services Unit Leader, Services Branch Director, Information Systems Branch Director, EOC Technology & Support Unit Leader
- Operations Section – Section Chief, Drainage Unit Leader, Emergency Services Branch Director, Utilities Branch Director, Human Services Branch Director

**Scenario #2 – Strong Category 1 Hurricane to Strong Category 2 Hurricane**

If the City of PSL is in the 3-day cone and expected to suffer the effects of a strong category 1 hurricane to a strong category 2 hurricane (wind speeds between 85 mph to 110 mph), then it may require certain sections/branches/units to be activated 24-hours per day. For this particular type of incident, selected staff from Alpha Shift (Level 2 Activation) would

be expected to report to the EOC upon notice of its activation date/time. The most likely units/branches/sections to be activated for **Alpha** would be the following (*41 personnel*):

- Command Staff – All Command Staff positions would report
- Finance/Administration Section – All positions would report
- Planning Section – All positions would report
- Logistics Section – Section Chief, Services Branch Director, Information Systems Branch Director, Resource Management Branch Director, EOC Services Unit Leader, Facility and Grounds Unit Leader, EOC Technology & Support Unit Leader, Support Unit Leader
- Operations Section – Section Chief, Infrastructure Branch Director, Emergency Services Branch Director, Utilities Branch Director, Human Services Branch Director, Drainage Unit Leader, Debris Management Unit Leader, Road & Bridge Unit Leader, Traffic Control Unit Leader, Law Enforcement & Security Unit Leader, Utilities Unit Leader, Energy Unit Leader, Mass Care Unit Leader

The most likely units/branches/sections to be activated for Bravo would be the following (*30 personnel*):

- Command Staff – Incident Commander, EOC Director, Safety Officer, Liaison Officer, Public Information Officer, Public Information Unit
- Finance/Administration Section – Section Chief, Cost Unit Leader, Procurement Unit Leader
- Planning Section – Section Chief, Mission Resource Unit Leader, Technical Specialist Unit Leader, Situation Unit Leader, Documentation Unit Leader
- Logistics Section – Section Chief, EOC Services Unit Leader, Services Branch Director, Information Systems Branch Director, Resource Management Branch Director, EOC Technology & Support Unit Leader
- Operations Section – Section Chief, Infrastructure Branch Director, Drainage Unit Leader, Debris Management Unit Leader, Emergency Services Branch Director, Law Enforcement & Security Unit Leader, Traffic Control Unit Leader, Utilities Branch Director, Human Services Branch Director, Mass Care Unit Leader

### **Scenario #3 – Category 3 – 5 Hurricane**

If the City of PSL is in the 3-day cone and expected to suffer the effects of a category 3, 4, or 5 hurricane (wind speeds between 111 mph to 157+ mph), then this is considered a full Level 1 Activation. All Alpha and Bravo staff should report at their designated shift (0700-1900 Alpha, 1900-0700 Bravo) once the EOC is activated. The EOC will be scaled back based on the damages rendered once the storm has passed.

*5.2 Chapter 98 of the Code of Ordinances, City of Port St. Lucie, Florida*

**CHAPTER 98. STATE OF EMERGENCY  
MANAGEMENT PLAN<sup>1</sup>**

**Sec. 98.01. Definitions.**

*Abandoned vehicle* means any vehicle meeting the definition of abandoned property, as defined in F.S. § 705.101 that is left, stored, or abandoned:

- (a) In a wrecked, inoperative, junked, or partially dismantled condition upon any public property of this city.
- (b) On any roadway of this city without the consent of the agency having jurisdiction thereof.
- (c) Left, stored, or abandoned upon the property of another without the consent of the owner of the property.

*City* shall mean the City of Port St. Lucie.

*City manager.* Wherever the term "city manager" is used herein, it shall mean, in order of succession, those positions as stated in section 98.03.

*Comprehensive Emergency Operations Plan (CEOP), as amended.* City of Port St. Lucie's standard of operating policy, procedures, guidelines, forms, and supporting materials to be used during any state of emergency declared in the city.

*County* shall mean St. Lucie County.

*Derelict vessel* means any vessel, as defined in F.S. § 327.02 that is left, stored, or abandoned:

- (a) In a wrecked, junked, or substantially dismantled condition upon any public waters of his city.
- (b) At any port of this city without the consent of the agency having jurisdiction thereof.
- (c) Docked or grounded at or beached upon the property of another without the consent of the owner of the property.

*Disaster* means the actual occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause including, but not limited to, fire, flood, hurricane, tornado, snowstorm, ice storm, wind storm, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, epidemic, air contamination, blight, drought,

<sup>1</sup>Editor's note(s)—Ord. No. 99-76, § 1, adopted Nov. 8, 1999, changed the designation of Chapter 98Editor's note(s)— from "Peace Time Emergency Management Plan" to "State of Emergency Management Plan." Said ordinance also repealed the former Chapter 98Editor's note(s)— and enacted a new Chapter 98Editor's note(s)— to read as herein set out. See the Code Comparative Table.

State law reference(s)—Authority of Mayor to declare state of emergency, § 31.15State law reference(s)—.

infestation, explosion, or hostile military action or paramilitary actions, or similar occurrences resulting terrorist activities, riots, or civil disorders.

*Disaster-generated debris* means any material, including trees, branches, personal property and building material on public or private property that is directly deposited by the disaster.

*Emergency or local emergency* means any natural or man-made event including but not limited to flood, conflagration, hazardous material dispersal, hurricane, tornado, earthquake or explosion with the limits of the city resulting in imminently threatening the death or injury of persons, or the destruction of property, to such an extent that extraordinary measures must be taken to protect the public health, safety and welfare.

*State* shall mean State of Florida.

*State of emergency.* The occurrence, or threat thereof, whether accidental, natural, or caused by man, 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.

*(Ord. No. 99-76, § 1, 11-8-99; Ord. No. 06-105, § 1, 9-11-06; Ord. No. 98-01, § 1, 11-13-07; Ord. No. 07-150, § 1, 11-13-07)*

#### **Sec. 98.02. Declaration; time limits.**

The city manager shall be authorized to declare a state of emergency. An emergency council meeting shall be convened, as soon as practicable within 12 hours thereafter, for the purpose of assessing the emergency and the procedures taking effect. The duration of a declared state of emergency shall be limited to seven days, which may be extended by seven-day increments, as necessary. However, if the local emergency involves a threat to private structure or public infrastructure, the local emergency may remain in effect for up to 30 days.

*(Ord. No. 99-76, § 1, 11-8-99; Ord. No. 07-150, § 1, 11-13-07)*

#### **Sec. 98.03. Order of succession.**

During a state of emergency, the order of succession of authority is as follows: City manager, assistant city manager, deputy city manager, emergency management director, and chief of police.

*(Ord. No. 99-76, § 1, 11-8-99)*

#### **Sec. 98.04. Powers during emergency.**

The city manager, or its designee (or named authority by 98.03), as chief administrator for the city, shall be empowered during a state of emergency:

- (a) To implement emergency plans and procedures and take such other prompt and necessary action to save lives and protect property, including but not limited to, the authority to compel and direct timely local evacuation, if necessary.

- (b) Pursuant to the established "Comprehensive Emergency Operations Plan" (CEOP) of the city, declare that the CEOP is in effect, as appropriate.
- (c) To obligate emergency expenditures for payment from the emergency reserve fund when such action is necessary to preserve the public safety, health, and welfare.
  - 1. All such transfers and obligations shall be reported to the city council at the first opportunity following such action, but no later than 30 days after such occurrence.
- (d) To automatically initiate the use of the CEOP, including but not limited to Part III, Debris Management Plan, Appendix D (FDOT Primary and Secondary Road List), as a directive to staff to include all named locations as a responsibility of the City.
- (e) To act, on behalf of the city, in any matter provided by F.S. § 252.38(3).
- (f) To determine a threat to public health and safety that may result from the generation of widespread debris throughout the city, that such debris constitutes a hazardous environment for all modes of movement and transportation of the residents as well as emergency aid and relief services, endangerment to all properties in the city, an environment conducive to breeding disease and vermin, and greatly increased risk of fire, and that it is in the public interest to collect and remove disaster debris from all property whether public lands, public or private roads, and gated communities to eliminate an immediate threat to life, public health and safety to reduce the threat of additional damage to improved property and to promote economic recovery of the community at large.
- (g) To authorize the city or it's contracted agent(s) right of access to private roads or gated communities as needed by emergency vehicles such as, but not limited to, police, fire, medical care, debris removal, and sanitation to alleviate immediate threats to public health and safety.

*(Ord. No. 99-76, § 1, 11-8-99; Ord. No. 06-105, § 1, 9-11-06; Ord. No. 07-150, § 1, 11-13-07)*

**Sec. 98.05. Fresh water usage.**

During a state of emergency, it shall be unlawful for any person, firm, or corporation to use fresh water supplied by the Port St. Lucie Utilities Department for any use other than bathing or drinking and fire suppression.

*(Ord. No. 99-76, § 1, 11-8-99)*

**Sec. 98.06. Alcoholic beverage prohibition.**

During a declared state of emergency, the city manager may restrict the sale of alcoholic beverages within all or a portion of the jurisdictional boundaries of the city.

*(Ord. No. 99-76, § 1, 11-8-99)*

**Sec. 98.07. Unconscionable pricing.**

Upon a declaration of a state of emergency pursuant to this chapter, it is unlawful and a violation of this chapter for a person or his or her agent or employee to rent or sell or offer to rent or sell any essential commodity at an unconscionable price 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 prohibition remains in effect until the declaration expires or is terminated. For purposes of this section, the provisions of F.S. § 501.160(1) are hereby incorporated by reference.

*(Ord. No. 99-76, § 1, 11-8-99)*

**Sec. 98.08. Curfew.**

In the event of a declaration of a state of emergency and if it is necessary to preserve peace and order within the city, the city manager may impose a curfew. Such curfew shall not apply to designated essential services such as fire, police, medical and physician services, and public service employees in the delegation of their duties, or other employees, with verifiable identification, traveling to and from their place of employment.

*(Ord. No. 99-76, § 1, 11-8-99)*

**Sec. 98.09. Removal of debris.**

During a declared state of emergency, the city manager shall have the power to authorize the removal of disaster-generated debris and wreckage resulting from a declared disaster from all property whether public lands, public or private roads, or gated communities to ensure a safe and sanitary living and functioning conditions, and to protect improved property from immediate threat.

*(Ord. No. 07-150, § 1, 11-13-07)*

**Sec. 98.10. Hold harmless.**

- (a) This chapter shall provide to indemnify and hold harmless the United States Government, the Federal Emergency Management Agency (FEMA), the State of Florida, and the City of Port St. Lucie, and their agencies, agents, contractors and subcontractors for any damages of any type whatsoever, whether to property or to persons situated thereon, by obtaining a right of entry permit and agreement from private and gated communities prior to removing disaster-generated debris from the property.
- (b) The city shall obtain and update these agreements annually and have them readily available for use as needed.
- (c) The city is not responsible for any debris generated by any contractor. The contractor who generated this debris is responsible for its removal and disposal.

*(Ord. No. 07-150, § 1, 11-13-07)*

**Sec. 98.11. Time periods tolled.**

During a state of emergency, all procedural and notice time periods affecting the normal functions of the city, to the extent such requirements cannot be complied with due to the emergency, shall be temporarily suspended for a period of seven days from the declaration of emergency. Such functions include, but are not limited to, permitting, code compliance matters, municipal approvals, and scheduled public meetings. When necessary, seven-day time extensions may be permitted by approval of the city council.

*(Ord. No. 99-76, § 1, 11-8-99; Ord. No. 07-150, § 1, 11-13-07; Ord. No. 13-17, § 1, 4-8-13)*

*Note(s)—Formerly numbered as § 98.09 Note(s)—*

**Sec. 98.12. State of emergency terminated.**

When the threat or danger no longer exists, the city manager may terminate the state of emergency.

*(Ord. No. 99-76, § 1, 11-8-99; Ord. No. 07-150, § 1, 11-13-07)*

*Note(s)—Formerly numbered as § 98.10 Note(s)—*

**Sec. 98.13. Management of disaster-generated debris.**

Solid waste generated as a result of a declared disaster that is the subject of an emergency order issued by the Department of Environmental Protection (DEP) or the City of Port St. Lucie will be managed as follows:

- (a) Recycling and reuse of disaster-generated debris is encouraged to the greatest extent practicable. Such recycling and reuse must be in accordance with applicable DEP rules or city codes and may include, but is not limited to, chipping and grinding of the vegetative debris to be beneficially used as a ground cover or soil amendment, compost, or as a combustible fuel for any applicable commercial or industrial application.
- (b) Disaster-generated debris may be temporarily stored and managed at staging areas when said staging areas within the city or St. Lucie County have been authorized.
- (c) Disaster-generated vegetative debris managed at a staging area may be disposed of in a permitted lined or unlined landfill, a permitted land clearing debris facility, a permitted or certified waste-to-energy facility, or a permitted construction and demolition debris disposal facility. Vegetative debris may also be managed at a permitted waste processing facility or a registered yard-trash processing facility.
- (d) Construction and demolition debris that is mixed with other disaster-generated debris need not be segregated from other solid waste before disposal in a lined landfill. Construction and demolition debris that is source separated or is separated from other disaster-generated debris at an authorized staging area, or at another area permitted or specifically authorized by the DEP, may be managed at a permitted construction and demolition debris disposal facility, a Class III landfill, or a recycling facility upon approval by the DEP of the methods and operational practices used to inspect the waste during segregation.

- (e) Unsalvageable refrigerators and freezers containing solid waste, such as rotting food, which may create a sanitary nuisance, may be disposed of in a permitted landfill; however, chlorofluorocarbons and capacitors must be removed and recycled to the greatest extent practicable.
- (f) The city may conduct the burning of disaster-generated yard trash, other disaster-generated vegetative debris, or untreated wood from construction and demolition debris in air-curtain incinerators. The operator of the air-curtain incinerator is subject to any requirement of the city, the Division of Forestry, the Florida Department of Environmental Protection, or of any other agency concerning authorization to conduct open burning. Any person conducting open burning of vegetative debris is also subject to such requirements.
- (g) To the greatest extent practicable, and in accordance with applicable DEP rules and City codes, the city will separate and recycle other materials including, but not limited to, metals, construction debris and demolition debris.

*(Ord. No. 07-150, § 1, 11-13-07)*



**Sec. 98.14. Emergency response plan.**

The city has approved and adopted "Comprehensive Emergency Operations Response Plan," as amended, which is set forth in full in Exhibit "A" (on file with the city clerk) and is adopted by reference, as if fully set forth herein, as the peacetime emergency, management plan for the city.

*(Ord. No. 00-42, § 2, 5-22-00; Ord. No. 06-105, § 1, 9-11-06; Ord. No. 07-150, § 1, 11-13-07)*

*Note(s)—Formerly numbered as § 98.11*Note(s)—.Sec. 98.15. Conflict of laws; severability.

In the event this chapter conflicts with any other ordinance of the city, this chapter shall govern during the state of emergency.

If any section, sentence, clause, or portion of this chapter is held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions.

*(Ord. No. 99-76, § 1, 11-8-99; Ord. No. 00-42, § 2, 5-22-00)*

*Note(s)—Formerly numbered as § 98.12*Note(s)—.

## 5.3 Job Aids

### 5.3.1 Command Job Aids

#### *Incident Commander*

## **Incident Commander** **Job Aid**

### **Responsibilities:**

1. Set Policy, Objectives, and Strategy guiding the response to hazards impacting the City.
2. Exercise overall management responsibility for delegation, coordination, and support of response agencies within the operational area(s).
3. In conjunction with the General Staff (Section Chiefs), set response support objectives for efforts in the City.
4. Ensure that all agency actions are within the established priorities.
5. Ensure effective interagency coordination with the County EOC.
6. Ensure resources and missions are moving efficiently between Sections, Branches, and Units.
7. Determine the necessity of seeking resources from the County through coordination with the Section Chiefs.
8. Maintain and participate in the planning cycle and other meetings as required.
9. Participate in County, State, and Federal (if necessary) conference calls.
10. Understand the National Response Framework.

### **Activation Phase:**

- Determine hazard(s) and appropriate actions to employ to mitigate those hazard(s) (i.e., size up the situation).
- Sign-In on the WebEOC<sup>®</sup> Sign-In/Out Board.
- Assess necessity for a Local State of Emergency
  - Send declaration to County EOC for the record
  - Set Emergency Council Meeting if needed
- Maintain order of succession of authority COOP Plan
- Activate Emergency Pay Plan if Emergency Pay kicks in.
- Activate Comprehensive Emergency Management Plan and related plans, i.e. Debris Management.
- Approve expenditures from the Emergency Reserve Fund.
- Determine necessity of curfews and/or alcohol restrictions, and coordinate with the County and other jurisdictions.
- Work with Business and Industry to monitor price gouging.
- Determine appropriate level of activation.

- Mobilize appropriate personnel for EOC's activation in cooperation with the EOC Director.
- Set operational period duration in cooperation with the EOC Director.
- Establish a Unit Log for the Command Staff in cooperation with the EOC Director.
- Obtain a Situational Assessment from the Planning Section Chief.
- Approve the Battle Rhythm (i.e. timeline) for the activation.
- Attend the Initial Objectives meeting, collaborating with City Council, Command Staff, and Section Chiefs on setting the Initial Incident Objectives.
- Ensure the EOC is properly set up and ready for operations in cooperation with the EOC Director.
- Ensure EOC check-in procedures are being followed in cooperation with the EOC Services Unit.
- Confer with General Staff to determine activation of additional units, groups, or branches.
- Approve EOC Organization Chart for the Activation.
- Approve the Incident Action Plan in cooperation with the EOC Director.
- Approve the Situation Report in cooperation with the Planning Section Chief.

### **Operational Phase:**

- Monitor General Staff (Section Chiefs and Command Staff) activities.
- Attend meetings as indicated on the battle rhythm (i.e. EOC Timeline)
  - Initial Unified Command Meeting
  - Command Objectives Meeting
  - Command and General Staff Meeting
  - Tactics Meeting
  - Planning Meeting
  - IAP Approval
  - Operational Briefing
  - Execute Plan and Access Progress
- Coordinate with the Public Information Officer to review media releases for final approval, following the established procedure for information releases and media briefings.
- Continually monitor and update resource requests and task assignments in the WebEOC<sup>®</sup> Resource Requests/Task Assignments Board.
- Ensure the Liaison Officer has a facilitated contact between the City, its stakeholder agencies, and partners.
- Review Safety Plan with the Safety Officer.
- Check in with Finance Dept, determine fiscal parameters, estimated daily burn rate (Admin/Finance Section Chief).
- Check in with Logistics, determine surplus of supplies, estimate incident needs (Logistics Section Chief).

- Schedule meetings to brief the City Council or representatives.
- Update incident objectives for upcoming operational period.
- Approve Situation Report in cooperation with the Planning Section Chief during each operational period.
- Approve Incident Action Plan in conjunction with the EOC Director during each operational period.

### **Demobilization Phase:**

- Approve Demobilization Plan in cooperation with Command Staff.
- Upon the conclusion of the active incident, authorize Planning Section Chief to initiate damage assessments.
- Ensure all Sections have completed After-Action Report input.
- Receive briefing from Planning Section Chief on Recovery Actions to take place.
- Authorize Demobilization of Sections to begin, in cooperation with the EOC Director and Section Chiefs.
- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Work with Department Heads to revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Legal Advisor*

**Legal Advisor**  
**Job Aid**  
**Reports to the Incident Commander**

**Responsibilities:**

1. Advise Incident Command on the legal matters such as:
  - a. Emergency proclamations and declarations
  - b. Evacuation and Re-Entry Orders
  - c. Legal rights and restrictions pertaining to media access
  - d. Isolation and quarantine
  - e. Post-Disaster redevelopment
2. Advise Command Staff and Section Chiefs as needed.

**Activation:**

- Facilitate requests for drafting of Local State of Emergency (LSE).
- Sign-In on the WebEOC<sup>®</sup> Sign-In/Out Board.
- Provide legal opinion on requests from command which may have impacts on jurisdictional policy and authority by ordinance, statutes, and under state and federal laws (e.g., evacuations, quarantines, etc.).
- Check-in with the EOC Director/Incident Commander and clarify any issues regarding authority and assignment, including the functions of others in the EOC organization.
- Review rules, regulations, and laws required for acquisition and/or control of critical resources within the City.
- Develop necessary ordinances and emergency orders to provide legal basis for enforcement of emergency actions or protective measures.
- Establish communications with other jurisdictional legal offices for support.
- Review and/or prepare the templates for declarations and other actions.
- Keep the jurisdictional Executives and/or their designees informed and provide policy guidance and clarification for the EOC Management staff, as required.

**Demobilization:**

- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Receive verbal/written authorization from the IC before demobilizing.
- Work with departments throughout the city to review and update emergency plans and procedures to reflect lessons learned from the activation.

- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

**Safety Officer**

**Safety Officer**  
**Job Aid**

Reports to the Incident Commander

**Responsibilities:**

1. Ensure that all buildings and other facilities used in support of the Port St. Lucie EOC are in a safe operating condition.
2. Tour the entire EOC facility and evaluate conditions. Advise the EOC Director of any conditions and actions that might result in liability - e.g., oversights, improper response actions, etc. Include these when writing the EOC Safety Plan.
3. Stop or modify all unsafe operations outside the scope of the EOC Incident Action Plan, notifying the EOC Director of actions taken.
4. Coordinate with Section Chiefs on safety concerns and correct immediately.
5. Be familiar with building thresholds (i.e. rated for a Category 4 Hurricane) which are staffed during a disaster and advise accordingly
6. Be familiar with sustained wind thresholds to terminate vehicular operations.

**Activation Phase:**

- Monitor weather and advise Section Chiefs of hazards for field operations.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Advise Incident Commander of estimated time EOC will go into lockdown.

**Operational Phase:**

- Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, AED's, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility; act when necessary.
- Prepare and present safety briefings for the Incident Commander and General Staff at appropriate meetings.
- Complete the General Safety Message for the EOC IAP as well as the ICS-215A, Safety Analysis Form.
- Ensure that the EOC facility is free from any environmental threats - e.g., air purity, water quality, etc.
- Keep the EOC Director advised of unsafe conditions, act when necessary.
- Prepare any personnel injury claims or records necessary for proper case evaluation and closure.

- Brief relief at shift change, identifying ongoing activity and follow-up requirements.

### **Demobilization Phase:**

- Based on external conditions coordinate with Command Staff and the Planning Section Chief in order for Damage Assessments to be conducted
- Based on external conditions coordinate with Command Staff and the Planning Section Chief in order to approve external conditions safe, and to recommend the beginning of demobilization phase.
- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to the Safety Officer are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from the Incident Commander before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.



*EOC Director*

**EOC Director**  
**Job Aid**  
**Reports to the Incident Commander**

**Responsibilities:**

1. Establish appropriate staffing and activation level for the City of Port St Lucie EOC, continuously monitoring organizational effectiveness ensuring any necessary modifications occur as required.
2. Exercise overall management responsibility for delegation, coordination, and support of response agencies within the operational area(s).
3. In conjunction with the General Staff, set response support objectives for efforts in the City of Port St Lucie based on the multi-jurisdictional Incident Commanders' priorities.
4. Ensure that all agency actions are within the established priorities.
5. Ensure effective interagency coordination within the city EOC.
6. Determine the need for Unified Command and set the meeting in motion.
7. Maintain the planning cycle and other meetings as required.
8. Participate in statewide conference call.
9. Understand the National Response Framework and corresponding Emergency Support Functions at the federal, state, and local level.

**Activation Phase:**

- Determine appropriate level of activation based on situation as known.
- Sign-In on the WebEOC® Sign In/Sign Out Board.
- Mobilize appropriate personnel for the initial EOC activation.
- Establish a Unit Log for the Command Section, and ensure section is completing DARs.
- Respond immediately to EOC site and determine operational status.
- Obtain briefing from available sources.
- Ensure proper EOC setup for operations.
- Ensure immediate establishment of the EOC check-in procedure.
- Determine needed sections and assign Section Chiefs as appropriate ensuring necessary staffing:
  - Operations Section Chief
  - Logistics Section Chief
  - Planning Section Chief
  - Finance/Admin Section Chief

- Determine required Command Staff positions ensuring appropriate staffing as soon as possible.
  - Liaison Officer
  - Public Information Officer
  - Safety Officer
  - Deputy and any Admin Assistants
- Ensure that an EOC organization and staffing chart is completed, distributed, and posted
- Ensure that telephone and/or radio communications with operational area(s) and the EOC are established and functioning.
- Schedule the initial Objectives meeting.
- Establish the Operational Period and Planning cycle.
- Confer with General Staff to determine needed other emergency response agency representation in the County EOC.
- Assign a Liaison Officer to coordinate outside agency response with the County EOC.

### **Operational Phase:**

- Monitor general staff activities ensuring all appropriate required actions.
- Coordinate with the Public Information Officer to review media releases for final approval, following the established procedure for information releases and media briefings.
- Ensure the Liaison Officer is providing for and maintaining effective interagency coordination.
- Continually monitor and update resource requests and task assignments in the WebEOC<sup>®</sup> Resource Requests/Task Assignments Board.
- Based on status reports, maintain strategic support objectives for the city EOC.
- In coordination with Command Staff, prepare operational management function objectives for the Command and General Staff.
- Convene the Objectives meeting. Ensure that all Section Chiefs and necessary Command Staff attend.
- Ensure the Planning Cycle is established, and appropriate procedures are followed.
- Ensure the Planning Section facilitates meetings appropriately.
  - Review and approve completed Incident Action Plan to authorize implementation.
  - Conduct periodic briefings with the Command and General Staff to ensure strategic objectives are current and appropriate.
  - Conduct periodic briefings for the Executive Advisory Group or representatives.
  - Provide assistance in the issuance of an Emergency Declaration for the city and coordinate local government

- proclamations with other emergency response agencies, as appropriate.
- Brief relief at shift change, identifying ongoing activity and follow-up requirements are known.

### **Demobilization Phase:**

- Authorize demobilization of sections, branches, and units when they are no longer required.
- Notify the operational area(s) Incident Command Post(s), and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure any open actions not yet completed are handled after demobilization.
- Ensure that all required ICS forms and reports are completed prior to demobilization.
- Be prepared to provide input and coordinate the after-action report.
- Deactivate the County EOC at the designated time, as appropriate.
- Proclaim termination of the emergency response and proceed with recovery operations.
- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Supervise the preparation of the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign In/Sign Out Board.

*Liaison Officer*

**Liaison Officer**  
**Job Aid**  
**Reports to the Incident Commander**

**Responsibilities:**

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the City of Port St Lucie’s EOC and channel requests from other EOC’s, including the county and state, for the City of Port St Lucie EOC Agency Representatives.
2. Establish and maintain a central location for incoming agency representatives, arrange ID set-up and badging, provide additional workspace and support as needed.
3. Collect and maintain “Letters of Authority” from each Agency Representative selected to operate in the EOC.
4. Provide position specific guidelines, policy directives, situation reports, and a copy of the EOC Incident Action Plan to agency representatives upon check-in.
5. In conjunction with the Incident Commander, provide orientations for VIPs and other visitors to the EOC.
6. Participate in County – Municipal conference call.

**Activation Phase:**

- Ensure that the Liaison Officer workplace is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the EOC Director/Incident Commander and review administrative requirements and procedures for the incident.
- Meet with all staff and ensure that responsibilities are clearly understood.
- Notify the EOC Director/Incident Commander when the Liaison Officer position is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Obtain assistance for your position through the Human Resources Unit in Logistics, as required.
- Contact agency representatives already on-site, ensuring they:
  - Have signed-in to the EOC and have received proper credentials

- Understand their assigned functions and know their work locations
- Understand EOC organization and floor plan
- Have a copy of the operational guideline as well as a Daily Activity Report (DAR) for reimbursement purposes.
- ❑ Determine if additional representation is required from other agencies: volunteer organizations, private organizations, and utilities not already represented.
- ❑ Continually monitor and update resource requests and task assignments in the WebEOC<sup>®</sup> Resource Requests/Task Assignments Board.
- ❑ In conjunction with the Incident Commander, establish and maintain a coordination group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- ❑ Request that agency representatives maintain communications with their agencies, as well as obtain situation status reports regularly submit to the Planning Section.
- ❑ With the approval of the Incident Commander and in collaboration with other jurisdictions EOCs, provide agency representatives to the County EOC or other EOC's as required and requested.
- ❑ Maintain and distribute a roster of agency representatives located at the EOC. Roster should include any assignment within the EOC.
- ❑ Brief personnel relief at shift change, identifying ongoing activity and follow-up requirements that are known.

### **Demobilization Phase:**

- ❑ Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- ❑ Ensure that all objectives assigned are completed.
- ❑ Ensure that all required forms or reports are completed prior to demobilization.
- ❑ Provide input for the After-Action Report.
- ❑ Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- ❑ Participate in any post-activation debriefing/hot wash.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- ❑ Receive verbal/written authorization from the Incident Commander before demobilizing.
- ❑ Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- ❑ Return your workspace back to its original condition before demobilizing from the EOC.
- ❑ Sign Out on the WebEOC<sup>®</sup> Sign-In/Out Board.

*Business and Industry Unit Leader*

**Business & Industry Unit Leader**

**Job Aid**

**Reports to the Liaison Officer**

**Responsibilities:**

1. Continually and consistently coordinate with business and industry partners within the City.
2. Assist business and industry with identifying available disaster assistance agencies and partners.
3. Work with businesses to inventory needs and identify emergency resources in order to get them back open more quickly after an incident.
4. Supervise the Business and Industry Unit.

**Activation Phase:**

- Based on the situation, activate the necessary personnel within the Business & Industry Unit.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that the Business & Industry Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Liaison Officer and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Liaison Officer, determine if there are any objectives for the Business & Industry Unit and submit to the Incident Commander.
- Notify the Liaison Officer when the Business & Industry Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain a position log and other necessary files, including Daily Activity Reports (DARs) for all staff.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Continue to keep in contact with various business and industry organizations throughout the City and keep a log of their needs.
- Prepare a report after the incident has struck, detailing which businesses will be able to open immediately, those which require minimal assistance to reopen, and those which require maximum assistance to reopen, and provide to the Liaison Officer for distribution to Command Staff.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from the Liaison Officer before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Public Information Officer*

Public Information Officer

Job Aid

Reports to the Incident Commander

Responsibilities:

- Serve as the coordination point for all media releases for the EOC.
- Ensure the public within the affected area(s), receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.
- Maintain a positive relationship with media representatives.
- Coordinate media releases with PIOs representing other affected emergency response agencies within the jurisdiction.
- Develop and publish a media briefing schedule, to include location, format, preparation, and distribution of handout materials.
- Supervise all Public Information Unit activities.
- Ensure completion of an appropriate ICS-214 form for assigned staff.

Activation Phase:

- Determine staffing requirements and make personnel assignments for the Public Information Unit functions as necessary.
- Sign-In on the WebEOC<sup>®</sup> Sign-In/Out Board.
- Coordinate with the Situation Unit within the Planning Section and identify methods for obtaining and verifying significant information as it develops.
- Establish and manage the Joint Information Center (JIC), as necessary.
- Establish a Media Information Center, as necessary.

Operational Phase:

- Coordinate media releases with PIOs representing other affected emergency response agencies within the jurisdiction.
- Continually monitor and update resource requests and task assignments in the WebEOC<sup>®</sup> Resource Requests/Task Assignments Board.
- Coordinate the provision of situation information across all platforms (Website, Social Media, etc.) and ensure rumor control is provided with the same information throughout the event
- Implement and maintain an overall information release program.
- Interact with other agency PIO's and obtain information relative to public information operations.



- Ensure that a rumor control function is operating effectively to correct false or erroneous information.
- Prepare, update, and distribute to the public a disaster assistance information directory, containing locations to obtain food, shelter, supplies, health services, etc.
- Monitor broadcast media for accuracy, using information to develop follow-up news releases and rumor control.
- Ensure that all file copies of information released are provided to the Documentation Unit and a properly maintained.
- Provide copies of all media releases to the EOC Commander for approval and prior to distribution.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- Brief relief at shift change, identifying ongoing activity and follow-up requirements that are known.

### Demobilization Phase:

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from the Incident Commander before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Prepare final news releases and provide media with contact persons to follow up on news stories after demobilization.
- Sign Out on the WebEOC<sup>®</sup> Sign-In/Out Board.

*Public Information Unit Leader*

**Public Information Unit Leader**

**Reports to the PIO**

**Responsibilities:**

1. Provide staffing for a Citizen Information Center telephone bank. This operation will provide and receive disaster information to and from the public.
2. Establish the "Disaster Hotline" with an up-to-date recorded message, when appropriate
3. Maintain adequate staffing roster for the Information Control Unit
4. Supervise the Information Control Unit.

**Activation Phase:**

- Based on the situation, activate the necessary personnel within the Public Information Unit.
- Continually monitor and update resource requests and task assignments in the WebEOC<sup>®</sup> Resource Requests/Task Assignments Board.
- Ensure that the Public Information Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Public Information Officer and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Public Information Officer, determine the Unit Incident Action Planning objectives for each operational period.
- Notify the Public Information Officer when the Public Information Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Obtain "confirmed" disaster information from the PIO, Planning Section, or EOC Director.
- Continually monitor and update resource requests and task assignments in the WebEOC<sup>®</sup> Resource Requests/Task Assignments Board.
- Operate a telephone bank or call center for receiving incoming inquiries from the public.
- Establish and maintain an ICS 214 Unit log, which chronologically describes actions taken during shift as well as provides a roster of operating personnel.
- Correct rumors by providing factual information based on confirmed data.
- Establish & maintain a "Disaster Hotline" recorded message and provide updated message information regularly.
- Relay gathered citizen information to the Intel/Situation Branch on items deemed appropriate such as damage, power outages, or incident related information.

- Refer inquiries from members of the media to the Public Information Officer or designated staff.
- Brief relief personnel at shift change, identifying ongoing activity and follow-up requirements that are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from the PIO before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Prepare final news releases and provide media with contact persons to follow up on news stories after demobilization.
- Sign Out on the WebEOC® Sign-In/Out Board.

### 5.3.2 Finance/Administration Job Aids

#### *Finance/Administration Section Chief*

## **Finance/Administration Section Chief**

### **Job Aid**

#### **Reports to the EOC Director**

### **Responsibilities:**

1. Ensure that all financial records are maintained throughout the incident or disaster.
2. Ensure that all on-duty time is recorded for all City emergency response personnel.
3. Ensure that all on-duty time sheets are collected from field level supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all County employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function.
6. Provide administrative support to all EOC Sections as required in coordination with the Time Unit.
7. Activate units within the Finance/Admin Section as required, monitor section activities continuously and modify the organization as needed.
8. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the State of Florida Division of Emergency Management.
9. Supervise the Finance/Admin Section.
10. May participate in County Conference Call.
11. Ensure all procedures implemented Citywide are compliant with FEMA's latest version of the Public Assistance Program and Policy Guide (PAPPG) and other FEMA guidance as applicable.

### **Activation Phase:**

- Ensure that the Finance/Admin Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Sign into WebEOC on the Sign In/Sign Out Board.
- Based on the situation, activate units within section as needed:
  - Time Unit
  - Cost Unit
  - Procurement Unit
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Logistics Section Chief and review financial and administrative

support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.

- Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- In conjunction with Unit Leaders, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the EOC Director when the Finance/Admin Section is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

### **Operational Phase:**

- Ensure that Finance/Admin position logs and DARs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Admin Section are current, and that information is posted in a legible and concise manner.
- Participate in all Incident Action Planning meetings.
- Participate in meetings with Command and Logistics and prepare summaries on current cost analysis.
- Continually monitor and update resource requests and task assignments in the WebEOC<sup>®</sup> Resource Requests/Task Assignments Board.
- Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Incident Action Plan.
- Inform the Command Staff, EOC Director, and General Staff, of the current fiscal situation and other related matters on an on-going basis.
- Ensure that the Cost Unit maintains all financial records throughout the event or disaster.
- Ensure that the Time Unit tracks and records all agency staff time in coordination with the Documentation Unit.
- In coordination with the Logistics Section, ensure that the Procurement Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Time Unit processes all time sheets and travel expense claims promptly.
- Ensure that the Finance/Admin Section provides administrative support to other EOC Sections as required.
- Ensure that all recovery documentation is accurately maintained by the Cost Unit during the response and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the State of Florida Division of Emergency Management.
- Brief relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.

- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from the Incident Commander/EOC Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out of the Sign In/Sign Out Board in WebEOC

*Cost Unit Leader*

Cost Unit Leader

Job Aid

Reports to the Finance/Admin Section Chief

**Responsibilities:**

1. Establish cost reporting procedures to ensure appropriate elements of expenditures are tracked.
2. Coordinate cost sharing agreements and protocols within the City as well as with other jurisdictions.
3. Establish third party billing procedures.
4. Estimate, track, and analyze incident cost data.
5. Prepare and develop cost display summaries as required
6. Supervise the Cost Unit

**Activation Phase:**

- Ensure that the Cost Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Sign into WebEOC on the Sign In/Sign Out Board.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Finance/Admin Section Chief and review financial and administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Finance/Admin Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Finance/Admin Section Chief when the Cost Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Maintain a chronological log of all expenditures compatible with or similar to the FEMA Form 1660-0017 (attached) during the event or disaster .
- Establish cost analysis and coordinate with Logistics Section on all expenditures for reporting.
- Continually monitor and update resource requests and task assignments in the WebEOC<sup>®</sup> Resource Requests/Task Assignments Board.
- Establish and distribute to Command the protocols of “cost sharing” related to the incident or disaster.

- Inform the Finance/Admin Section Chief of significant issues affecting the Cost Unit.
- Prepare a cost summary report for each operational period to include projected costs for the next operational period.
- Establish procedures for receiving and depositing funds if different than routine.
- Maintain DAR's, individual log, and sign in on the ICS 214 Unit Log for the Finance/Admin section.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out of the Sign In/Sign Out Board in WebEOC.



# CITY OF PORT ST. LUCIE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN WITH ANNEXES

**DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
CONTRACT WORK SUMMARY RECORD**

O.M.B. Control Number: 1680-0017

Expires: June 30, 2020

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average 5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collection Project, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-9310; Paperwork Reduction Project (1680-0017). **NOTE: Do not send your completed questionnaire to this address.**

DATE	PA ID #	PROJECT #	DISASTER	PERIOD COVERING
LOCATION/SITE	CATEGORY			
DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS-SCOPE
GRAND TOTAL				
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.				
CERTIFIED				DATE
TITLE				

FEMA Form 009-0-126

PREVIOUS EDITION OBSOLETE

*Time Unit Leader*

Time Unit Leader  
Job Aid  
Reports to the Finance/Admin Section Chief

**Responsibilities:**

1. Track, record, and report all on-duty time for personnel working during the incident or disaster.
2. Ensure that personnel time records, travel expense claims, and other related forms are prepared and submitted to city budget and payroll office.
3. Ensure that all volunteer time is recorded (including sign-in sheets) for future reference.
4. Coordinate with the Safety Officer on the investigation of injuries and property/equipment damage claims involving the City, arising out of the incident or disaster.
5. Complete all forms required by worker's compensation program.
6. Maintain a file of injuries and illnesses associated with the incident or disaster, which includes results of investigations.
7. Supervise the Time Unit.

**Activation Phase:**

- Ensure that the Time Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Sign into WebEOC on the Sign In/Sign Out Board.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Finance/Admin Section Chief and review financial and administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Finance/Admin Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Finance/Admin Section Chief when the Time Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain position logs and other necessary files.
- Initiate, gather, or update time reports from all personnel; ensure that time records are accurate and prepared in compliance with City policy.
- Complete personnel rosters. Rosters must include all EOC Personnel as well as

- personnel assigned to field operations.
- Provide instructions for all supervisors to ensure that time and equipment sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- Maintain a chronological log of injuries and illnesses, and property damage reported during the incident or disaster.
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Worker's Compensation within the required time frame consistent with City policy and Procedures.
- Inform the Finance/Admin Section Chief of significant issues affecting the Time Unit.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out of the Sign In/Sign Out Board in WebEOC.

*Procurement Unit Leader*

**Procurement Unit Leader**  
**Job Aid**

**Reports to the Finance/Admin Section Chief**

**Responsibilities:**

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Resource Management and Logistics on all matters involving the need to exceed established purchase order limits and issuance of Purchase Orders.
3. Supervise the Procurement Unit.

**Activation Phase:**

- Ensure that the Procurement Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Sign into WebEOC on the Sign In/Sign Out Board.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Finance/Admin Section Chief and review financial and administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Finance/Admin Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Finance/Admin Section Chief when the Procurement Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain position logs (DAR's) and other necessary files.
- Review the City's emergency purchasing procedures.
- Prepare and sign contracts as needed; obtain concurrence from the Finance/Admin Section Chief.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price with vendors as required.
- Admonish vendors as necessary, regarding unethical business practices, such as

- inflating prices or rental rates for their merchandise or equipment during disasters.
- Finalize all agreements and contracts, as required.
  - Complete final processing and send documents to appropriate agency for payment execution.
  - Verify cost data in the pre-established vendor contracts and/or agreements.
  - In coordination with Resource Management in the Logistics Section and the Mission Resource Unit in the Planning Section, ensure that processing purchase orders and contract development is accomplished in a timely manner.
  - Inform the Finance/Admin Section Chief of all significant issues involving the Procurement Unit.
  - Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out of the Sign In/Sign Out Board in WebEOC.

### 5.3.3 Logistics Job Aids

#### *Logistics Section Chief*

## Logistics Section Chief Job Aid Reports to the EOC Director

### **Responsibilities:**

1. Ensure the Logistics Section functions in support of the EOC. This function includes providing communication services; resource requisition and tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, fuel, and other support and services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization, and modify as required.
3. Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period or within the estimated time stated in the objective.
4. Coordinate closely with the Operations Section and Planning Section to establish priorities for resource allocation.
5. Inform the EOC Director of all significant issues relating to the Logistics Section.
6. May participate in scheduled conference calls.
7. Review and approve all necessary resource requests.
8. Collaborate with the Finance/Administration Section regarding burn rate and procurement procedures.
9. Supervise the Logistics Section.

### **Activation Phase:**

- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, generators, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate branches/units within section as needed and designate Branch Managers and Unit Leaders for each required element.
- Mobilize sufficient section staffing for 24-hour operations, as required.
- Make contact and execute coordination agreement with appropriate facilities for expected recovery operations such as Base Camp Operations and PODs.

- Establish communications with the Logistics Section at operational area(s) if active.
- Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from units in the field. This should be done prior to acting on the request.
- Meet with the EOC Director and General Staff to identify immediate resource needs.
- Meet with the Finance/Admin Section Chief and determine appropriate level of purchasing authority for the Logistics Section, based on the size and scope of the incident/disaster.
- Assist Branch Directors and Unit Leaders in developing objectives for the section, as well as plans to accomplish their objectives within the first operational period, or in accordance with the Incident Action Plan.
- Provide periodic Section status reports to the EOC Director and Situation Unit.
- Attend Incident Action Planning meetings as scheduled.
- Anticipate situations and problems before they occur and have a contingency plan.

### **Operational Phase:**

- Ensure that Logistics Section position logs (DARs) and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning Section Chief, EOC Director, and Incident Commander with the Logistics Section objectives at least 30 minutes prior to each Objectives meeting.
- Attend and participate in EOC Incident Action Planning meetings.
- Ensure that the Resource Management Branch Director/Supply Unit coordinates closely with the Procurement Unit in the Finance/Admin Section, and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations, are met.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all City resources are tracked and accounted for, as well as resources ordered through mutual aid or delivered by the state or other federal agency(ies).
- Provide section staff with information updates as required.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.
- Sign-In on the WebEOC® Sign-In/Out Board.

## **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.



*Services Branch Director*

Services Branch Director

Job Aid

**Reports to the Logistics Section Chief**

**Responsibilities:**

1. Manage and supervise all units in the Services Branch.
2. Ensure that EOC Services are completed in a correct and efficient manner.
3. Ensure that fleet and fuel services are consistently monitored.
4. Ensure city facilities and grounds are being used at their optimum capacity.

**Activation Phase:**

- Ensure that the Services Branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Logistics Section Chief and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with the Logistics Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Logistics Section Chief when the Branch and all units are operational.
- Anticipate situations and problems before they occur and develop a contingency plan.
- Sign into WebEOC® on the Sign In/Sign Out Board.

**Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Work closely with other sections in determining facilities and furnishings required for effective operation of the EOC.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Coordinate with the EOC Services Unit to ensure the provision of meals to staff.
- Arrange necessary sleeping quarters and accommodations for all EOC staff.
- Support the fulfillment of staff needs to boost and sustain morale.
- Inform the Logistics Section Chief of significant issues affecting the Services Branch.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

## **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign out of WebEOC® on the Sign In/Sign Out Board.

*EOC Services Unit Leader*

EOC Services Unit  
Job Aid

**Reports to the Services Branch Director**

**Responsibilities:**

5. Manage and monitor the access to the EOC and necessary facilities.
6. Coordinate the fulfillment of staff needs.
7. Coordinate the provision of meals and food to EOC staff and response personnel.
8. Assists with the setup, maintenance, and demobilization of all incident facilities.
9. Coordinate necessary accommodations and sleeping arrangements for EOC personnel.

**Activation Phase:**

- Provide a sign-in/sign-out sheet and monitor the access to the EOC
- Ensure that the EOC Services Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Logistics Section Chief and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Logistics Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Logistics Section Chief when the EOC Services Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.
- Sign into WebEOC® on the Sign In/Sign Out Board.

**Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Work closely with other sections in determining facilities and furnishings required for effective operation of the EOC.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Coordinate with the Emergency Caterer to ensure the provision of meals to staff.
- Arrange necessary sleeping quarters and accommodations for all EOC staff.
- Support the fulfillment of staff needs to boost and sustain morale.
- Inform the Logistics Section Chief of significant issues affecting the EOC

Services unit.

- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign out of WebEOC® on the Sign In/Sign Out Board.

*Facility and Grounds Unit Leader*

**Facilities & Grounds Support Unit**  
**Job Aid**

**Reports to the Services Branch Director**

**Responsibilities:**

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities, and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Coordinate with EOC Services Unit regarding EOC facility needs.
3. Coordinates the setup, maintenance, and demobilization of all incident facilities.
4. Ensure acquired buildings, building floors, and/or workspaces are returned to their original condition when no longer needed.
5. Supervise the Facilities Unit.

**Activation Phase:**

- Ensure that the Facilities & Grounds Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Logistics Section Chief and review support requirements and procedures.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Logistics Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Logistics Section Chief when the Facilities & Grounds Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.
- Sign-in on the WebEOC® Sign-In/Out Board.

**Operational Phase:**

- Establish and maintain a position log, DARs for all unit staff, and other necessary files.
- Work closely with other sections in determining facilities and furnishings required

- for effective operation of the EOC.
- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
  - Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
  - If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
  - Ensure all structures are safe for occupancy.
  - As facilities are vacated, coordinate with the Facility Manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
  - Arrange for the provision of any logistical staging area required to distribute relief supplies. Coordinate with Mass Care/Food and Water on suitable locations.
  - Inform the Logistics Section Chief of significant issues affecting the facilities unit.
  - Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Fleet and Fuel Unit Leader*

Fleet & Fuel Unit  
Job Aid

**Reports to the Services Branch Director**

**Responsibilities:**

1. Manage and prioritize the storage and distribution of fuel.
2. Coordinate fuel delivery services.
3. Support the fueling, maintenance, service, and repair of vehicles.
4. Assist with meeting fleet needs including heavy equipment assistance.
5. Ensure the adequacy of heavy equipment, spare parts, motor fuels, and contracts for fleet, heavy equipment, and fuel from private companies/vendors to sustain effective citywide disaster response operations.

**Activation Phase:**

- Review inventory of fuel resources.
- Determine if fuel rationing is necessary.
- Ensure that the Fleet & Fuel Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Logistics Section Chief and review support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Logistics Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Logistics Section Chief when the Fleet and Fuel Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.
- Sign-In on the WebEOC® Sign-In/Out Board.

**Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Provide for the necessary acquisition and distribution of fueling for vehicles and remote site fueling compounds.
- Track and monitor fuel quantities.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Support the establishment of temporary fueling sites if necessary.

- Provide fueling, service, maintenance and repair of vehicles and equipment.
- Collect and record information regarding the use of rented equipment and services.
- Identify routine fueling and maintenance activities to be pre-planned and scheduled.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal and written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign out on the WebEOC Sign-In/Out Board.



*Information Systems Branch Director*

**Information Systems Branch Director**  
**Job Aid**

Reports to the Logistics Section Chief

**Responsibilities:**

1. Ensure the Information Systems Branch functions are carried out in support of the EOC and any operational area(s). This function includes providing communication services, technical services, cybersecurity measures, or any other technology services as required.
2. Establish the appropriate level of unit staffing within the Information Systems Branch, continuously monitoring the effectiveness of the organization and modify as required.
3. Establish necessary coordination for the provision of information technology services.
4. Ensure objectives as stated in the EOC Incident Action Plan are accomplished within the operational period or within the estimated time stated in the objective.
5. Maintain the technology and business operations of the EOC, managing computing platforms, network, and telephone services for all units and sections of the EOC.
6. Coordinate city-wide wireless telephone and broadband data communication.
7. Inform the Logistics Section Chief of all significant issues relating to the Information Systems Branch.
8. Supervise the Information Systems Branch.

**Activation Phase:**

- Ensure the Information Systems Branch is set up properly and that appropriate personnel, equipment, and supplies are in place, including phones, computers, copiers, and other information technology resources.
- Based on the situation, activate units within the branch, as needed.
- Mobilize enough branch staffing for 24-hour operations, as needed.
- Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures.
- Assist Unit Leaders in developing objectives for the branch as well as plans to accomplish their objectives within the operational period, or in accordance with the timeline set forth in the EOC Incident Action Plan.
- Provide periodic Branch status reports to the Logistics Section Chief.
- Anticipate situations and problems before they occur and develop a contingency plan.
- Provide IT and WebEOC® support to end users as necessary.
- Sign-In on the WebEOC® Sign-In/Out Board.

### **Operational Phase:**

- Ensure that Information Systems Branch position logs are completed, DARs are maintained by Branch staff, and other necessary files are maintained.
- Participate in Logistics Section planning activities.
- Meet regularly with branch staff and work to reach consensus on objectives for the forthcoming operational periods.
- Ensure that the Communications Services Unit and EOC Technology Support Unit coordinates closely with critical facilities and personnel in the field to ensure that connectivity is uninterrupted and that communication services can be restored.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Coordinate with other Information Technology personnel stationed at other facilities to ensure operational needs are met and status updates are provided.
- Provide Section and Branch staff with information updates as required.
- Supervise the operation of the Information Technology Branch.
- Brief relief personnel at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Communications Unit Leader*

**Communications Unit  
Job Aid  
Reports to the Information Systems Branch Director**

**Responsibilities:**

1. Ensure radio, telephone, and telecommunications services are provided to EOC staff and in the field as required.
2. Oversee the management of communications resources within the EOC.
3. Determine specific communications requirements for all EOC positions.
4. Assign Amateur Radio Operators as needed to augment primary communications networks should the need arise.
5. Provide services to City personnel for the repair of communications systems and equipment that may malfunction during response and recovery operations.
6. Coordinate with the Situation Unit on EM console operators supporting EM function communications.
7. Coordinate with private communications vendors that normally provide services to the City to facilitate the restoration of general communications services after an incident or disaster.
8. Provide communications services to temporary facilities activated by the City for emergency response and disaster recovery.
9. Develop and a Communications Plan (ICS 205) that identifies all systems in use and lists specific frequencies/phone-numbers allotted for the incident or disaster.

**Activation Phase:**

- Ensure that the Communications Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Information Systems Branch Director and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Information Systems Branch Director, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Information Systems Branch Director when the Communications Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.
- Sign-In on the WebEOC Sign-In/Out Board.

### **Operational Phase:**

- Ensure the position/unit log (ICS 214) is completed, maintain DARs for unit, and any other necessary files are maintained.
- Inform all sections of the status of communications systems, particularly those that are being restored.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- Ensure that any EOC communications center activated to receive disaster related communications is directed to appropriate destinations within the EOC.
- Ensure that communications links are established with other activated agencies within the operational area(s), as appropriate.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Ensure that technical personnel are available for communications equipment maintenance and repair.
- Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- Assess the need and coordinate with local telephone companies and cell phone companies regarding the needs for operational support.
- Inform the Information Systems Branch Manager of the status of communications systems.
- Prepare objectives for the Communications Unit; provide them to the Information Systems Branch Manager prior to the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Officer.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.

- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign out on the WebEOC Sign In/Out Board.

*EOC Technology and Support Unit Leader*

**EOC Technology Support Unit**  
**Job Aid**

**Reports to the Information Systems Branch Director**

**Responsibilities:**

1. Install, activate, and maintain information systems for the EOC.
2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Ensure all computers for internal and external information management are operational to include message, e-mail systems and printer assignments.
4. Assist with GIS and Cybersecurity functions as required.

**Activation Phase:**

- Ensure that the EOC Technology Support Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Logistics Section Chief and review support requirements and procedures.
- Sign-in on the WebEOC
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Logistics Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Logistics Section Chief when the EOC Technology Support Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.
- Sign into WebEOC on the Sign In/Sign Out Board.

**Operational Phase:**

- Establish and maintain a position/unit log (DARs) and other necessary files.
- Continually monitor and test computer systems and ensure automated information links with the operational area(s) and the EOC are maintained.
- Inform the Information Systems Branch Director of system failures and restoration activities.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Develop instructional guidance for use of computers and computer programs required for EOC operation. Be prepared to conduct training sessions for EOC

staff as necessary.

- Request additional computer equipment as required through the Information Systems Branch Manager.
- Provide and facilitate end-user support to all EOC personnel
- Support and facilitate the restoration on Information Technology infrastructure.
- Facilitate the recovery of systems and applications from cyberattacks or system failures.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign out of WebEOC on the Sign In/Sign Out Board.

*Resource Management Branch Director*

**Resource Management Branch Director**  
**Job Aid**

**Reports to the Logistics Section Chief**

**Responsibilities:**

1. Ensure the Resource Management Branch functions are carried out in support of the City EOC and activity in operational area(s). This function includes providing resource and supply management, including tracking; as well as supplies, tools, generators, equipment and other support services as required.
2. Ensure sound resource management, sourcing analysis, quality control, and accountability.
3. Coordinate with the Facility & Grounds Support Unit the location of all facility needs based on operational requirements. This includes facilities such as volunteer and donations centers, portable toilets, shower and care facilities.
4. Ensure that transportation requirements, in support of response operations, are met.
5. Establish the appropriate level of unit staffing within the Resource Management Branch, continuously monitoring the effectiveness of the organization and modify as required.
6. Ensure branch objectives as stated in the EOC Incident Action Plan are accomplished within the operational period or within the estimated time frame.
7. Coordinate closely with the Logistics Section Chief and Planning Section to establish priorities for resource allocation to activated Incident Command Structures within the City as well as in the EOC operation.
8. Inform the Logistics Section Chief of all significant issues relating to the Logistics Section.
9. Supervise the Resource Management Branch.

**Activation Phase:**

- Ensure the Resource Management Branch is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Mobilize sufficient section staffing for 24-hour operations.
- Advise Units within the section to coordinate with appropriate units in the Operations Section to prioritize and validate resource requests from Incident Command Posts and field operations. This should be done prior to acting on the request.



- Assist Unit Leaders in developing objectives for the branch as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Incident Action Plan.
- Provide periodic Branch Status Reports to the Logistics Section Chief.
- Anticipate situations and problems before they occur and develop a contingency plan.
- Sign-In on the WebEOC® Sign-In/Out Board.

### **Operational Phase:**

- Ensure that Resource Management Branch position logs and other necessary files (i.e. DARs) are maintained.
- Participate in Logistics Section Planning activities.
- Meet regularly with branch staff and work to reach consensus on objectives for forthcoming operational periods.
- Ensure that transportation requirements, in support of response operations, are met.
- Account for all City resources, as well as resources ordered through mutual aid or delivered by state, federal or other agencies
- Provide Section and Branch staff with information updates as required.
- Supervise the operation of the Resource Management Branch
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Support Unit Leader*

Support Unit  
Job Aid

**Reports to the Resource Management Branch Director**

**Responsibilities:**

1. Coordinate with the other Sections to capture and centralize supply and requests information.
2. Develop and maintain inventory of local supplies and equipment in control of the Logistics Section.
3. Serve as the central point for resource acquisition not accessible via local mutual aid or in immediate supply in the Staging Area.
4. Maintain contact with the County/State to ensure accurate resource status ordering and reporting.
5. Establish connection with the County for proper ordering through WebEOC as necessary.

**Activation Phase:**

- Ensure that the Support Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Resource Management Branch Director and review on the resource requirements necessary for the incident.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Resource Management Branch Director, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Resource Management Branch Director when the Support Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.
- Coordinate with the Resource Management Branch Director on the resource requirements necessary.

**Operational Phase:**

- Establish or log in on a position/unit log (ICS 214) and maintain other necessary files.
- Coordinate closely with all units in the Logistics Section.

- Provide for the necessary acquisition and distribution of resources and supplies.
- Arrange display of appropriate resource ordering status including: date and time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party and time resource request was filled and delivered to destination.
- Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Coordinate with Finance/Admin Procurement Unit to acquire resources and supply not in stock or better acquired through existing contracts or purchasing mechanisms.
- Ensure communication with the Mission Resource Unit in Planning Section supporting resource tracking.
- Keep and submit copies of all orders and related documentation to the Documentation Unit.
- Brief relief at shift change, identifying ongoing activities and any follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Personnel Unit Leader*

**Personnel Unit Leader**  
**Job Aid**

**Reports to the Resource Management Branch Director**

**Responsibilities:**

1. Track, record, and report all on-duty time for personnel working during the event or disaster.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to county budget and payroll office.
3. Ensure that all volunteer time is recorded (including sign in sheets) for future reference.
4. Coordinate with the Safety Officer on the investigation of injuries and property/equipment damage claims involving the City, arising out of the event or disaster.
5. Complete all forms required by worker's compensation program.
6. Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.
7. Supervise the Personnel Unit.

**Activation Phase:**

- Ensure that the Personnel Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Resource Management Branch Director and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Resource Management Branch Director, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Logistics Section Chief when the Personnel Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.
- Sign-In on the WebEOC® Sign-In/Out Board.

**Operational Phase:**

- Establish and maintain position logs and other necessary files.
- Initiate, gather, or update time reports from all personnel; ensure that time records

- are accurate and prepared in compliance with City policy.
- Obtain complete personnel rosters. Rosters must include all EOC Personnel as well as personnel assigned to field operations.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- Establish a file for each employee within the first operational period to maintain a fiscal record for as long as the employee is assigned to the response.
- Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Worker's Compensation within the required time frame consistent with City policy and Procedures.
- Inform the Resource Management Branch Director of significant issues affecting the Personnel Unit.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

### 5.3.4 Operations Job Aids

#### *Operations Section Chief*

## Operations Section Chief Job Aid

### Reports to the EOC Director

#### **Responsibilities:**

1. Ensure coordination of response for all operational missions and resources requests in execution or support as assigned.
2. Carry out all operational objectives and assignments identified in the Incident Action Plan.
3. Establish appropriate level of organizational branches and units within the Operations Section, continuously monitoring effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of activities within the Operations Section.
5. Provide the Planning Section with the necessary reports including all activity logs for each operational period and unit.
6. Conduct periodic operational briefings for the EOC Director as required or requested.
7. Conduct the Tactics Meeting to collaborate and complete the ICS 215 form with the Resource Manager from the Logistics Section (attached).
8. Participate in the Operational Period Briefing as required.
9. Participate in conference calls as necessary.
10. Monitor the Operations Section's Mission and Resource requests.
11. Maintain schedule/planning cycle as determined by the EOC Director via the Planning Section.
12. Supervise the Operations Section including all Branches and Units.

#### **Activation Phase:**

- Maintain the Daily Log (DAR) and assure Branches/Units in the Operations Section are as well.
- Sign into WebEOC on the Sign In/Sign Out Board.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Meet with General Staff to exchange or deliver a preliminary situation briefing.
- Based on the situation, activate appropriate branches within the section. Designate Branch Directors as necessary:
  - Human Services
  - Emergency Services
  - Infrastructure
  - Utilities

- Coordinate and assess mission and resource requests.
- Request section support through Logistics as necessary.
- Obtain a current communications status briefing from the Communications Unit Leader in Logistics. Ensure adequate equipment and frequencies available for the section.
- Determine estimated times of arrival of section staff from Operations.
- Confer with the EOC Director to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the Liaison Officer regarding the need for agency representatives in the Operations Section.
- Establish communications with Commands operating in the field, and coordinate support accordingly.
- Determine activation status of other operations centers in the County and establish communication links with their Operations Sections as necessary.
- Based on the situation known or forecast, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the operational period.
- Review responsibilities of branches in section; develop alternative strategies for carrying out Operations objectives in accordance with the Incident Action Plan.
- Anticipate situations and problems before they occur and develop a contingency plan.

### **Operational Phase:**

- Maintain the Section Log and Daily Activity Report (DAR), and assure Branches/Units in the Operations Section are as well. Ensure the Intel/Situation Branch is maintaining current information for the situation report (as needed).
- Continually monitor and update resource requests and task assignments in the WebEOC<sup>®</sup> Resource Requests/Task Assignments Board.
- Ensure that a situation report is produced in coordination with the EOC Section Chiefs and any operational area(s), once per operational period.
- Promote situational awareness through appropriate communication.
- Ensure that situation and resources information is provided to the Planning Section on a regular basis as the situation requires, including status and major incident reports etc.
- Establish and coordinate any appropriate Branch Tactical planning element as necessary to support the operation.
- Ensure referral of all media contacts to the Public Information Officer.
- Conduct periodic briefings with staff on objectives for forth-coming operational periods.
- Attend and participate in EOC Incident Action Planning meetings.
- Work closely with each Branch Director to ensure that the Operations Section objectives, as defined in the current Incident Action Plan, are being addressed.

- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Ensure that intelligence/information from Branch Directors is made available to the Planning Section in a timely manner (as needed).
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Admin Section.
- Brief the EOC Director on all evolving incidents.
- Ensure resource needs are transmitted to the Logistics Section through the appropriate process and project any shortfalls based on demand.
- Brief Branch Directors periodically on any updated information you may have received.
- Regularly share status information with other sections as appropriate.
- Collect all submissions for mitigation and recovery measures for delivery to the Planning and Finance/Administration Section. This should include identifiable potential projects based on impact assessment.
- Brief relief at shift change, identifying ongoing activity and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out of the Sign In/Sign Out Board in WebEOC





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>Branch</b>	Enter the Branch of the work assignment for the resources.
4	<b>Division, Group, or Other</b>	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	<b>Work Assignment &amp; Special Instructions</b>	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	<b>Resources</b>	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the “Have” row from the number in the “Required” row.
7	<b>Overhead Position(s)</b>	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	<b>Special Equipment &amp; Supplies</b>	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	<b>Reporting Location</b>	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	<b>Requested Arrival Time</b>	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.
11	<b>Total Resources Required</b>	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	<b>Total Resources Have on Hand</b>	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	<b>Total Resources Need To Order</b>	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the

		slash and total Strike Teams/Task Forces in the bottom portion of the slash.
<b>14</b>	<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, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

**ICS 215  
 Operational Planning Worksheet**

**Purpose.** The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

**Preparation.** The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

**Distribution.** When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

**Notes:**

- This worksheet can be made into a wall mount.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

*Infrastructure Branch Director*

**Infrastructure Branch Director**  
**Job Aid**

**Reports to the Operations Section Chief**

**Responsibilities:**

1. Ensure the implementation of objectives as it relates to the Infrastructure Branch and any units reporting to it.
2. Implement pre-incident protective measures, when able, in order to reduce damage or destruction of infrastructure.
3. Survey all public and private facilities, assessing the damage to such facilities and coordinating the repairs of damage to public facilities after an incident/disaster.
4. Maintain current status on all infrastructure activities being conducted in your area of responsibility.
5. Supervise the Infrastructure Branch, including the Road & Bridge Unit, Debris Management Unit, and Drainage Unit.

**Activation Phase:**

- Based on the situation, activate the necessary personnel within the Infrastructure Branch and units reporting to it.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that the Infrastructure Branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Operations Section Chief and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In cooperation with the Operations Section Chief, prepare objectives for the Infrastructure Branch and provide them to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Operations Section Chief when the Infrastructure Branch is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Ensure that the Branch Log, Unit Activity Reports, and other appropriate files are maintained, including Daily Activity Reports (DARs) for all staff.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Provide the Operations Section Chief with an overall summary of Infrastructure Branch operations periodically or as requested during the operational period.

- In conjunction with the Operations Section Chief, prepare objectives for the Operations Section, and provide them to the Incident Commander/EOC Director at least 1 hour before the Objectives Meeting.
- Provide information regarding drainage, roads and bridges, and debris to the Situation Unit for inclusion in the Situation Report.
- Provide relief with a briefing at shift change, informing him/her of all ongoing activities, unit objectives for the next operational period, and any other pertinent information.

### Demobilization Phase:

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Drainage Unit Leader*

**Drainage Unit**  
**Job Aid**

**Reports to the Infrastructure Branch Director**

**Responsibilities**

1. Gather information about the status of bodies of water, water drainage systems, and provide information about flooding in the affected areas to the Infrastructure Branch Director.
2. Provide affected agencies with information and coordinate mutual aid requests for assistance/resources from agencies within the jurisdiction, including but not limited to, specialized personnel, equipment, and transportation.
3. Manage the process of tracking, requesting, and deploying flood control mutual aid resources.
4. Provide status information and reports to the Planning/Intelligence Section for inclusion into the situation report.
5. Coordinate with other flood control agencies (e.g., South Florida Water Management District, US Army Corps of Engineers) regarding excessive water within the city, and plan for ways to drain the water and restore infrastructure back to normal.
6. In conjunction with other units, provide assistance against flooding by rerouting waterways away from populated areas, and clearing waterways of debris.

**Activation Phase:**

- Ensure that the Drainage Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Infrastructure Branch Director and review support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Infrastructure Branch Director, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Infrastructure Branch Director when the Drainage Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Obtain the status of rain/stream gauges on a regular basis throughout the operational period.

- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Identify damage to canals, stormwater systems, and identify typical flood location status and risk
- Identify where flooding is occurring or imminent, areas of impact, and estimated damages
- Identify locations of street flooding, including depth and cause
- Monitor the status of storm drain systems
- Provide projections of impending areas of concern
- Assess resource capabilities within the jurisdiction and be prepared to respond to mutual aid resources requests.
- Coordinate requests for additional personnel or other support with other agencies and jurisdictions.
- Disseminate established flood control priorities to agencies within the city.
- Report status of storm drains, locations of flooding, etc. to the Planning Section for inclusion in the Situation Report.
- Brief your relief at shift change time. Ensure that in-progress activities are identified, and follow-up requirements are known.
- Maintain unit/activity log.

### Demobilization Phase:

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Debris Management Unit Leader*

**Debris Management Unit**  
**Job Aid**

**Reports to the Infrastructure Branch Director**

**Responsibilities:**

1. Assess and project debris types and quantities generated by the event.
2. Identify preferred debris collection, storage, diversion, and disposal alternatives.
3. Coordinate intra-departmental and intra-jurisdictional debris management efforts.
4. Supervise the Debris Management Unit (DMU).
5. Determine regulatory compliance needs.
6. Based on the initial EOC strategic objectives prepare objectives for the DMU and provide them to the Infrastructure Branch Director prior to the first Action Planning meeting.
7. Ensure that adequate public education efforts aimed at keeping Household Hazardous Waste (HHW) and source materials separated and segregated are executed.
8. Secure debris removal services from franchised haulers and other services providers as required.
9. Ensure appropriate debris management processes are initiated and maintained.

**Activation Phase:**

- Ensure that the Debris Management Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Infrastructure Branch Director and review financial and administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Infrastructure Branch Director, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Infrastructure Branch Director when the Debris Management Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain a position log, Daily Activity Reports (DARs), and other necessary files.
- Continually monitor and update resource requests and task assignments in the



- WebEOC® Resource Requests/Task Assignments Board.
- Inform the Infrastructure Branch Director of significant issues affecting the Debris Management Unit.
  - Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.
  - Based on the situation, activate the necessary field staff with the DMU.
  - Provide an initial situation report to the Infrastructure Branch Director.
  - Ensure that DMU position logs and other necessary files are maintained.
  - Maintain current status on all debris management activities being conducted in your area of responsibility.
  - Ensure that debris assessments are being carried out for both public and private facilities; request mutual aid as required.
  - Ensure that regular residential refuse and recycling collection services are maintained to the extent possible. Identify areas where service is not possible and communicate to the EOC.
  - Ensure the City of Port St. Lucie's waste disposal and transfer facilities remain operational.
  - Provide the Infrastructure Branch an overall summary of the DMU operations periodically during the operational period or as requested.
  - Ensure that the temporary Debris Storage facilities are returned to their pre-event condition prior to the site closure.
  - Ensure that debris tonnage jurisdictional allocations are distributed accurately.
  - Maintain unit/activity log.

### Demobilization Phase:

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Road and Bridge Unit Leader*

**Road and Bridge Unit**  
**Job Aid**

**Reports to the Infrastructure Branch Director**

**Responsibilities:**

1. Coordinate with the Law Enforcement Unit to provide road closure and traffic light outage information to the EOC.
2. Coordinate with Fire and Law on road closures and openings.
3. Ensure that current road closures and traffic signal outage information is displayed in the EOC.
4. Participate in evacuation route planning.
5. Coordinate transportation related activities with other operations units.
6. Assist in coordinating transportation resources to support evacuation.
7. Coordinate and track mutual aid resources.
8. Collect preliminary situation information on division activities, the incident, and the status of resources.
9. Provide emergency construction and repair of damaged roadways and bridges.

**Activation Phase:**

- Based on the situation, activate the necessary personnel within the Road and Bridge Unit.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Create an inventory of all city-owned roadways and bridges within the City, along with an assessment of which of these roadways and/or bridges are a threat for failure during the incident/disaster.
- Supervise the Road and Bridge Unit.
- In cooperation with the Infrastructure Branch Director, prepare objectives for the Infrastructure Branch and provide them to the Operations Section Chief at least 1 hour prior to the Objectives Meeting.
- Notify the Infrastructure Branch Director when the Road and Bridge Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Ensure that the Unit Log, Unit Activity Reports, and other appropriate files are maintained, including Daily Activity Reports (DARs).
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.

- Provide the Infrastructure Branch Director with an overall summary of Road and Bridge Unit operations periodically or as requested during the operational period.
- In conjunction with the Infrastructure Branch Director, prepare objectives for the Infrastructure Branch, and provide them to the Incident Commander/EOC Director at least 1 hour before the Objectives Meeting.
- Maintain intelligence/information regarding roadways or bridges that are closed, damaged, or otherwise not usable, and provide to the Infrastructure Branch Director and the Planning Section for inclusion into the Situation Report each operational period.
- Provide relief with a briefing at shift change, informing him/her of all ongoing activities, unit objectives for the next operational period, and any other pertinent information.
- Maintain unit/activity log.

### Demobilization Phase:

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Utilities Branch Director*

**Utilities Branch Director**

**Job Aid**

**Reports to Operations Section Chief**

**Responsibilities:**

1. Assist other Operation Section Branches by providing equipment and operators as necessary.
2. Provide heavy equipment assistance to conduct damage assessment as required.
3. Assist with the repair of utility and energy systems as required.
4. Determine essential services to meet response requirements.
5. Determine level of service required to support operations.
6. Supervise the Utilities Branch.

**Activation Phase:**

- Survey all utility systems and restore systems that have been disrupted, including coordinating with utility service providers.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Survey all public and private facilities, assessing the damage to such facilities and coordinating the repairs of damage to public facilities.
- Based on the situation, activate the necessary units within the Utilities Branch per the EOC Organization Chart.

**Operational Phase:**

- Establish and maintain a position log and other necessary files, including a Daily Activity Report (DARs) for all staff.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- Ensure that engineering staff is available to assist the Damage Assessment Unit in inspecting damaged structures and facilities.
- Work closely with the Operations Section to provide support and materials as required.
- Keep the Operations Section Chief advised of branch status.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

**Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.

- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Utilities Unit Leader*

Utilities Unit Leader

Job Aid

**Reports to the Utilities Branch Director**

**Responsibilities:**

1. Assess the status of utilities; provide utility status reports as required.
2. Coordinate restoration of damaged utilities with utility representatives in the city EOC if present, or directly with Utility companies.
3. Maintain utility status reporting in the EOC ensuring the leadership is aware of provider status.
4. Supervise the Utilities Unit.

**Activation Phase:**

- Ensure that the Utilities Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Utilities Branch Director and review support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Utilities Branch Director, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Utilities Branch Director when the Utilities Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain a position log, DARs, and other necessary files.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Establish and maintain communications with the utility providers for the city.
- Determine the extent of damage to utility systems in the city.
- Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the city EOC if necessary.
- Ensure that all information on system outages is consolidated and provided to the Situation Unit in the Planning Section.

- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Inform the Utilities Branch Director of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- Inform the Utilities Branch Director of the restoration status.
- Complete, maintain and provide for display a Utilities Status Report.
- Refer all contacts with the media to the Public Information Officer.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Energy Unit Leader*

**Energy Unit Leader**  
**Job Aid**  
**Reports to Utilities Branch Director**

**Responsibilities:**

1. Assess the status of the energy grid and energy producers (e.g., oil, electric, natural gas, wind, solar) within the city and provide status reports to the Utilities Branch Director.
2. Coordinate the restoration of damaged energy infrastructure with energy representatives.
3. Coordinate with the Liaison Officer to ensure that agency representatives from service providers within the City are available to respond to the EOC.
4. Keep a running total of number of homes without electricity within the city, their general locations (such as neighborhoods and/or streets), and length of time that power has been inoperable and report to the Utilities Branch Director during each operational period, or as requested.
5. Supervise the Energy Unit.

**Activation Phase:**

- Based on the situation, activate the necessary personnel within the Energy Unit.
- Sign-In on the WebEOC<sup>®</sup> Sign-In/Out Board.
- Ensure that the Energy Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Utilities Branch Director and review support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with the Utilities Branch Director, prepare objectives for the Utilities Branch and provide to the Operations Section Chief at least 1 hour before the Objectives Meeting.
- Notify the Utilities Branch Director when the Energy Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operations Phase:**

- Ensure all information on system outages are consolidated and provided to the Situation Unit in the Planning Section for use in the Situation Report or display in the EOC for situational awareness.
- Continually monitor and update resource requests and task assignments in the



- WebEOC® Resource Requests/Task Assignments Board.
- Ensure that support to energy providers is available as necessary to facilitate restoration of damaged systems.
  - Keep the Utilities Branch Director informed on restoration status.
  - Assess the extent of damages to energy systems within the City.
  - Ensure that support to energy providers is available as necessary to facilitate restoration of damaged systems.
  - Establish and maintain a position log and other necessary files, including Daily Activity Reports (DARs) for all staff.
  - Provide relief with a briefing at shift change, informing him/her of all ongoing activities, unit objectives for the next operational period, and any other pertinent information.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Emergency Services Branch Director*

Emergency Services Branch Director  
Job Aid

Reports to the Operations Section Chief

**Responsibilities:**

1. Coordinate movement, evacuation, and re-entry operations during a disaster.
2. Assist in alerting and notifying the public of the impending or existing emergency within the City.
3. Coordinate law enforcement, traffic control, animal care & control, and special operations during the incident/disaster.
4. Provide and coordinate site security at incidents and operational facilities such as PODs and Staging operations.
5. Institute Branch Tactical planning as required by supporting operational units.
6. Supervise all Units in the Emergency Services Branch.

**Activation Phase:**

- Based on the situation, activate the necessary Units within the Emergency Services Branch.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Supervise the Emergency Services Branch.
- Coordinate law enforcement, traffic and evacuation movement and security/access control operations.
- Coordinate Emergency Services Branch activities with the other units of the Operations Section and with the Operations Section Chief on a regular basis.
- Based on the initial EOC Incident Action Plan, prepare objectives for the Emergency Services Branch and provide them to the Operations Section Chief prior to the first Incident Action Planning meeting.
- Notify the Operations Section Chief when the Emergency Services Branch is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Ensure that Branch and Unit Activity Reports and other appropriate files are maintained including Daily Activity Reports (DARs), ensure pertinent information is forwarded to the Planning Section for inclusion in the Situation Report.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Provide the Operations Section Chief and the Planning Section with an overall summary of Emergency Services Branch operations periodically or as requested

- during the operational period.
- Track law enforcement resources committed and resources that are still available for deployment, keep the Resource Unit updated.
  - Determine need for Law Enforcement Mutual Aid.
  - Coordinate with the Medical Examiner's Office and Fire Rescue as needed regarding removal of the deceased.
  - Based on the initial strategic objectives, prepare objectives for the Emergency Services Branch and provide them to the Operations Section Chief.
  - Coordinate with the Animal Care and Control Unit to initiate animal control measures as necessary.
  - Provide relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
  - Maintain unit/activity log.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Law Enforcement and Security Unit Leader*

**Law Enforcement & Security Unit**

**Job Aid**

**Reports to the Emergency Services Branch Director**

**Responsibilities:**

1. Coordinate movement, evacuation, and re-entry during an incident/disaster.
2. Assist in alerting and notifying the public of the impending or existing emergency/incident within the City.
3. Coordinate all law enforcement operations during the incident/disaster.
4. Participate in Branch Tactical Planning as required by the Emergency Services Branch Director.
5. Assess the nature of animal control operations and provide information to the Emergency Services Branch Director as needed.
6. Assess the need for animal care/rescue/evacuation and coordinate assistance/coverage with the appropriate animal care and shelter organization(s) as required.
7. Assess the need for an animal control plan for the affected disaster area(s) within the City.
8. Assist in traffic control where needed throughout the city both pre- and post-incident.

**Activation Phase**

- Based on the situation, activate the necessary personnel within the Law Enforcement & Security Unit.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Supervise the Law Enforcement & Security Unit.
- Coordinate law enforcement activities with the other units within the Operations Section and with the Operations Section Chief on a regular basis.
- Notify the Emergency Services Branch Director when the Law Enforcement & Security Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase**

- Establish and maintain radio or phone communication with local government EOCs.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Track law enforcement resources committed and resources that are still available for deployment, keep the Resource Unit updated.

- Obtain regular status reports on the law enforcement situation from County and State Law Enforcement Incident Commands as appropriate.
- Assess the impact of the emergency on the department's operational capability.
- Establish the objectives of the Law Enforcement & Security Unit based on the nature and severity of the emergency and provide them to the Emergency Services Branch Director prior to the Objectives Meeting.
- In conjunction with the Planning Section, determine if current and forecasted weather conditions will affect law enforcement operations.
- Coordinate major evacuation activity with the County's Law Enforcement Unit.
- Coordinate with the County's Law Enforcement Unit to establish communication throughout the incident.
- Determine availability of camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section.
- Provide law enforcement status updates to the Emergency Services Branch Director on a regular basis.
- Assess the need for access controls or procedures regarding an animal/livestock care/rescue/evacuation operation and make appropriate recommendations.
- Provide oversight to agencies (private and public), providing assistance and resources to animal/livestock care/rescue/evacuation operations and take appropriate actions to ensure protection of life and property in accordance with current operational guidance.
- Coordinate animal care/rescue/evacuation operations with identified animal care/rescue organizations.
- Prepare information for release to authorities/media/public regarding animal control and provide to EOC's Public Information Officer for dissemination.

## **Demobilization Phase**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.

- Sign Out on the WebEOC® Sign-In/Out Board.

*Firefighting Unit Leader*

**Firefighting Unit**  
**Job Aid**

**Reports to Emergency Services Branch Director**

**Responsibilities:**

1. Monitor all firefighting activities citywide and provide this information to the Planning Section for Situational Reports.
2. Ensure that firefighting needs are coordinated citywide using available personnel and equipment.
3. Coordinate firefighting-related resource needs with other operations units.
4. Warn the Emergency Services Branch Director immediately when the situation escalates or there is a critical situation occurring.
5. Assist with resource management by tracking any resources used in the response or sent/received as mutual aid.
6. Maintain unit/activity log.

**Activation Phase:**

- Based on the situation, activate the necessary personnel within the Firefighting Unit.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Supervise the Firefighting Unit.
- In cooperation with the Emergency Services Branch Director, prepare objectives for the Emergency Services Branch and provide them to the Operations Section Chief at least 1 hour prior to the Objectives Meeting.
- Notify the Emergency Services Branch Director when the Firefighting Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Ensure that Unit Activity Reports and other appropriate files are maintained including Daily Activity Reports (DARs).
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Provide the Emergency Services Branch Director with an overall summary of Firefighting Unit operations periodically or as requested during the operational period.
- Based on the initial strategic objectives, prepare objectives for the Emergency Services Branch and provide them to the Emergency Services Branch Director.
- Provide relief with a briefing at shift change, informing him/her of all ongoing

- activities, branch objectives for the next operational period, and any other pertinent information.
- Maintain unit/activity log.

### Demobilization Phase:

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.



*Special Operations Unit Leader*

Special Operations Unit Leader

Job Aid

**Reports to the Emergency Services Branch Director**

**Responsibilities:**

9. Assist the Emergency Services Branch Director in coordinating movement, evacuation, and re-entry during an incident/disaster.
10. Assist in alerting and notifying the public of the impending or existing emergency/incident within the City.
11. Coordinate all special operations during the incident/disaster, including being a liaison with Fire-Rescue, SWAT, HazMat teams, etc.
12. Participate in Branch Tactical Planning as required by the Emergency Services Branch Director.

**Activation Phase**

- Supervise the Special Operations Unit.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Coordinate special operations activities (such as Fire-Rescue, HazMat Teams, and SWAT) with the other units within the Operations Section and with the Operations Section Chief on a regular basis.
- Notify the Emergency Services Branch Director when Special Operations Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase**

- Establish and maintain radio or phone communication with local government EOCs and specialized units.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Track specialized resources committed and resources that are still available for deployment, keep the Resource Unit updated.
- Obtain regular status reports on the special operations situation from County and State Incident Commanders as appropriate.
- Assess the impact of the emergency on the unit's operational capability.
- Establish the objectives of the Special Operations Unit based on the nature and severity of the emergency and provide them to the Emergency Services Branch Director prior to the Objectives Meeting.
- In conjunction with the Planning Section, determine if current and forecasted weather conditions will affect special operations.

- ❑ Coordinate with the County’s Fire Rescue, HazMat, and Law Enforcement Units to establish communication throughout the incident.
- ❑ Determine availability of camp facilities (or commercial lodging) for specialized personnel, through the Logistics Section.
- ❑ Provide special operations status updates to the Emergency Services Branch Director on a regular basis.

### **Demobilization Phase**

- ❑ Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- ❑ Ensure that all objectives assigned to Section/Branch/Unit are completed.
- ❑ Ensure that all required forms or reports are completed prior to demobilization.
- ❑ Provide input to your supervisor for the After-Action Report.
- ❑ Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- ❑ Participate in any post-activation debriefing/hot wash.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- ❑ Receive verbal/written authorization from your Branch Director before demobilizing.
- ❑ Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- ❑ Return your workspace back to its original condition before demobilizing from the EOC.
- ❑ Sign Out on the WebEOC® Sign-In/Out Board.

*Human Services Branch Director*

Human Services Branch Director

Job Aid

**Reports to the Operations Section Chief**

**Responsibilities:**

1. Coordinate directly with County EOC and volunteer agencies to provide food, potable water, clothing, shelter, and other basic needs as required to disaster victims within the City.
2. Assist with the transition from mass care to separate family/individual housing after the conclusion of the emergency/incident.
3. Safeguard the public health of citizens in the City, by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
4. In coordination with the Florida Department of Health, implement those actions necessary under Local/State/Federal plans/regulations to affect control of a Public Health Emergency.
5. Monitor the status of acute care hospitals, special needs population shelters, urgent care centers, and other health and medical facilities within the City.
6. Continually monitor community and environmental health, advising on known or potential risks for public health and safety from environmental changes resulting from a disaster.
7. Inventorying food and water resources and identifying the citywide needs/gaps of the disaster victims and damaged neighborhoods for food, water
8. Establishing methods for procurement, receipt, warehousing, and distribution of food, water, and other commodities.
9. Supervise the Mass Care and Volunteers & Donations Units.

**Activation Phase:**

- Ensure that the Human Services Branch and all Units are set up properly and that appropriate personnel, equipment, and supplies are in place.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Operations Section Chief and review support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Operations Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Operations Section Chief when the Human Services Branch is operational.

- Anticipate situations and problems before they occur and develop a contingency plan.

### **Operational Phase:**

- Establish and maintain Human Services Branch log, Daily Activity Reports (DARs), and other necessary files.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Ensure coordination of all mass care activities occurs with the County and volunteer agencies as needed.
- Ensure that the Volunteer & Donations Unit establishes communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
- Assist with the transition from operating shelters for displaced persons to separate family/individual housing by working with Housing to determine available housing for displaced persons.
- Ensure that all potable water supplies remain safe, and free from contaminants.
- Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- Ensure that a vector control plan is established and implemented for the affected area(s).
- Ensure that the Department of Health is available to assist the Medical Examiner in mitigating managing mass fatality situations.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Mass Care Unit Leader*

**Mass Care Unit Leader**  
**Job Aid**

**Reports to the Human Services Branch Director**

**Responsibilities:**

1. Coordinate directly with the County and volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within the city.
2. Assist with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Assist with the transition from mass care to separate family/individual housing.
4. Supervise the Mass Care/Food & Water Unit.

**Activation Phase:**

- Ensure that the Mass Care Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Human Services Branch Director and review support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Human Services Branch Director, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Human Services Branch Director when the Mass Care Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain position log, Daily Activity Reports (DARs), and other necessary files.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Ensure coordination of all mass care activities occurs with the County and volunteer agencies as needed.
- Assist field level with food services at field locations as requested.
- In conjunction with the Volunteer & Donations Unit, establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
- Ensure close coordination with Florida Department of Health on shelter status for

Special Needs Shelters, and whether the City's Special Needs Overflow Shelter will be activated.

- Assist with the transition from operating shelters for displaced persons to separate family/individual housing by working with Housing to determine available housing for displaced persons.
- Ensure that all potable water supplies remain safe, and free from contaminants.
- Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- Brief relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Volunteer and Donations Unit Leader*

**Volunteers & Donations Unit Leader**  
**Job Aid**

**Reports to the Human Services Branch Director**

**Responsibilities:**

1. Provide volunteer resources as requested in support of the EOC and Field Operations.
2. Identify, recruit and register volunteers as required.
3. Identify space required for incoming donations.
4. Coordinate with the Public Information Officer on information to be distributed regarding volunteers.
5. Coordinate through Facilities Unit on location for Volunteer Centers.
6. Coordinate with the County EOC on volunteer operations/CERT teams operating within the City.
7. Coordinate with the Resource Management Branch to ensure resource continuity.
8. Coordinate the management of donated goods with appropriate Sections/Units
9. Supervise the Volunteers & Donations Unit.

**Activation Phase:**

- Ensure that the Volunteers & Donations Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Human Services Branch Director and review support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Human Services Branch Director, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Human Services Branch Director when the Volunteers & Donations Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.
- Proactively acquire potential site(s) for volunteer centers.

**Operational Phase:**

- Establish and maintain position/unit log and other necessary files, including Daily Activity Reports (DARs) for all staff and volunteers.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all volunteers receive a current situation and safety briefing upon check-in.

- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Process all incoming requests for volunteer support. Identify the number of personnel, special qualifications or training, where they are needed, and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming volunteer resources.
- Coordinate with the Liaison Officer and Safety Officer to ensure access, badging or identification, and proper direction for volunteer personnel upon arrival at the designated location.
- Establish through the Facilities Unit registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.
- Ensure that the Law Enforcement & Security Unit is provided with a regularly updated list of volunteers authorized to be operational.
- Coordinate with the County Volunteer & Donations Unit to ascertain what CERT Team Leaders and Teams are active, as well as the status of operations related to their specific groups located within the City.
- Ensure proper communications are established through the Communications Unit for volunteer functions.
- Relay information to the Communications Unit all Amateur Radio Operators reporting for volunteer service.
- Maintain accurate accounting of volunteer service hours and report by operational period.
- Inform the Human Services Branch Director of significant issues affecting the Volunteer Unit.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from



- the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

### 5.3.5 Planning Job Aids

#### *Planning Section Chief*

## Planning Section Chief Job Aid

### Reports to the EOC Director

### Responsibilities:

1. Address the following responsibilities of the Planning Section as required:
  - Collect, analyze, and display situation information
  - Prepare periodic situation reports (SITREPS)
  - Prepare and distribute the EOC Incident Action Plan (IAP)
  - Facilitate the Planning meeting and OPS Period Briefing
  - Conduct contingency planning activities and reporting
  - Provide technical support services to the various EOC Sections, Branches, and Units to document and maintain files on all EOC activities including maps and other visual aids
2. Establish the appropriate level of organization for the Planning Section (i.e. full or partial activation of section staff).
3. Exercise overall responsibility for the coordination of Unit activities within the section.
4. Inform the EOC Director of significant issues affecting the Planning Section.
5. Gather information in coordination with the other Section Chiefs, ensuring information is the basis for SITREPs and the EOC Incident Action Plan.
6. Coordinate County, NWS, and other Conference Calls.
7. Schedule and conduct meetings, and ensure the series of planning meetings (i.e. Planning P) occur in order each operational period.
8. Assess the need for and recommend section tactical planning as required.
9. Supervise the Planning Section.

### Activation Phase:

- Follow the All Position Checklist located on page xx of the Comprehensive Emergency Management Plan.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that the Planning Section is set up properly and appropriate personnel, equipment, and supplies are in place, including maps and status boards/displays.
- Activate units within section as needed and designate Unit Leaders for each element as required:
  - Situational Unit
  - Mission/Resource Unit
  - Documentation Unit

- Technical Specialist Unit (GIS/Intelligence)
- Demobilization Unit
- Recovery Unit
- ❑ Request additional personnel for the section to ensure 24-hour operations.
- ❑ Establish contact with operational area(s) and coordinate Situation Reports.
- ❑ Obtain and review any major incident reports from the Operations Section Chief.
- ❑ Review responsibilities of Units in Section; develop plans for carrying out all responsibilities.
- ❑ List all key issues addressed by Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial operational period.
- ❑ Inform the EOC Director of significant events.
- ❑ Anticipate situations and problems before they occur and develop contingency plans.
- ❑ Collaborate with the EOC Director on the formulation and publication of an EOC Timeline (i.e. Battle Rhythm).

## **Operational Phase:**

- ❑ Ensure that Planning Section position/unit log and other necessary files are maintained, including Daily Activity Reports (DARs) for all staff.
- ❑ Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- ❑ Ensure the Situation Unit is maintaining current information for the situation report.
- ❑ Ensure that major incident reports and branch status reports are completed by the Operations Section and are accessible by the Planning Section.
- ❑ Ensure that a situation report is produced in coordination with the EOC Section Chiefs and any operational area(s), once per operational period.
- ❑ Ensure that all status boards and other displays are current, and that posted information is neat and legible.
- ❑ Ensure the Public Information Officer has immediate and unlimited access to all status reports and displays.
- ❑ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- ❑ Ensure objectives from each Section are completed, collected, and posted in preparation for the next Planning meeting.
- ❑ Ensure the EOC Incident Action Plan is completed and distributed one (1) hour prior to the start of the next operational period.
- ❑ Work closely with each Unit within the Planning Section to ensure the section objectives, as defined in the current EOC Incident Action Plan, are being addressed.
- ❑ Ensure that the Situation Unit develops and distributes a report, which highlights forecast events or conditions likely to occur beyond the forthcoming operational period (24 – 72 hours in advance); particularly those situations that may influence the overall strategic objectives of the City EOC.

- Ensure the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Admin Section.
- Review the draft Demobilization Plan and work with staff to complete, then bring to the EOC Director for approval through the Incident Commander.
- Distribute and implement the Demobilization Plan once approved.
- Brief relief at transfer of command, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from the EOC Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Situation Unit Leader*

Situation Unit  
Job Aid

**Reports to the Planning Section Chief**

**Responsibilities:**

1. Collect, organize, and analyze all disaster situation information maintaining maximum situational awareness.
2. Build the Situation Unit with appropriate staff including display/IT staff and make contacts with field personnel to monitor what is going on in the field.
3. Ensure that information collected from all sources is validated prior to posting or distribution.
4. Ensure that situation reports are developed utilizing forms and displays for dissemination to EOC and to any operational area(s).
5. Serve as the central point for information collection from all operational units within the EOC.
6. Complete the Situation Report (SITREP) for approval and release.
7. Ensure appropriate information display in the EOC.
8. Provide essential elements of information to relevant stakeholders and the EOC.
9. Coordinate with the County EOC to gain a common operating picture of what is occurring/has occurred in the City.
10. Serve as the Significant Events Controller in the EOC.
11. Supervise the Situation Unit.

**Activation Phase:**

- Based on the situation, activate the necessary personnel within the Situation Unit.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that the Situation Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Planning Section Chief and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Planning Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Planning Section Chief when the Situation Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

## **Operational Phase:**

- Establish and maintain a position log and other necessary files, including Daily Activity Reports (DARs) for all staff.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- Ensure all information is displayed correctly in the EOC in accordance with the current display layout.
- Report all appropriate information to the Planning Chief as required.
- Continually monitor news and local information webpages to gain situational awareness of what is occurring in the City, as well as monitoring for closures of State, County, and City buildings, transportation services, etc.
- Prepare and ensure appropriate information for display in the EOC regarding the incident.
- Work with other Sections in the EOC to acquire appropriate information.
- Regularly inform the Planning Section Chief of the situation of the incident as it progresses, as well as provide input to any intelligence function established.
- Track the movement of any tropical/weather system(s) or other threats as necessary.
- Produce wind field timelines in tropical situations and inform the EOC Director or Planning Section Chief of peak winds timing for emergency response shut down and EOC Lockdown.
- Work closely with all Sections to ensure situation reports are collected.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

## **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Mission Resource Unit Leader*

**Mission Resource Unit**  
**Job Aid**

**Reports to the Planning Section Chief**

**Responsibilities:**

1. Coordinate with the other units to capture and centralize resource and mission status information.
2. Develop and maintain an appropriate resource and mission tracking process.
3. Establish the Check-In process for the EOC, staging area(s), and other adjunct sites.
4. Assist in displaying resources for the operational EOC.

**Activation Phase:**

- Establish appropriate Check-In and Check-Out procedures for all incoming resources.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Based on the situation, activate the necessary personnel within the Documentation Unit.
- Ensure that the Documentation Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Planning Section Chief and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Planning Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Planning Section Chief when the Documentation Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain a position log and other necessary files, including Daily Activity Reports (DARs) for all staff.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.

- ❑ As resource requests are received in the Logistics Section, post the request on a status board, and track the progress of the request.
- ❑ Coordinate resource status with the Operations Section, Resource Management Branch Director, Supply Unit, and field units ensuring accurate resource tracking.
- ❑ Assist Sections in developing additional resource status boards to track resource use, if necessary. Information categories might include the following: actual arrival time of the resource, location, and an estimate of how long the resource will be needed.
- ❑ Upon EOC check in, indicate the name of the person occupying each position on the display monitor.
- ❑ Work closely with other units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- ❑ The requesting party may develop an additional status board to track resource use. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.
- ❑ Brief relief personnel at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- ❑ Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- ❑ Ensure that all objectives assigned to Section/Branch/Unit are completed.
- ❑ Ensure that all required forms or reports are completed prior to demobilization.
- ❑ Provide input to your supervisor for the After-Action Report.
- ❑ Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- ❑ Participate in any post-activation debriefing/hot wash.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- ❑ Receive verbal/written authorization from your Section Chief before demobilizing.
- ❑ Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- ❑ Return your workspace back to its original condition before demobilizing from the EOC.
- ❑ Sign Out on the WebEOC® Sign-In/Out Board.



*Technical Specialist Unit Leader*

**Technical Specialist Unit (GIS/Intelligence)**

**Job Aid**

**Reports to the Planning Section Chief**

**Responsibilities:**

1. Develops continuous GIS data and mapping for documentation and display.
2. Coordinate and manage Damage Assessment data for instant reporting and analysis.
3. Produce graphical hazard depiction, analysis, and assessment.
4. Coordinate data management systems related to GIS.
5. Produce mapping for inclusion into the IAP as requested.
6. Develop and maintain mobile data integration from varying sources for use in the EOC.
7. Supervise personnel assigned to the GIS Unit.

**Activation Phase:**

- Ensure data systems continuity.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Produce graphical analysis documentation on pre-warned events.
- Monitor threat situation and prepare for response.
- Based on the situation, activate the necessary personnel within the Technical Specialist Unit.
- Ensure that the Technical Specialist Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Planning Section Chief and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Planning Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Planning Section Chief when the Technical Specialist Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain position/unit log (ICS 214) and other necessary files.
- Continually monitor and update resource requests and task assignments in the

- WebEOC® Resource Requests/Task Assignments Board.
- Produce hard-copy and display mapping for EOC.
  - Provide data and/or maps for inclusion in IAP production.
  - Provide updated and current data layers as required.
  - Ensure staffing for operational needs.
  - Prepare and produce inventive operational documents for use in all areas and operational elements.
  - Develop graphical damage depiction for the City, County, and public.
  - Coordinate with Utilities Branch Director and facilitate utility status information.
  - Coordinate with the Situation Unit to prepare incident maps and displays by collecting and interpreting information.
  - Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update unit emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from the Planning Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Recovery Unit Leader*

**Recovery Unit**  
**Job Aid**  
**Reports to the Planning Section Chief**

**Responsibilities:**

5. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the State of Florida Division of Emergency Management.
6. Coordinate all fiscal recovery with disaster assistance agencies and partners.
7. Prepare and maintain a cumulative cost report for the event or disaster, in conjunction with the Cost Unit in the Finance/Admin Section.
8. Supervise the Recovery Unit and all recovery operations.

**Activation Phase:**

- Based on the situation, activate the necessary personnel within the Recovery Unit.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that the Recovery Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Planning Section Chief and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Planning Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Planning Section Chief when the Recovery Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain a position log and other necessary files, including Daily Activity Reports (DARs) for all staff.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.
- In conjunction with Finance/Admin Section staff, compute costs for use of equipment owned, rented, donated, or obtained through mutual aid.
- Obtain information from the Supply Unit regarding equipment use times.
- Ensure that the Finance/Admin Section establishes a disaster accounting system, to include an exclusive cost code for disaster response.
- Ensure that each Section is documenting cost recovery information from the onset of the event or disaster. This includes protective measures 72 hours in advance in a hurricane scenario.

- Collect required cost recovery documentation at the end of each Operational Period.
- Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports, and Incident Action Plans to determine overlooked additional cost recovery items.
- Participate in business management meeting with Command, Planning, Logistics, and Finance/Admin and prepare summaries on current cost analysis.
- Act as the liaison for the City of Port St. Lucie EOC and other disaster assistance agencies; to coordinate the cost recovery process.
- Prepare all required state and federal documentation as necessary to recover all allowable disaster response and recovery costs.
- Contact and assist Incident Commanders and obtain cumulative cost totals for the event or disaster, daily.
- Prepare and maintain a cost report for the Finance/Admin Chief, EOC Director, and Incident Commander. The report should provide cumulative analyses, summaries, and total disaster/event related expenditures for the City.
- Organize and prepare records for final audit.
- Assist the EOC Director and Planning Section with preparation of the After-Action Report.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Branch Director before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

### **Recovery Phase:**

- Convene interagency recovery expertise to provide strategic guidance to long-term recovery efforts.
- Identify and address long-term recovery issues, including those that fall between existing mandates of agencies.

- ❑ Assist in establishing the request for Public Assistance process and Kick-Off meeting.
- ❑ Avoid duplication of assistance, coordinate program application processes and planning requirements to streamline assistance processes and identify and coordinate resolution of policy and program issues.
- ❑ Identify programs and activities across the public, private, and nonprofit sectors that similarly support long-term recovery and promote coordination between them.
- ❑ Identify appropriate programs and agencies to support implementation of comprehensive long-term community planning and identify gaps in available resources.
- ❑ Identify appropriate programs and agencies to support and facilitate continuity of long-term recovery activities.

*Documentation Unit Leader*

Documentation Unit  
Job Aid

**Reports to the Planning Section Chief**

**Responsibilities:**

1. Collect, organize, and file all completed incident or disaster related forms, to include: all EOC position logs, SITREPS, EOC Incident Action Plans and any other related information, following the established timeframe.
2. Distribute the City of Port St. Lucie EOC SITREPs, EOC Incident Action Plan, and other documents, as required.
3. Ensure secure records location in all incidents and establish secure protocol in matters of “security issues”.
4. Maintain a permanent electronic archive of all documents associated with the incident or disaster.
5. Assist the Planning Section in the preparation and distribution of the After-Action Report (AAR).
6. Supervise the Documentation Unit.

**Activation Phase:**

- Based on the situation, activate the necessary personnel within the Documentation Unit.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that the Documentation Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Planning Section Chief and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Planning Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Planning Section Chief when the Documentation Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain a position log and other necessary files, including Daily Activity Reports (DARs) for all staff.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.

- ❑ Meet with the Planning Section Chief to determine what EOC materials should be maintained as official records.
- ❑ Meet with the Recovery Unit and Cost Unit to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- ❑ Coordinating with the Logistics Section and Operations Section, initiate and maintain a roster of all activated EOC positions as well as field units to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- ❑ Reproduce and distribute the SITREPs and Incident Action Plans. Ensure distribution is made to operational area(s) as required.
- ❑ Keep extra copies of reports and plans available for special distribution as required.
- ❑ Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- ❑ Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- ❑ Ensure that all objectives assigned to Section/Branch/Unit are completed.
- ❑ Ensure that all required forms or reports are completed prior to demobilization.
- ❑ Provide input to your supervisor for the After-Action Report.
- ❑ Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- ❑ Participate in any post-activation debriefing/hot wash.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- ❑ Receive verbal/written authorization from your Branch Director before demobilizing.
- ❑ Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- ❑ Return your workspace back to its original condition before demobilizing from the EOC.
- ❑ Sign Out on the WebEOC® Sign-In/Out Board.

*Demobilization Unit Leader*

**Demobilization Unit**  
**Job Aid**

**Reports to the Planning Section Chief**

**Responsibilities:**

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and SITREPs.
2. Obtain input from all units within the EOC regarding the demobilization of their individual areas and roll into the Demobilization Plan.
3. Get approval from the Incident Commander/EOC Director to institute the Demobilization Plan.
4. Work with all units in the EOC to ensure that their responsibilities within the finalized written Demobilization Plan are completed.
5. Supervise personnel assigned to the Demobilization Unit.

**Activation Phase:**

- Based on the situation, activate the necessary personnel within the Demobilization Unit.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that the Demobilization Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Planning Section Chief and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Planning Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Planning Section Chief when the Demobilization Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain a position log and other necessary files, including Daily Activity Reports (DARs) for all staff.
- Continually monitor and update resource requests and task assignments in the WebEOC® Resource Requests/Task Assignments Board.



- Monitor the current situation report to include recent updates.
- Meet individually with the general staff and gather input for the Demobilization Plan.
- Meet with the EOC Director and gather input for the Demobilization Plan.
- Develop a draft Demobilization Plan and circulate to the EOC Director and General Staff for review.
- Finalize the Demobilization Plan for approval by the EOC Director.
- Demobilization planning must occur regularly from the beginning of the incident in order to accurately track staff and resources that will need to be demobilized.
- Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and AAR submissions prior to leaving the EOC or other assigned location.
- Brief relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

### **Demobilization Phase:**

- Ensure any open actions/missions not yet completed are completed and closed prior to demobilization.
- Ensure that all objectives assigned to Section/Branch/Unit are completed.
- Ensure that all required forms or reports are completed prior to demobilization.
- Provide input to your supervisor for the After-Action Report.
- Ensure completion of your unit/activity log and all Daily Activity Reports before demobilizing.
- Participate in any post-activation debriefing/hot wash.
- Revise and update emergency plans and procedures to reflect lessons learned from the activation.
- Receive verbal/written authorization from your Section Chief before demobilizing.
- Ensure that you obtain contact information for any outside agency representatives that still have open missions or actions before allowing them to demobilize.
- Return your workspace back to its original condition before demobilizing from the EOC.
- Sign Out on the WebEOC® Sign-In/Out Board.

*Damage Assessment Unit Leader*

**Damage Assessment Unit**  
**Job Aid**

**Reports to the Recovery Unit Leader**

**Responsibilities:**

1. Coordinate damage assessment-related activities, including coordination with other response elements, proactive exchange of information, and effective collection and dissemination of damage information.
2. Determine the extent of destruction the incident/disaster has caused
3. Quantify the damage the incident/disaster has caused.
4. Report damages to the Operations Section Chief and coordinate with the Technical Specialist Unit to display damage sites on a map.
5. Prepare the necessary documentation to support the request for a federally declared disaster.
6. Supervise the Damage Assessment Unit.

**Activation Phase:**

- Based on the situation, activate the necessary personnel within the Damage Assessment Unit.
- Sign-In on the WebEOC® Sign-In/Out Board.
- Ensure that the Damage Assessment Unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that enough staff is available for a 24-hour schedule, or as required.
- Meet with the Operations Section Chief and review administrative support requirements and procedures.
- Meet with all Unit staff and ensure that responsibilities are clearly understood.
- In conjunction with Operations Section Chief, determine the Section Incident Action Planning objectives for each operational period and provide to the Incident Commander/EOC Director at least 1 hour prior to the Objectives Meeting.
- Notify the Operations Section Chief when the Damage Assessment Unit is operational.
- Anticipate situations and problems before they occur and develop a contingency plan.

**Operational Phase:**

- Establish and maintain a position log and other necessary files, including Daily Activity Reports (DARs) for all staff.
- Obtain initial damage/safety assessment information from field staff, including Law Enforcement, Building Inspectors, Fire Rescue, Utilities Branch staff, Road and Bridge Unit staff, etc.
- Coordinate with utility service providers, volunteer organizations, and other

- sources for additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning Section.
  - Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
  - Initiate all requests for engineers and building inspectors through the Infrastructure Branch.
  - Keep the Infrastructure Branch Director informed of the inspection and engineering assessment status.

### Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action/Corrective Action report. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Sign Out on the WebEOC® Sign-In/Out Board.

## 5.4 Outreach Training and Exercise Plan

### OEM Outreach/Training/Exercise Plan

The City of Port St. Lucie Office of Emergency Management (OEM) prepared this Community Outreach/Training/Exercise Plan to address efforts to educate residents in the City of Port St Lucie (PSL) on how to prepare for, respond to, and recover from disasters. It also discusses internal training and exercise requirements related to Emergency Management within the city. Disasters can strike the City with little or no warning. A public prepared to react during times of disaster is critical to ensure a rapid response and recovery. Personal responsibility for preparedness is emphasized during outreach activities to increase the resiliency of residents and reduce the dependency on government and relief organizations in the immediate aftermath of a disaster.

Individuals have a wide variety of previous experiences with preparedness, response, recovery, and mitigation. Outreach initiatives help reinforce life experiences, clarify misconceptions, and/or add to an existing knowledge base. This plan was developed to maximize public outreach efforts while maintaining flexibility to meet the changing modes in which people receive information.

## Section 1: Outreach

### Monthly email blast from the Communications Department

The PSL Communications Department sends out a monthly email blast to pre-established lists of persons, anywhere from a few dozen to tens of thousands. Those who receive these blast emails have specifically requested to be on mailing lists, they are not unsolicited spam mail. The intent of this section is to assist the Communications Department with messaging each month related to the hazards we face in our community, in order to keep the public well-informed. The following messaging is to be used in the blast email newsletters and are arranged by month to match local, state, and national “awareness week/month” events.

### January

#### ***Rip Currents: A Powerful Force on our Beaches***

Rip currents account for more than 80% of rescues performed by surf beach lifeguards. Rip currents are channelized currents of water flowing away from the shore at beaches. They typically form at breaks in sandbars, and near structures such as jetties and piers. Rip currents are dangerous because they pull people away from shore, their speeds can vary from moment to moment, and can sweep away even the strongest of swimmers.

What are some clues that there may be a rip current? You may see a narrow gap of darker, seemingly calmer water between areas of breaking waves and whitewater. You also could see a channel of churning, choppy water or a difference in water color. You also could see a line of foam, seaweed, or debris moving seaward. Avoid these areas, as they could be rip currents that can sweep you out to sea.

If you get caught in a rip current, don't panic. Rip currents do not pull you underwater, just away from shore. Relax and remember do not swim against the current, you will just get tired and not be able to swim anymore. Instead, swim in a direction parallel to the shoreline, towards breaking waves, and then into the shoreline with the waves.



## February

*February 1<sup>st</sup> through 5<sup>th</sup>, 2021 is Florida's Severe Weather Awareness Week (dates change annually – first full M-F of February)*

Severe Weather Awareness Week is an opportunity for Floridians to learn about the various weather hazards that frequently impact the state and how families and businesses can prepare for these natural hazards. Throughout the week, five (5) of the most common severe weather threats will be a focus, such as lightning, marine hazards and rip currents, thunderstorms and tornadoes, hurricanes and flooding, and extreme temperatures and wildfires. Please visit <https://www.floridadisaster.org/SWAW> to learn more.

### **What Actions Should You Take to Be Prepared?**

- Have a NOAA All-Hazards Weather Radio and battery backup to receive important weather and other emergency-related warnings.
- Discuss severe weather safety with all members of your household or business. Locate or build a [Safe Room](#) in the interior of your home or business.
- Check the [weather forecast](#) before leaving for extended periods outdoors and watch for signs of approaching storms while outside. Postpone outdoor activities if storms are imminent.
- Sign up for [Alert St Lucie](#) to get warnings sent to your phone, email, or other preferred delivery method.

*February 7<sup>th</sup>-13<sup>th</sup> is National Burn Awareness Week (specific dates change annually)*

From fires to cooking incidents to being out in the sun too much, burns hurt, and they could be serious injuries. In Florida, any of these three could happen, but the most common are cooking incidents and sunburn. Both are preventable, but only if you stay aware and follow common sense precautionary measures.

### **Cooking Burns**

Kitchen burns can happen easily, and the best way to prevent a kitchen burn is to always remember to always pay close attention when cooking. Using oven mitts and covering pots and pans to prevent splattering of cooking oils are easy ways to prevent you or your loved ones from getting burns while cooking.

### **Sunburns**

Sunburns are unpleasant and uncomfortable and could lead to skin cancers later on in life. Being safe while out in the sun is critical. Remembering to use sunscreen, wear hats, sunglasses, and staying hydrated are some of the best ways to be safe and prevent a burn out in the sun. For more information, visit: [Tips to Stay Safe in the Sun: From Sunscreen to Sunglasses | FDA](#)

## **March**

*March 16<sup>th</sup>-22<sup>nd</sup> is National Flood Safety Awareness Week (dates change annually, but always in March)*

Flooding is a major concern throughout Florida. Flooding is also our #1 hazard in South Florida, which means it is more likely to occur more frequently than any of our other hazards. To avoid major damage to your family and belongings, it is important to be aware of flood warnings and know your flood zone. For more information on floods, visit [www.cityofpsl.com/flood](http://www.cityofpsl.com/flood).

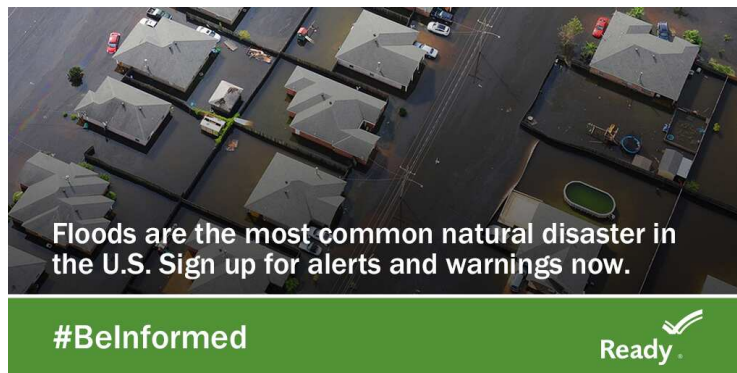
### **Flood Warnings**

Local authorities will issue flood warnings when flooding is imminent, so it is key to monitor local media. Local media channels include:

- The Weather Channel
- National Oceanic and Atmospheric Administration (NOAA)
- Weather radios for emergency updates
- Sign up for emergency notifications from St. Lucie County at [www.stlucieco.gov/alert](http://www.stlucieco.gov/alert)

### **Know Your Flood Zone**

Knowing your flood zone is the key to knowing if you have to evacuate during a hurricane. Visit the City's Flood Zone interactive map and search your address to learn if you're in a designated evacuation zone: [www.cityofpsl.com/floodzone](http://www.cityofpsl.com/floodzone). To find out if your home is in a Special Flood Hazard Area, has a history of flooding, or may be affected by erosion, contact the Public Works Department at 772-871-5225.



## April

*April 5<sup>th</sup>-11<sup>th</sup> is Florida's Wildfire Awareness Week (dates change annually, but always in April)*

As Florida is the lightning capital of the nation and consistently has above average temperatures, Florida has a year-round wildfire season. Knowing how to prepare in case of a wildfire is crucial. For more information on wildfires in the state of Florida, visit [Prepare Your Home / Be Wildfire Ready / Fire Prevention / Wildland Fire / Forest & Wildfire / Home - Florida Department of Agriculture & Consumer Services \(fdacs.gov\)](#)

### **Prevention**

The State of Florida has created the Firewise USA Program to educate homeowners and community professionals about creating defensible space around their homes, helping to protect them from the dangers of wildfire. For more information, visit: [Firewise USA / For Communities / Forest & Wildfire / Home - Florida Department of Agriculture & Consumer Services \(fdacs.gov\)](#)

### **Protection**

The State of Florida's Fire Management Information System Mapping Tool indicates where all existing/active wildfires are in Florida, as well as where all open burn authorizations are planned on any particular day. For more information on Florida's Fire Management Information System Mapping Tool, visit: [Fire Management Information System \(FMIS\) Mapping Tool / Fire Tools and Downloads / Resources / Wildland Fire / Forest & Wildfire / Home - Florida Department of Agriculture & Consumer Services \(fdacs.gov\)](#)



## May

***May 9<sup>th</sup>-15<sup>th</sup> is Hurricane Preparedness Week (dates change annually but always in May)***

Hurricane Preparedness is incredibly important, especially for Florida. As Hurricane season will begin in a few weeks, knowing how to be prepared is necessary. This month, we are dedicated to sharing knowledge about hurricane hazards and how to prepare for these hazards to come. For more information on Hurricane Preparedness, visit [www.cityofpsl.com/hurricane](http://www.cityofpsl.com/hurricane).

### **What to do Before a Hurricane Watch or Warning is Announced**

The hurricane season begins June 1<sup>st</sup> and ends on November 30<sup>th</sup>. However, hurricanes can form at any time during the year, so being prepared for a storm is necessary. Here is what you can do before a Hurricane Watch or Warning is announced:

- Check to be certain your [emergency equipment](#) is in good working order and that you have enough supplies to last at least one to two weeks.
- Obtain and store materials necessary to properly secure your home.
- Keep trees and shrubbery trimmed. Cut weak branches and trees that could fall on your home. Do not wait until a storm has formed to cut trees and shrubs, as these can become flying debris and damage your home or your neighbor's homes.
- State officials have recommended that residents who live in adequately built homes stay in their homes. It is recommended that you choose an interior room separated by two walls from the outside.

### **Have a Plan**

Be sure to have a plan. You should already know exactly what to do when State and/or City officials make recommendations and implement protective measures. In case of the need to evacuate, make sure you already have a plan of where you are going to go. For more information, visit: [Evacuate or Stay? | Port St. Lucie \(cityofpsl.com\)](#)



### ***May is National Building Safety Month***

National Building Safety Month is a reminder to follow local, state, and national guidelines when making improvements to ensure our homes, and other buildings, are safe and sustainable. National Building Safety Month stresses the importance of adopting modern building codes and continuously update these codes for the safety of everyone. To learn more about what your building department is doing to improve building regulations for the city, go to [www.cityofpsl.com/building](http://www.cityofpsl.com/building).

### **The Importance of Updated Building Codes**



All communities need building codes to protect their citizens from disaster like fires, weather-related events, and structural collapse. Building codes are society's best way of protecting homes, offices, schools, manufacturing facilities, etc. To learn more about Building Safety Month, visit: [International Code Council - Building Safety Month](#).

## **June**

### ***Hurricane Season Begins June 1***

Do you have your disaster/hurricane preparedness kit ready? Are you ready in the event we have a storm or other disaster in PSL this year? If not, now is the perfect time to put together an emergency kit. You should have already put your plan together as part of our Hurricane Preparedness Week in May, so the next logical step is to build your kit.

What items do you need in your kit? Experts and officials say that you should have enough supplies in your kit to last up to 1 to 2 weeks. Some basic items you would want to have in your kit include:

- Water (one gallon per person per day)
- Food (non-perishable)
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight
- First Aid kit
- Extra batteries
- Whistle (to signal for help)

You can find a complete listing of the things you should keep in your Disaster Supply Kit at [ready.gov/kit](https://www.ready.gov/kit) or [www.cityofpsl.com/hurricane](http://www.cityofpsl.com/hurricane).

### ***June is Pet Preparedness Month***

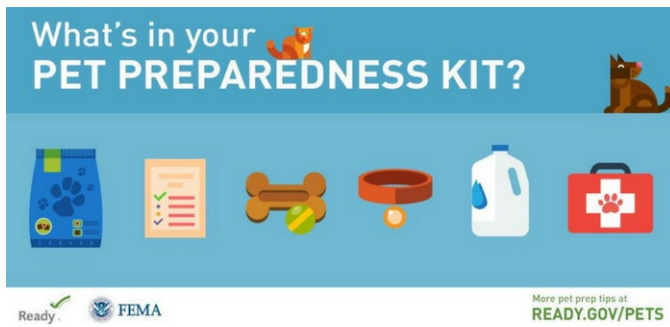
As hurricane season begins this month, not only do you have to prepare for yourself and your family, but for your pets as well. Even during an emergency, your pets are your responsibility, so knowing how to prepare them for an emergency is necessary.

#### **What You Should Know About Pet Preparedness**

By using FEMA's 4 steps to prepare your pet, you and your pets should be set for an emergency.

1. Include your pets in your emergency plans.
2. Build a separate emergency kit for your pets.
3. Make sure and keep digital records and/or pictures to identify your pet after a disaster in case you become separated.
4. Create a list of places that accepts pets if an emergency happens.

For more information on pet preparedness, visit: [Pet Preparedness on the ready.gov webpage](#)



***June 20<sup>th</sup>-26<sup>th</sup> is National Lightning Safety Awareness Week (dates change annually but always near end of June)***

Florida is the lightning capital of the United States, so it is so important to understand lightning safety. Lightning is one of the most erratic and unpredictable characteristics of a thunderstorm, and because of this, no one can guarantee an individual or group absolute protection from lightning. However, knowing and following proven lightning safety guidelines can greatly reduce the risk of injury or death.

**How Far Away is Lightning?**

In order to tell how close a lightning strike is, count the seconds between the lightning flash and the resulting thunder. For every five seconds you count, lightning is one mile away. A good rule of thumb with regards to lightning safety is to remember that if you can hear thunder, you are close enough to potentially be struck by lightning.

**What Actions Should You Take to be Prepared?**

- Check the weather forecast before leaving for extended periods outdoors and watch for signs of approaching storms.
- Listen to local community alerts, such as alarms or radio alerts.

For more information on lightning safety, visit: [Lightning Safety Awareness Week](#)



## July

### *July 1<sup>st</sup>-5<sup>th</sup> is Fireworks Safety Week*

July 4<sup>th</sup> can be a wonderful time for some, and a horrible time for others. Fireworks are a major part of that. Fireworks can be very dangerous if not handled properly. Fireworks can cause physical injuries, mental health issues, and structural damage, especially if they are not handled properly.

#### **Physical Injuries**

Hearing loss from loud noise is permanent – and most people don't notice their hearing is damaged until it is too late. Fireworks can also cause physical damages to other parts of someone's body. Each July 4<sup>th</sup>, thousands of people are injured while using fireworks, from burns, injuries, and fires, if someone will be using fireworks, they need to be used safe. For more information on the physical issues that fireworks can cause, visit: [CDC National Center for Environmental Health](#)

#### **Firework Safety**

While using fireworks, always make sure you are obeying local laws regarding the use of fireworks. For more firework safety tips, visit: [The National Council on Fireworks Safety](#)



### *July is Extreme Heat Safety Month*

The Florida summers are hot. However, heat-related deaths and illnesses are preventable, yet annually many people succumb to extreme heat. It is so important to remember to stay cool and stay hydrated during Florida's summers.

#### **Stay Cool**

To avoid heat-related illnesses, it is important to stay cool. Some of the best ways to stay cool during the extreme heat are:

- Stay in air-conditioned buildings.
- Avoid direct sunlight for a long period of time.
- Wear lightweight, light-colored clothing.

#### **Stay Hydrated**

Because it is so hot outside, your body loses fluids quickly, so staying hydrated is necessary. Some of the best ways to stay hydrated during the extreme heat are:

- Drink more water than usual.
- Do not wait until you are thirsty to drink more.
- Avoid alcohol or liquids containing high amounts of sugar.
- Remind other to drink enough water.

#### **Warning Signs and Symptoms of Heat-Related Illnesses**

Muscle cramping might be the first sign of heat-related illness and may lead to heat exhaustion or stroke. Knowing what you should do when that occurs is necessary. For more information on Extreme Heat Safety, visit: [Extreme Heat Safety](#)



## August

### ***August is Summer Sun Safety Month***

While we love our sun in the Sunshine State, we have to all practice good sun safety in order to avoid long-term issues in the future. Wearing sunscreen now is one of the easiest and effective ways to avoid skin cancer later on in life. Florida regularly has UV indexes between 9-11 in the summer, which means you can burn in less than 15 minutes of exposure time to the sun. Learn more about summer sun safety at [www.cancer.org/healthy/be-safe-in-sun.html](http://www.cancer.org/healthy/be-safe-in-sun.html) on the American Cancer Society's webpage.



### ***August begins peak hurricane season in South Florida and the Treasure Coast***

From the middle of August until the middle of October is peak hurricane season in South Florida and the Treasure Coast. The historical middle (peak) day is September 10. This means your planning, preparedness kits, protection items, etc. should all be purchased and ready at a moment's notice during this time of year. Learn more about hurricane preparedness by visiting the City's webpage at [www.cityofpsl.com/hurricane](http://www.cityofpsl.com/hurricane).

## September

### *September 20<sup>th</sup>-26<sup>th</sup> is National Rail Safety Week*

The goal for Rail Safety Week is to raise awareness of the need for rail safety education and empower the public to keep themselves safe near all railroad crossings. Knowing how to be safe near railroads is crucial to keeping yourself out of danger.

#### **What You Can Do**

[The Department of Transportation](#) and [Operation Lifesaver, Inc.](#), works together to stop railroad tragedies by teaching the importance of railroad safety. For all sorts of professions, from the everyday citizen to emergency response services, knowing how to stay safe near railroads is necessary. For more information on Rail Safety Week, visit: [Education | Operation Lifesaver \(oli.org\)](#)



### *September is National Preparedness Month*

Preparing for any type of emergency and disaster is incredibly important. The peak of hurricane season is in September, and still having extreme heat in Florida, always being prepared is necessary. Similar to hurricane, pet, and extreme heat preparedness, being prepared for any emergency or disaster is a necessity. For more information on preparedness, visit: [Plan Ahead for Disasters | Ready.gov](#)

#### **What to do before an emergency or disaster**

Wildfires, extreme heat, flooding, droughts, and thunderstorms and lightning are some of the most common cases of emergencies in Florida. Knowing how to be prepared, instead of waiting until the last second, is crucial for not only yourself, but your family and pets as well. Here are some things you can do before a disaster or emergency is announced:

- Check to be certain your [emergency equipment](#) is in good working order and that you have enough supplies to last at least one to two weeks.
- Obtain and store materials necessary to properly secure your home.
- State officials have recommended that residents who live in adequately built homes stay in their homes. It is recommended that you choose an interior room separated by two walls from the outside.

For more information on emergency and disaster tips, visit: [Plan Ahead for Disasters | Ready.gov](#)

***September 10<sup>th</sup> is South Florida's Peak Hurricane Season***

September is the peak month of hurricane season, and the most active day of the year is around September 10<sup>th</sup>. Tropical storms and hurricanes can form just about anywhere in the Atlantic Ocean during this time of the year and has consistently shown to be a more active time of the year for tropical activity. Find out more information about hurricanes at [www.cityofpsl.com/hurricane](http://www.cityofpsl.com/hurricane).



**October**

***October 3<sup>rd</sup>-9<sup>th</sup> is Fire Prevention Week (changes annually but always in October)***

The purpose of Fire Prevention Week is to help increase community awareness about preventing home fires and to learn about the latest research and resources that can be used on fire detection, suppression, and notification systems.

**Prevention**

There are many ways that you can help prevent the spread of a wildfire. The Red Cross offers [a list of things](#) that you can do to help prevent the spread of a wildfire if you live in a wildfire-prone area.

**Know the Facts**

Knowing the [facts of fire](#) is the key to knowing what to do next, such as how to properly exit a building, the routes to take to leave a building, and so much more. Learning the facts of fire will also help your fire department increase community awareness about preventing home fires. For more information, visit: [Outreach materials and educational programs \(fema.gov\)](#).



***October is Cyber Security Awareness Month***

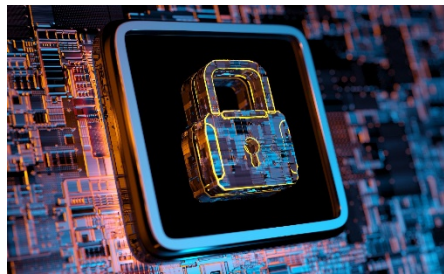
As pretty much everything in our lives is connected to the internet, cybersecurity needs to high on our list of concerns. Knowing how to safely be online and keep everything safe, cybersecurity awareness month is critical. This month is designed to continue to raise awareness about the importance of cybersecurity across our nation, in our homes, and in

our places of business, ensuring that everyone has the resources they need to be safer and more secure online.

### **Cyber Smart**

Being smart online is necessary. Throughout the month, the [Cybersecurity and Infrastructure Security Agency \(CISA\)](#), will give [tips](#) on how you can be more safe and secure online, such as

- How to protect yourself while working, learning, or playing at home
- How to stay cybersecure while traveling
- How to identify and guard against online fraud and scams
- How to enable extra security measures like multi-factor identification
- How to create strong passwords



## **November**

### ***November is Carbon Monoxide Awareness Month***

As the winter begins, the colder temperatures increase the threat of carbon monoxide. To avoid carbon monoxide, your heaters, furnaces, appliances, or cooking sources using coal, wood, petroleum, or other fuels that emit carbon monoxide need to be consistently checked and managed properly.

#### **What Can You Do?**

Carbon Monoxide is colorless and odorless, so the only way to detect it is to have an alarm. Make sure your alarm is working and the batteries are changed at least every six months. If natural gas is your cooking method in the kitchen, run kitchen vents or exhaust fans anytime the stove is in use. For more information on Carbon Monoxide, visit: [Carbon Monoxide Safety](#)

## December

### *Flood Safety is everyone's business*

Flooding is the top hazard in Florida, we have more flooding events than any other hazard (even hurricanes). This is due to our flat topography (making it hard to drain rainfall), heavy aerial rainfalls (particularly during the rainy season), and sandy soils not conducive to absorption of all of the rain we get.

Even though we have FEMA Flood Zone Maps highlighting places at higher risk for flooding, any emergency manager will tell you that all of Florida is a flood zone. As a matter of fact, the majority of flooding in Florida takes place outside of a marked flood zone. This is due to many factors, but particularly in this part of Florida, aerial flooding due to intense rainfall is very common, whereas riverine flooding (rivers getting high and flowing out of their banks) is nominal compared to the rest of the country.

Things you can do to protect yourself from flooding or better prepare yourself for the potential of flooding can be found in the City's Flood Facts brochure and throughout our flood webpage at [www.cityofpsl.com/flood](http://www.cityofpsl.com/flood). There you will find helpful tips to prepare you and your family for flooding, and ways to protect your home against it. The best way to protect the life you've built is by purchasing flood insurance for your home. Visit <http://www.floodsmart.gov/> or contact your local insurance agent to purchase flood insurance.



## City Manager's Biweekly Newsletter

The City Manager's office, through the Communications Department, produces and distributes a bi-weekly newsletter to the citizenry regarding the happenings in their city government. The OEM has a section in this newsletter in which we give hurricane tips (during hurricane season) and provide summaries of preparations, outreach, and upcoming outreach events throughout the year.

## In-Person Outreach Programs

The City of Port St Lucie Office of Emergency Management (OEM) strives to help the public get the knowledge it needs in order to safely prepare for, respond to, and recover from, a variety of disasters. In particular, we conduct outreach to Homeowners' Associations (HOAs) and other groups that request them. Typically, these requests come in the form of giving a hurricane season preparedness presentation in the months of April,



May, and June, but OEM is available to schedule other hazard presentations throughout the year.

The OEM has the ability to conduct preparedness presentations on a variety of topics and hazards, most notably our most prevalent hazard, which is flooding.

### **Presentations**

Presentations are conducted by OEM Staff or interns to audiences ranging from neighborhood associations, businesses, civic organizations, places of worship, schools/youth events, and partner organizations. The specific audiences of these presentations allow OEM to tailor the preparedness message to their needs and situation. For example, when presenting to a neighborhood association, knowing where your audience lives allows you to share with them the hazards they are most likely to encounter. The face-to-face nature of presentations allows participants to ask questions and voice concerns, and to receive instant feedback. This face-to-face interaction with a subject matter expert also builds the credibility and trust of OEM. The downside of presentations is the amount of time and effort needed to reach a relatively small segment of the population.

### **Exhibiting**

Exhibiting at community events provides OEM the opportunity to interact with its constituents on a one-on-one basis to provide preparedness information. While the audience is larger than those at presentations, the amount of time with the individuals is significantly less. Because of the limited time with the audience, it is important to use that time wisely. One strategy is to incentivize the audience to opt-in to another service or information source. For example, steering individuals to sign up for Alert St Lucie or following the City of Port St Lucie on various social media sites. By doing this, OEM will be exposing that individual to their preparedness messaging every time they log in to that social media site, rather than only hearing it once while exhibiting.

### **Educational Materials**

Several types of educational materials have been designed and distributed to promote OEM's messaging and services. Brochures and other handouts are given out at presentations and during exhibiting to reinforce the message the speaker is giving. Posting and distributing these materials separate from presentations expands our reach and allows for our messaging to remain in areas we are not regularly located in. Although OEM prefers to design and distribute its own print media in order to tailor it to the local needs, OEM also uses print media created by other trusted sources, such as the state and federal emergency management agencies.

### **Annual Hurricane Expo**

The Office of Emergency Management annually hosts a Hurricane Expo at the Midflorida Events Center. In 2021, due to the COVID-19 pandemic, the Expo was moved to a virtual

live format through Facebook and the City’s Webpage. During this expo, experts in the fields of meteorology, emergency management, and public officials give presentations regarding preparedness, response, and mitigation to hurricanes.

## **Online Outreach**

### **All-Hazards Online Presentation**

The OEM has partnered with the Communications Department and Channel 20 to re-create our traditional all-hazards outreach presentation into video format, which is then able to be distributed through multiple means, including email directly to homeowner’s associations advising them of the link to the presentation and requesting they share the information with their residents, as well as being used as a public service on PSL Channel 20 for residents to be able to see the presentation through traditional TV broadcasting methods. While 2021 has been a challenge to get out into the public and do outreach presentations due to the COVID-19 pandemic, the OEM decided to use non-traditional methods to keep getting the message of preparedness out to our community. The link to the presentation on YouTube is <https://youtu.be/DUdsP8acs74> .

### **City of PSL Outreach Webpages**

The City of Port St Lucie has preparedness, response, recovery, and mitigation outreach on their webpages for the public to view at any time. Our hurricane page ([www.cityofpsl.com/hurricane](http://www.cityofpsl.com/hurricane)) is filled with information for the public to help them before, during, and after a hurricane or similar disaster. The City’s flood page ([www.cityofpsl.com/flood](http://www.cityofpsl.com/flood)) is used as Activity 350 in the Community Rating System program and contains both required FEMA and approved local messaging to help residents prepare for the likelihood of flooding within the area. Recently updated to reflect all the prerequisites of Activity 350, the flood page covers all 10 Program for Public Information topics and messages that the joint countywide PPI has put together for flood messaging.

## **Community Rating System (CRS) Outreach**

This section was formulated using the approved outreach projects from the Unified Program for Public Information adopted by the PPI Subcommittee which includes St Lucie County, the City of Port St Lucie, and the City of Ft Pierce.

It is the intent to complete each project in the frequency determined each year. CRS rules cap each topic at no more than 5 occurrences per year before credit stops being awarded, but encourages communities to continue spreading the message beyond when credit is obtainable.

Screenshots (or Snips) of each social media message on each platform must be captured and saved to use as documentation that the messaging was completed. Website links should be checked quarterly to ensure that links are still working and not broken.

The “credit year” for CRS runs from May 1 to April 30 of each year, CRS Communities must recertify annually on May 1, and verify on either a 3- or 5-year cycle on May 1. The

City of PSL is doing a full verification in 2021, which means we will recertify 5/1/22, 5/1/23, 5/1/24, 5/1/25, and then a full verification again on 5/1/26.

**Please Note:** You can hit multiple topics in one message. You do not have to use the sample message below verbatim, particularly when posting on social media formats with unlimited space (unlike Twitter which limits to 280 characters). Feel free to mix and match, here is an example: “Know your flood zone by going to <https://gis.cityofpsl.com/webapp/pw/floodzones/floodzones.html>, then consider buying flood insurance at <http://floodsmart.gov>, and then contact our Public Works Department at 772-871-5100 to take advantage of the City’s Flood Protection Advice service by having someone advise how you can make your home more flood resistant.” This one message covers Topics 1, 2, and 4 (Messages T1/M1, T2/M1, and T4/M2). Being creative and hitting multiple topics in one post reduces the number of posts needed to get 5 posts per topic annually.

**Topic 1 (T1) – Know Your Flood Hazard** (*Timing: Flood Awareness Week and throughout Hurricane Season*)

Message 1 (M1) – Find out what your flood zone is

M2 – Your property is in an area prone to flooding, protect yourself from repetitive loss.

Outreach Projects identified by the PPI to use as outreach for this topic:

- OP#2 – Social Media – Satisfies M1 only
  - Sample messages that convey his message:
    - Learn your flood risk by entering your address in the Flood Smart widget, <https://msc.fema.gov/portal/search> #FloodSafety
    - Anywhere it rains, it can flood. Learn your risk level for floods by entering your address at <https://msc.fema.gov/portal/search> #FloodSafety
    - Know your Flood Zone Port St Lucie! Go to <https://gis.cityofpsl.com/webapp/pw/floodzones/floodzones.html> and enter your address to find your flood zone now. #FloodSafety #Prepare
    - Reduce your risk from #flooding by renting, buying, or building outside of high risk flood zones. #FloodSafety
- OP#9 – “When Clouds Form” PSA video – Satisfies topics 1, 2, 3, and 4.
  - Link to video is <https://www.youtube.com/watch?v=LmCnXWN0Dwc> and should be posted across social media sites and run on local government TV
- OP#14 – City Website – Our website can be used to satisfy all topics and all messages once it is updated/re-created

**T2 – Insure Your Property for Your Flood Hazard** (*Timing: Year Round*)

M1 – Consider buying flood insurance. Homeowners insurance and renters insurance do not typically cover flood damage.

M2 – Purchase Flood Insurance. Flood insurance provides financial protection for the cost of repairs due to flood damage.

M3 – Protect the life you’ve built with flood insurance. Visit floodsmart.gov or contact your local insurance agent to purchase flood insurance.

Outreach Projects identified by the PPI to use as outreach for this topic/messages:

- OP#2 – Social Media – Satisfies M1, M2, and M3

Sample Messages that convey this message:

- 30: The number of days it takes for flood insurance to begin. Don't wait until it's too late! <https://www.floodsmart.gov/how/how-do-i-buy-flood-insurance> #FloodSafety
- Only flood insurance will cover the damage from floods. Speak with your insurance agent to learn more. #FloodSafety
- A few inches of water in a 1,000-square foot home could cost more than \$10,000 in repairs & replacement of personal possessions #FloodSafety
- Prepare for a flood today by reviewing your property & flood insurance policies. #FloodSafety
- Snap some pictures of your property & do an inventory. This will be handy if flood waters damage your property. #FloodSafety
- Flood waters can damage important papers. Store critical docs in a waterproof container or electronically. #FloodSafety
- Before a flood: reduce potential property damage by elevating utilities & installing sewer backflow valves. #FloodSafety
- Prepare before a #flood by installing a water alarm in your basement. More tips: <https://www.floodsmart.gov/flood/first-prepare-for-flooding> #FloodSafety
- Before a flood: reduce potential property damage by using flood damage resistant materials. #FloodSafety
- Whether it's a few inches or a mile high, flood insurance covers you for the unexpected: <https://www.floodsmart.gov/how/how-do-i-buy-flood-insurance> #FloodSafety
- Are you floodsmart? Learn about the National Flood Insurance Program and prepare today: <https://www.floodsmart.gov> #FloodSafety
- OP#5 – Hurricane Expo Handouts – Handouts tailored to satisfy all messages within the topic. PSL's revised Flood Facts brochure will satisfy multiple topics and messages.
- OP#9 – “When Clouds Form” PSA video – Satisfies topics 1, 2, 3, and 4.
  - Link to video is <https://www.youtube.com/watch?v=LmCnXWN0Dwc> and should be posted across social media sites and run on local government TV
- OP#14 – City Website – Our website can be used to satisfy all topics and all messages once it is updated/re-created

**T3 – Protect People from the Flood Hazard** (*Timing: Year Round/Prior to any predicted heavy rain event*)

M1 – Flood Safety Measures: Do not walk-through flowing water, do not drive through a flooded area, stay away from downed power lines, be alert of gas leaks.

M2 – To obtain important flood-related information, sign up for Alert St Lucie at <https://member.everbridge.net/index/453003085614926#login> (alternate address is <http://stlucieco.gov/alert> ).

Outreach Projects identified by the PPI to use as outreach for this topic:

- OP#2 – Social Media – Satisfies M1

Sample Messages that convey this message:

- Never drive or walk through flooded streets; Turn Around, Don't Drown!  
Do not go through flood waters.
- If you approach a flooded road, path, or walkway follow this rule: Turn Around, Don't Drown® #FloodSafety
- Driving through flooded roadways can be deadly. Watch & share this @NWS video to see why: <https://youtu.be/eI6mIIHKrVY> #TurnAroundDontDrown
- RT now: "When roads are flooded, Turn Around Don't Drown®! It may save your life!" #FloodSafety
- As little as 12 inches of moving floodwater can be enough to float and carry away a small vehicle. Turn Around, Don't Drown®. #FloodSafety
- Please share: "When roads are flooded, Turn Around Don't Drown®! It may save your life!" #FloodSafety
- 6 inches of moving water can knock an adult off their feet. STAY AWAY from moving water! #FloodSafety
- #FloodSafety: Driving thru 6 inches of standing water can cause vehicles to lose control & stall. Avoid flooded roads.
- #FloodSafety: Be aware of areas where waters have receded. Roads may have weakened & could collapse under the weight of a vehicle.
- 12 inches of water is enough to make most small vehicles float. Don't drive through flooded roads. #FloodSafety
- Even a small amount of floodwater can hide dangers such as road collapse and debris. #TurnAroundDontDrown #FloodSafety
- Watch your step! #Flood waters often hide sharp and dangerous debris like broken glass and metal! #FloodSafety
- Wear the appropriate protective clothing and gear like boots, gloves and safety glasses when it comes to moving debris! #FloodSafety
- Hands off! Stay away from electrical utility equipment after a storm or if it is wet to prevent being electrocuted! #FloodSafety
- Flooded homes are hazards! Get a professional to check for loose wires, mold and hidden damage before re-entering! #FloodSafety
- Avoid walking in floodwater. It can be contaminated with oil, gasoline, or sewage. #FloodSafety
- Use generators or other gas powered machinery only outdoors and away from windows. #FloodSafety
- Messages that satisfy M2:
  - To obtain important flood-related information, sign up for Alert St Lucie at <http://stlucieco.gov/alert> or <https://member.everbridge.net/index/453003085614926#login>

- Want to be notified about flooding and flood information? Sign up for Alert St Lucie today at <http://stlucieco.gov/alert> or <https://member.everbridge.net/index/453003085614926#login>
- Do you want real-time notifications about severe weather, floods, and public warnings? Sign up for Alert St Lucie today at <http://stlucieco.gov/alert> or <https://member.everbridge.net/index/453003085614926#login>

**T4 – Protect Your Property from the Flood Hazard** (*Timing: Year Round*)

M1 – Just one inch of water can cause \$25,000 of damage to your home. Visit <https://www.cityofpsl.com/government/departments/emergency-management/floodplain-information> for protection measures you can take.

M2 – It’s better to be prepared and prevent flood damage. The City of Port St Lucie offers flood protection assistance by providing information and recommendations regarding retrofitting and flood control techniques. Contact the Public Works Department at (772) 871-5100 to take advantage of this service.

The messages can be tailored to convey the messages through social media posts.

**T5 – Build Responsibly** (*Timing: Year Round and after a flooding event*)

M1 – Know your local flood regulations: When your structure has been damaged or flooded, you may be subject to substantial damage or substantial improvement regulations. Contact the City’s Building Department at 772-871-5132 to see if your property qualifies. This message can be tailored to convey the message through social media posts.

**T6 – Protect Natural Floodplain Functions** (*Timing: Year Round*)

M1 – Sweep up yard debris, rather than hosing down areas. Leaves, grass clippings, and tree trimmings that are blown into the streets clog catch basins, increasing the risk of flooding on your street.

Potential Messaging (along with tailoring the message to fit a social media post):

- Only allow rain to run down the drain, protect our natural floodplains by keeping our storm drains clear.
- Do not throw trash, yard clippings, or other waste into the street. These end up in our storm drainage system, creating clogs and damaging our natural lands and floodplains. Do your part, keep trash out of our storm drains!
- Hey Port St Lucie! Did you know that blowing your lawn clippings into the street eventually puts them in our storm drains, where they go into our natural lands and even the ocean??? Be a responsible citizen, sweep up or rake your leaves and yard waste and dispose of properly and keep them out of our storm drains.

**T7 – Tips for Hurricane Season** (*Timing: May 1 through November 30 of each year*)

M1 – Stay prepared for possible flooding throughout hurricane season. Whether you live in a hurricane prone area or not, heavy rains or flooding may still affect you. Get a Plan! [FLGetAPlan.com](http://FLGetAPlan.com) .

M2 – In preparation for hurricane season, visit St Lucie County’s website and reference the annual Disaster Preparedness Guide to learn about Special Needs Shelter (medical) eligibility and how to register. [www.stlucieco.org/eoc](http://www.stlucieco.org/eoc) Special Needs Registration: [www.stlucieco.gov/specialneeds](http://www.stlucieco.gov/specialneeds)

These messages may be tailored to convey the intent in a social media post.

**T8 – Flooding Can Happen Anywhere, even Outside of a Special Flood Hazard Area**  
(Timing: Year Round)

M1 – Every property is vulnerable to flooding. Flooding can happen anywhere, at any time. Waiting until a disaster strikes is too late. That’s why it is important to protect the life you’ve built with flood insurance. If you live outside the special flood hazard area, you can obtain flood insurance at a low premium.

Sample Messages that convey this message:

- 30: The number of days it takes for flood insurance to begin. Don’t wait until it’s too late! <https://www.floodsmart.gov/how/how-do-i-buy-flood-insurance> #FloodSafety
- Only flood insurance will cover the damage from floods. Speak with your insurance agent to learn more. #FloodSafety
- A few inches of water in a 1,000-square foot home could cost more than \$10,000 in repairs & replacement of personal possessions #FloodSafety
- Prepare for a flood today by reviewing your property & flood insurance policies. #FloodSafety
- Snap some pictures of your property & do an inventory. This will be handy if flood waters damage your property. #FloodSafety
- Flood waters can damage important papers. Store critical docs in a waterproof container or electronically. #FloodSafety
- Before a flood: reduce potential property damage by elevating utilities & installing sewer backflow valves. #FloodSafety
- Prepare before a #flood by installing a water alarm in your basement. More tips: <https://www.floodsmart.gov/flood/first-prepare-for-flooding> #FloodSafety
- Before a flood: reduce potential property damage by using flood damage resistant materials. #FloodSafety
- Whether it’s a few inches or a mile high, flood insurance covers you for the unexpected: <https://www.floodsmart.gov/how/how-do-i-buy-flood-insurance> #FloodSafety
- Are you floodsmart? Learn about the National Flood Insurance Program and prepare today: <https://www.floodsmart.gov> #FloodSafety

**T9 – Flood Mitigation**

M1 – Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. Take action now before the next disaster to reduce human and financial

consequences later. Visit (PSL flood webpage once updated) to see how you can reduce your risk.

Sample Messages to convey this message:

- #HurricanePrep tip: Bring in outdoor furniture & anything else that is not tied down to prevent injury/damage from debris.
- #HurricanePrep tip: Trim trees & shrubs. High winds can turn branches into projectiles during a storm.
- Reduce property damage in the event of a hurricane by retrofitting (i.e., reinforcing) the roof, windows, and doors. #HurricanePrep
- You can act now to reduce potential property damage caused by floodwaters. Use flood damage resistant materials.
- When constructing a new home or upgrading an existing home, consider elevating the structure to better protect against floodwaters and/or storm surge.
- Part of being prepared is understanding your finances. Does your family have enough savings in case of an emergency? Get more info: [www.ready.gov/financial-preparedness](http://www.ready.gov/financial-preparedness) #FinancialPrep
- Almost 60 percent of all Americans don't have \$400 in savings according to the Federal Reserve. What will you do in case of disaster? #FinancialPrep
- Anticipate initial out-of-pocket expenses for lodging, food, gas, and more after a disaster. Are you prepared? #FinancialPrep
- Floods are the nation's most common and costly natural disaster, causing billions of dollars in damage each year. How are you prepared in case of a disaster? Plan now. Get tips: [www.ready.gov/financial-preparedness](http://www.ready.gov/financial-preparedness) #HurricanePrep

### **T10 – Working to Protect our Waterways**

M1 – Water quality is an important part of the natural and beneficial function of our floodplain. Do your part to help protect our waters. Businesses and residents can be invaluable participants in the effort to protect our waters. It is very important that a spill, leak, or other discharge is reported immediately so the contaminants can be contained to avoid polluting our waterways. Do your part by reporting spills, leaks, or other illicit discharges to the City's Public Works Department at 772-871-5100.

Sample messages to convey this message:

- Dumping in our waterways is not only dangerous to our water and Florida way of life, it is illegal. Please report illegal dumping to the City's Public Works Department at 772-871-5100. Do your part to protect our waterways.
- Residents – Please report any spills, leaks, or other illicit discharges onto the ground or into waterways to the City's Public Works Department at 772-871-5100 and do your part to protect our water quality.
- Did you know that one of our most valuable resources is our water quality on the Treasure Coast? Help protect our precious waterways by reporting any spills, leaks, or discharges to the City's Public Works Department at 772-871-5100.



## **Flood Response Preparations (FRP) Emergency Outreach**

This type of emergency outreach is based upon the recommended Flood Response Preparations (FRP) of Activity 330 in the Community Rating System Program that has been adopted by the PPI Committee of the St Lucie County Local Mitigation Strategy. These messages will be sent out through social media before the threat of a storm/anticipated flooding and after a storm has passed, to give citizens advice, tips, and instructions to assist in their preparations for and recovery from flooding.

The Communications Department for the City of Port St. Lucie controls the social media accounts for the city, and includes Facebook, Twitter, NextDoor, and Instagram. In the event of anticipated or confirmed approach of weather likely to cause flooding within the City, the Communications Department will use the messaging in this FRP to get the word out to our citizens. The messaging is organized into two (2) categories, as shown below.

Please Note:

- 1) Messages cannot be combined, they should remain as separate messages
- 2) Messaging should begin 72 hours prior to an anticipated flooding or storm event, following the “At the threat of a flood or storm”. Messaging should begin from the end of the storm or flooding event until 72 hours past the event for the “After a flood or storm”, or until the flooding has receded or the storm is no longer a threat.

### **At the threat of a flood or storm**

#### **Topic 3 – Protect people from the flood hazard**

Message 1 – Sign up for emergency alerts at [www.stlucieco.gov/alert](http://www.stlucieco.gov/alert)

Message 2 – Turn around don’t drown

#### **Topic 4 – Protect your property from flood hazard**

Message 1 – Protect your home, put up shutters or plywood

Message 2 - Using sandbags is a simple and effective way to prevent or reduce flood water damage. Properly filled and placed sandbags can act as a barrier to divert moving water around, instead of through building. Sandbag construction does not guarantee a water-tight seal but is satisfactory for use in most situations. Sandbags alone should not be relied on to keep water outside a building.

Message 3 - Prepare for flooding, implement your flood mitigation plan. Remember, if damage does occur obtain permits before starting repairs.

### **Topic 7 – Tips for hurricane season**

Message 1 - Do not get on the road without a chosen destination

Message 2 - Know where the evacuation shelters are. Visit [www.stlucieco.org/eoc](http://www.stlucieco.org/eoc)

## **After a flood or storm**

### **Topic 5 – Build Responsibly**

Message 1 – Hire only licensed contractors

Message 2 – Contact your local floodplain official for information on flood regulations.

### **Topic 9 – Flood Mitigation**

Message 1 - If you have flood insurance under the National Flood Insurance Program, you may be eligible to file a claim for “Increased Cost of Compliance” which could help elevate your home or other mitigation options. Talk to your insurance agent.

Once messages are disseminated through social media by the City of Port St Lucie, the Communications Department routinely takes snapshots of each flood-related post and stores electronically for the CRS program. This is done to provide a body of proof for future verification visits that the FRP messaging is being done when floods threaten or occur.

## Section 2: Training and Exercise

### Training

The City of Port St Lucie OEM utilizes a training and exercise schedule to best benefit city staff that prepare for, respond to, and recover from incidents. In particular, our EOC Activation Staff are expected to go through a minimum of one exercise per year, and it must be on the topic of hurricanes/floods (which both typically occur together). We strive to have a second exercise annually, but this is not always achievable for all staff.

However, training is achievable throughout the year, and is mandated for all EOC Activation Staff and other support staff who support EOC operations through their field work. All staff, per NIMS guidelines, must have taken, at a minimum, IS-100 and IS-700 training courses through FEMA's Emergency Management Institute Independent Study (<https://training.fema.gov/is/>). In order to take these online courses, each individual must have a FEMA Student ID (SID), which can be obtained at <https://cdp.dhs.gov/FEMASID>. These above two (2) courses are mandatory for all response personnel as required by the Homeland Security Presidential Directive 5 (HSPD-5), Florida Statutes §252, and Management Directed Policy #21-02. This includes ICS and IS training for emergency response/management personnel, as specified in the NIMS Training Program (May 2020). This training is required to ensure consistency and interoperability of emergency response personnel using ICS. The ICS training is also required for credentialing. In addition to the NIMS guidelines, the City of Port St Lucie requires these staff members to take IS-200 and IS-800 as well. In addition, Branch Directors will take IS-2200. Command Staff and Section Chiefs will additionally take IS-2300 as courses become available throughout the year. Command Staff and Section Chiefs have the option (but not required) to take position-specific courses relative to their EOC Assignments (L series FEMA in-person courses such as Incident Commander, Planning Section Chief, Public Information Officer, etc.). These are all outlined in *Management Directed Policy #21-02* as issued by the City Manager on February 1, 2021 and updated as of August of 2021.

The OEM will also attempt to bring other in-person and/or virtual training courses relevant to EOC or field worker's job responsibilities throughout the year as funding is available. Section Chiefs are also encouraged to have training sessions related to their specific job tasks in the EOC throughout the year to keep their sections prepared for any possible activations.

Descriptions of the training courses mentioned above are listed below.

**IS-100c** - Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

**IS-700b** - This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

**IS-200c** - Basic Incident Command System for Initial Response, reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.

**IS-0800.d** - National Response Framework, An Introduction, the goals for this course are to provide guidance for the whole community. Within this broad audience, the National Response Framework focuses especially on those who are involved in delivering and applying the response core capabilities.

**IS-2200** - The Basic Emergency Operations Center Functions course is designed to introduce the role, design, and function of the Emergency Operations Center (EOC) and the supportive relationship as a NIMS Command and Coordination component of the Multiagency Coordination System.

**G-2300** - Intermediate Emergency Operations Center Functions is a three-day course with the goal of assisting individuals and jurisdictions who desire to develop or improve their Emergency Operation Centers (EOC). By the end of the course, students will be able to demonstrate, through activities and a Final Exam, the managerial and operational roles of the modern-day EOC as a NIMS Command and Coordination functional group operating within a Multiagency Coordination System (MACS).

### **Just in Time Training**

Just-in-time learning/training refers to making learning available when needed by the learner, and at the time that the learner needs the information, knowledge, or skill. Occasionally, some of our emergency activation positions may utilize this type of training, in order to give people the skills they need when they need them, or as a refresher for those who request it. This just-in-time training will be accomplished using multiple delivery methods including online, face-to-face, and on-the-job for both new/returning employees and volunteers for positions that require it in order to maximize skill sets.

## **Exercises**

In addition to classroom and web-based training, a comprehensive exercise program is necessary to practice, evaluate, and improve emergency plans and procedures. Exercises come in different types such as workshops, tabletops, drills, functional, and full-scale exercises. Exercises are meant to evaluate the skill sets of emergency response personnel based on the premises written in plans and procedures. They are designed to validate current plans and procedures, drawing out deficiencies in the plans, while emphasizing the positives. The exercise philosophy practiced at OEM is the HSEEP building-block approach in which participants' skills are utilized on a more complex form of exercise that builds from one another depending on the level of enhancement needed to strengthen core capabilities. The OEM first begins with workshops or seminars to discuss response procedures based upon current plans and procedures, then works towards tabletop exercises, drills (when applicable), to functional exercises, and then ultimately to full scale exercises.

The OEM strives to have staff as prepared as possible in the event they must transition to their emergency roles during times of disaster. This not only means to have a baseline and recommended training courses, but to also exercise our skills in order to be as prepared as we can be to respond to any no-notice incidents that may affect the city.

The OEM will exercise our EOC Staff at least once per year, typically before hurricane season or before the peak of hurricane season in late August, to ensure that those skills sets stay honed and ready should the need arise. The baseline exercise shall be for a hurricane/flood, as these are the two most likely hazards the city will face in any given year, and both can be combined into one exercise. Also, CRS requirements indicate that we must exercise at least annually on hurricanes with a flood element, or a stand-alone flood exercise. There may be other exercises throughout the year that EOC staff will participate in, at the discretion of the EOC Administrator and City Manager, but at least one full-staff exercise will be conducted for both Alpha and Bravo shift staff.

Section Chiefs are also encouraged to exercise their sections as needed in order to go over specific skills to their section that staff needs to be prepared to execute in times of disaster.

Comprehensive, organized exercise documentation is critical to ensure that an accurate account of the exercise is preserved. This in turn allows organizations to leverage historical documentation to support future exercises and, more importantly, ensures that all critical issues, lessons learned, and corrective actions are appropriately captured to support improvement efforts. All OEM exercises will require, at a minimum, a Situation Manual (SitMan) for discussion-based exercises or an Exercise Plan (ExPlan) for operation-based exercises. Operations-based exercises should also have controller and evaluator (C/E) handbooks and MSEL Lists (if necessary). A sign-in sheet will be created for the exercise and signed by all players, actors, observers, controllers, evaluators, and all other exercise participants in attendance.

### ***5.5 Management Directed Policy 21-02 - Emergency Operations Center Training Policy***

**TO:** Personnel Assigned to the EOC      **FROM:** Russ Blackburn, City Manager  
**EFFECTIVE DATE:** February 1, 2021      **INITIATED BY:** City Manager's Office  
**POLICY TITLE:** Emergency Operations Center Training Policy

#### **PURPOSE STATEMENT**

To provide guidance on required and recommended trainings for members of the Emergency Operations Center (EOC) Team. The trainings outlined below are intended to align our emergency management operations with National Incident Management System (NIMS) standards provided by the Federal Emergency Management Agency (FEMA). The goal being if we incur a catastrophic disaster where we need to invoke Mutual Aid from another agency, our procedures are aligned with those used nationally.

#### **DEFINITIONS**

EOC Staff – staff assigned to the Emergency Operations Center when a Local State of Emergency is called and/or when the EOC is activated.

#### **POLICY**

Employees assigned to the Emergency Operations Center during emergencies are required to work outside of the scope of their day to day duties. Many of the activities performed and duties carried out by these personnel are related to life safety issues and the preservation of property and the environment. Due to the high level of responsibility placed upon these employees, they must adhere to the training standards delineated below. Employees who have not completed their requisite trainings according to the timelines defined below will be reassigned to duties other than reporting to the Emergency Operations Center during an emergency.

##### **ALL EOC STAFF**

##### **Required Trainings:**

- IS 100.c: Introduction to Incident Command System
- IS 200.c: ICS for Single Resources and Initial Action
- IS 700.c: National Incident Management System (NIMS) An Introduction
- IS 800.c: National Response Framework, An Introduction

##### **Required Trainings for Branch Directors:**

- All the above trainings and
- IS 2200 Basic Emergency Operations Center Functions or G 300 Intermediate for ICS for Expanding Incidents

##### **Required Trainings for Section Chiefs and Command Staff:**

- All the above trainings and
- G 2300 Intermediate Emergency Operations Center Functions or G 400 Advanced ICS Command and General Staff – Complex Incidents

**Recommended Trainings for all Staff:**

- IS 2200: Basic Emergency Operations Center Functions
- G 2300: Intermediate Emergency Operations Center Functions
- G 191: Incident Command System/Emergency Operations Center Interface
- G 300: Intermediate ICS for Expanding Incidents
- G 400: Advanced ICS Command and General Staff-Complex Incidents

**Training Instructions and Due Dates:**

All courses beginning with the prefix “IS” can be taken virtually, except for G 2300; to register for one of these courses navigate to FEMA’s Emergency Management Institute at (<https://training.fema.gov/emcourses/emicalog.aspx>) and type your desired course in the search box.

All IS Trainings must be completed no later than September 17, 2021 with the exception of IS 2200 which is due February 1, 2022.

Upon completion of each of your trainings please forward a copy of your certificate to Port St. Lucie’s Office of Emergency Management, copying your Section Chief and/or Branch Director.

Recommended Trainings and based on your position the required trainings; G 300; G 400 and G 2300 are taught in a classroom environment; Port St. Lucie’s Office of Emergency Management will send out periodic training announcements when these classes are available in our area.

**INCIDENT COMMAND/ COMMAND STAFF**

**Required Trainings:**

- IS 100.c: Introduction to Incident Command System
- IS 200.c: ICS for Single Resources and Initial Action
- IS 700.c: National Incident Management System (NIMS) An Introduction
- IS 800.c: National Response Framework, An Introduction
- G 300: Intermediate ICS for Expanding Incidents or IS 2200 Basic Emergency Operations Center Functions (online)
- G 400: Advanced ICS Command and General Staff-Complex Incidents or G 2300 (in person).

**Recommended Trainings:** for specific positions if interested attend the trainings that correlate with your position, i.e. the PIO should take E/L 952:

- E/L 950: NIMS ICS ALL HAZARDS POSITION SPECIFIC Incident Commander
- E/L 952: NIMS ICS ALL HAZARDS POSITION SPECIFIC Public Information Officer
- E/L 954: NIMS ICS ALL HAZARDS POSITION SPECIFIC Safety Officer
- E/L 956: NIMS ICS ALL HAZARDS POSITION SPECIFIC Liaison Officer
- G 191: Incident Command System/Emergency Operations Center Interface

**Training Instructions and Due Dates:**

All courses beginning with the prefix “IS” can be taken virtually, except for G 2300; to register for one of these courses navigate to FEMA’s Emergency Management Institute at (<https://training.fema.gov/emicourses/emicatalog.aspx>) and type your desired course in the search box.

All IS Trainings except for IS 2200 must be completed no later than September 17, 2021  
G 300; G 400 and G 2300 are classroom-based trainings; IS 2200 is a virtual training. These trainings must be completed by February 1, 2022.

Upon completion of each of your trainings please forward a copy of your certificate to Port St. Lucie’s Office of Emergency Management, copying your Section Chief and/or Branch Director.

G 300; G 400 and G 2300 and the Recommended Trainings are taught in a classroom environment; Port St. Lucie’s Office of Emergency Management will send out periodic training announcements when these classes are available in our area.

**BRANCH DIRECTORS**

**Required Trainings:**

- IS 100.c: Introduction to Incident Command System
- IS 200.c: ICS for Single Resources and Initial Action
- IS 700.c: National Incident Management System (NIMS) An Introduction
- IS 800.c: National Response Framework, An Introduction
- G 300: Intermediate ICS for Expanding Incidents or IS 2200 Basic Emergency Operations Center Functions

**Recommended Trainings:** Branch Directors/Unit Leaders for specific positions:

- E/L 964: All-Hazards Position Specific Situation Unit Leader
- E/L 965: All-Hazards Position Specific Resources Unit Leader
- E/L 969: All-Hazards Position Specific Communications Unit Leader
- E/L 970: All-Hazards Position Specific Supply Unit Leader
- E/L 971: All-Hazards Position Specific Facilities Unit Leader
- E/L 975: All-Hazards Position Specific Finance/Admin. Unit Leader Course
- G 2300: Intermediate Emergency Operations Center Functions
- G 191: Incident Command System/Emergency Operations Center Interface
- IS 703: National Incident Management System Resource Management (Resource Management branch)

**Training Instructions and Due Dates:**

All courses beginning with the prefix “IS” can be taken virtually, except for IS 2300, to register for one of these courses navigate to FEMA’s Emergency Management Institute at (<https://training.fema.gov/emicourses/emicatalog.aspx>) and type your desired course in the search box.

All IS Trainings must be completed no later than September 17, 2021

G 300 is a classroom-based training. IS 2200 is a virtual training. Either of these trainings must be completed by February 1, 2022.



Upon completion of each of your trainings please forward a copy of your certificate to Port St. Lucie's Office of Emergency Management, copying your Section Chief and/or Branch Director.

Recommended Trainings and G 300 are taught in a classroom environment, Port St. Lucie's Office of Emergency Management will send out periodic training announcements when these classes are available in our area.

## **SECTION CHIEFS AND COMMAND STAFF**

### **Required Trainings:**

- IS 100.c: Introduction to Incident Command System
- IS 200.c: ICS for Single Resources and Initial Action
- IS 700.c: National Incident Management System (NIMS) An Introduction
- IS 800.c: National Response Framework, An Introduction
- G 300: Intermediate ICS for Expanding Incidents or IS 2200 Basic Emergency Operations Center Functions
- G 400: Advanced ICS Command and General Staff-Complex Incidents or G 2300 Intermediate Emergency Operations Center Functions

**Recommended Trainings:** Section Chiefs for specific positions if interested attend the trainings that correlate with your position, i.e. the Ops Sec. Chief should take E/L 958:

- E/L 958: All-Hazards Position Specific Operations Section Chief
- E/L 960: NIMS ICS All-Hazards Position Specific Division/Group Supervisor
- E/L 962: All-Hazards Position Specific Planning Section Chief
- E/L 967: All-Hazards Position Specific Logistics Section Chief
- E/L 973: All-Hazards Position Specific Finance/Admin. Section Chief
- G 191: Incident Command System/Emergency Operations Center Interface

### **Training Instructions and Due Dates:**

All courses beginning with the prefix "IS" can be taken virtually, except for G 2300; to register for one of these courses navigate to FEMA's Emergency Management Institute at (<https://training.fema.gov/emcourses/emicalog.aspx>) and type your desired course in the search box.

All IS Trainings must be completed no later than September 17, 2021 with the exception of IS 2200 and G 2300.

G 300, G 400 and IS 2300 are classroom-based trainings. These trainings must be completed by February 1, 2022.

Upon completion of each of your trainings please forward a copy of your certificate to Port St. Lucie's Office of Emergency Management, copying your Section Chief and/or Branch Director.

G 300 and G 400 and the Recommended Trainings are taught in a classroom environment, Port St. Lucie's Office of Emergency Management will send out periodic training announcements when these classes are available in our area.

### **Registration Instructions**

To attend FEMA courses, you will need a FEMA Student Identification (SID) see below for instructions:

#### FEMA Student Identification (SID) Registration

Courses first require students to register for a SID. Please follow the below steps:

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the "Register for a FEMA SID" box.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in

a secure location.

#### Florida Department of Emergency Management (FDEM) Registration

To register and attend training courses provided by FDEM, you must create an account and upload all prerequisites certificates for approval. Use the link below to register and sign up for training courses:

<https://trac.floridadisaster.org/trac/loginform.aspx>

### **VIRTUAL COURSES**

All courses beginning with the prefix "IS" can be taken virtually, with the exception of G 2300 which is a classroom-based course. To register for one of these virtual courses navigate to FEMA's Emergency Management Institute at (<https://training.fema.gov/emicourses/emicatalog.aspx>) and type your desired course in the search box.

\*\* Upon completion of each of your trainings please forward a copy of your certificate to Port St. Lucie's Office of Emergency Management, copying your Section Chief and/or Branch Director. \*\*

### **CHANGES TO VERSION 2**

An option was given to Command Staff, Section Chiefs and Branch Directors to take either IS 2200 Basic Emergency Operations Center (EOC) which is an online course **or** G 300 Intermediate ICS for Expanding Incidents.

An option was given to Command Staff and Section Chiefs to take either IS 2300 Intermediate Emergency Operations Center Functions or G 400 Advanced ICS Command and General Staff – Complex Incidents.

These courses (IS 2200 and 2300) were moved from "recommended" to "required" due to guidance from FEMA deeming these courses are more suitable for personnel reporting to an EOC environment. This option also lessens that amount of time our leadership would have to physically attend courses.

## 5.6 Resource Task Process

### Resource Request/Task Assignment Process

#### **Definitions:**

Resource Request - a formal request for equipment, commodities, or personnel to perform a function of response to the disaster the EOC is managing

Task Assignment - a formal task, objective or purpose assigned to a position or group requiring some degree of action or outcome.

#### **Process:**

Resource Requests and Task Assignments are generated by all PSL Users and directly assigned to the appropriate Unit to be fulfilled. A Task Assignment and/or Resource Request should be created when a user has identified a need they cannot fulfill within their own unit. If the Unit receiving the request cannot fulfill the request, that request will be sent to the Resource Management Branch Director. If the Resource Management Branch Director determines the City is not in possession of the Resource, the Resource Management Branch Director will send that request to the County. The only other users that have WebEOC permissions to forward resource/task requests to the County are the Resource Management Branch Director, the Mission Resource Unit Leader under Planning, and Command Staff. All these positions are back-up in the event of catastrophic damage to the City. Most requests to the County will come from the Resource Management Branch Director.

#### **An Example Scenario**

Resource Requests and Task Assignments are generated by any City of Port St Lucie WebEOC user and For instance. if the Drainage Unit Leader needed a Backhoe to clean up blocked up drainage canals, they would request one from the position most likely to have one, the Infrastructure Branch Director. If the Infrastructure Branch Director does not have any available back hoes the Resource Branch Director would send the request to the Resource Management Branch Director under Logistics the Resource Management Branch Director knowing that there were no other available backhoes in the City would either 1) work with the Procurement Unit under Finance Administration to procure a backhoe or they would 2) forward the request to the County once its determined the City does not have and cannot procure a backhoe in a sufficient amount of time to fulfill the resource request and the task associated.

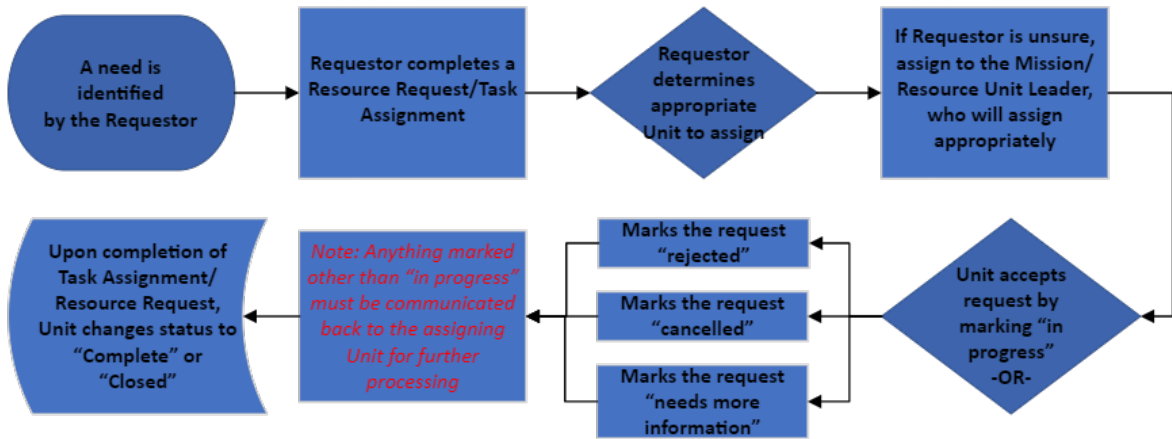
#### **Process Flow:**

- 1) A need is identified by the Requestor
- 2) Requestor completes a Resource Request/Task Assignment
- 3) Requestor will determine the appropriate Unit to assign the Task Assignment and/or Resource Request to.
- 4) If the Requestor is unsure where to assign the Resource Request/Task Assignment the entry is assigned to the Mission/Resource Unit under Planning who will assign the entry to the appropriate Unit.

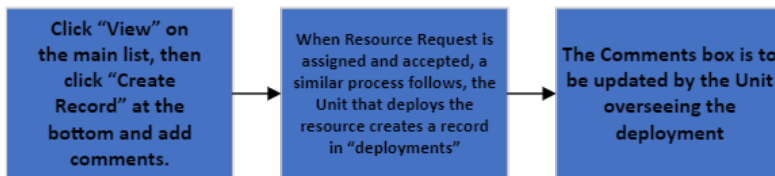
- 5) The Unit accepts the Task Assignment and/or deploys the Resource by changing the Status to: "In Progress"
- 5) The Unit can reject or cancel the Task Assignment by choosing "Rejected" or "Cancelled" in the Status
  - a. The rejecting Unit must communicate the cancellation or rejection of the Task/Resource Request to the assigning Unit in order for the Task Assignment/Resource Request to be reassigned
- 5) The Unit can request more information from the Unit the assigned the entry by changing the status to "Need More Information".
  - a. The unit must communicate this Request for more information to the requesting unit.
- 6) Upon completion of the Task Assignment or Resource Request the Unit changes the Status to "Complete" or "Closed"
- 7) Updating Resource Requests/Task Assignments
  - a. By clicking the "view" option on the list view the assigned unit can add comments to the Task Assignment by clicking on the "Create Record" button on the bottom of the screen.
  - b. When a Resource Request is assigned and accepted a similar process follows, the resource is deployed a record is created in the "Deployments" area by the Unit that deployed the resource.
  - c. The Comments box is updated by the Unit overseeing the deployment.
- 8) Section Chiefs and Branch Directors tracks the progress of Resource Requests/Task Assignments under their command. Paying special attention to past due assignments.

CITY OF PORT ST. LUCIE  
 COMPREHENSIVE EMERGENCY MANAGEMENT PLAN WITH ANNEXES

**Resource Request/Task Assignment Process Flow**



**Updating Resource Requests/Task Assignments**



**Section Chiefs and Branch Directors track progress of Resource Requests/Task Assignments under their command. Pay special attention to past due assignments**

Updated 7/9/2021 Previous Versions Obsolete

*5.7 Special Needs Shelter Logistics Support Plan*



**Office of Emergency Management**

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**Special Needs Shelter Logistics  
Support Plan**

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121 SW Port St. Lucie Blvd.  
Port St. Lucie, FL 34984

RECORD OF CHANGES

<b>Change Number</b>	<b>Section and/or Page Number</b>	<b>Description of Change</b>	<b>Date of Change</b>	<b>Posted By</b>

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## **SECTION I**

### INTRODUCTION

#### Purpose

A Special Needs Shelter is a facility that shelters evacuees who are medically dependent with a physical or mental condition that requires management and supervision by a health care professional during the time of a disaster. The facility's intended use is established well in advance. The medical services are provided, when practical, in an environment that can help to sustain pre-disaster levels of health. The intent of this plan is to establish a Special Needs Shelter (SpNS) capability at the City of Port St. Lucie's Community Center, capable of providing temporary emergency refuge to citizens who are unable to evacuate and require the supervision of a health care professional during the time of a major disaster. This plan also serves to supplement the Florida Department of Health in St. Lucie's Special Needs Shelter Plan in collaboration with St. Lucie County Public Safety.

#### Scope

This plan is intended to provide guidance to the City of Port St. Lucie, The Florida Department of Health (FDOH) - St Lucie County and St. Lucie County. It describes actions to be taken in supporting a SpNS operation.

A SpNS Shelter is designed to meet the needs of persons who require assistance that exceeds services provided at a general population shelter. .

The following terms defined below will be used throughout this document.

*Shelter Selection Guidelines:* The facility conforms to American Red Cross (ARC) 4496 shelter selection guidelines and Enhanced Hurricane Protection Area (EHPA) standards. Said designation does not imply that the facility can afford complete protection or is free from hazards but only that it meets established minimum safety criteria.

*Space Allocation:* A total of 60 square feet of usable floor space per "client" is recommended in the calculation of shelter capacity. This allocation provides an allowance for caregivers.

*Operational Period:* The facility serves as a SpNS Shelter. The shelter's opening and closing is decided by coordination led by the St. Lucie County Public Safety Department.

*Essential Support and Medical Services:* Essential support and medical services are available to sustain life and safety for a minimum of 72 hours after landfall. Essential support and medical services include but are not limited to food, water, sanitation, security, communication, and dormitory services to sustain life and safety as well as SpNS medical services to properly manage and supervise various physical and mental health conditions.

*Essential Equipment:* Essential equipment is available to sustain life safety and to properly manage and supervise various SpNS health conditions for a minimum of 72 hours after landfall. Generator auxiliary power is available in an amount sufficient to sustain lifesafety and medical care. The generator must be independent of off-site utilities/infrastructure (e.g. water, fuel, etc.).

*Essential equipment includes but is not limited to:*

- AED's and wheelchairs
- External communication system
- Sanitation equipment and supplies
- Independent source for generator fuel, for minimum 72 hours of use
- Back-up Oxygen equipment
- Generator power for:
  - Emergency lighting, adequate for proper medical care
  - Emergency electrical outlets with extension cords
  - Emergency paging/internal communications
  - Battery chargers for cell phones and radios
  - Television sets for news reports
  - Radios for news reports
  - Limited ventilation to maintain SpNS air quality
  - Water pressure to sustain restroom facilities
  - Refrigerators for essential medical supplies
  - Ice machines for medical use
- Essential SpNS medical equipment, supplies, and medications

*Essential Supplies:* Essential supplies are available to sustain life safety and medical care for a minimum of 72 hours after landfall. Supplies are available for the special needs population. The following essential supplies should be on hand (the agencies bracketed at the end of the bullet point delineate the agency responsible to provide these essential supplies):

- Water (SLC)
- Blankets & linens (SLC)
- Cots, bariatric cots, and available hospital beds (SLC)
- SpNS Medical supplies (SLC)
- Toilet paper (CPSL)
- First aid supplies (DOH SL)
- Sanitation supplies (CPSL)
- Paper towels, hand soap, antibacterial hand rub (CPSL)
- Caution tape (DOH SLC)
- Extension cords (CPSL)

Sanitation supplies will be needed in numbers that are several times the norm so that thorough sanitary conditions can be maintained to prevent the spread of infections. Most facilities store supplies for events that last 3 to 4 days. The SpNS Shelter will operate 24 hours per day for as long designated by the Emergency Operations Center.

Caution tape is needed to discourage residents from entering prohibited areas. Extension cords are needed to access emergency outlets in the event of power loss.

#### Situation

- A. Any contingency plan which impacts upon the delivery of medical health care for disaster evacuees must be approved by the Administrator of the Florida Department of Health in St. Lucie County, or their designee. In the implementation of any evacuation plan involving evacuees with medical problems, the responsibility of the Florida Department of Health in St. Lucie County is to serve as an approving authority for actions taken by others in the execution of this plan.
- B. The ability to provide a safe refuge in the event of a disaster to the citizens of St. Lucie County with special medical needs falls under the auspices of St. Lucie County Division of Emergency Management in coordination with the Florida Department of Health - St. Lucie County and is dependent on the cooperation and collaboration of a number of county and city departments and community agencies.
- C. Prior to the anticipated arrival of a major hurricane or pending disaster, local hospitals will admit only those citizens whose life-threatening condition warrants it.
- D. There are St. Lucie County citizens whose medical condition does not qualify them for emergency admittance to an area hospital but who have certain debilitating medical conditions that should be cared for under the supervision of health care professionals during the period of a major hurricane/natural disaster.
- E. Available space in area hospitals is limited. Citizens of St. Lucie County who are unable to provide acceptable alternatives to provide for their own health care should plan to seek shelter in a Special Needs Shelter.
- F. All St. Lucie County citizens who meet the criteria for the use of a Special Needs Shelter will be advised that all medical supplies, oxygen and medical equipment required by an evacuee shall be brought by the evacuee when reporting to the Special Needs Shelter. Supplies must be sufficient to last a minimum of 72 hours.
- G. All citizens who use the Special Needs Shelter should have one individual who is accustomed to caring for their special needs accompany them to the Special Needs Shelter.
- H. If St. Lucie County's Primary Special Needs Shelter reaches capacity or the situation requires use of a secondary facility, the City of Port St. Lucie's Community Center will serve as a Back-Up Special Needs Shelter.

#### Assumptions

- A. Only citizens who require emergency admission and who are incapable of evacuating

the general area affected by the hurricane/natural disaster will be transported to local hospitals.

- B. Any citizen received in the SpNS who has an emergency medical condition will be referred to the emergency physician/triage nurse at the hospital.
- C. Any citizen with a medical condition consistent with the SpNS eligibility criteria will be referred to such shelter by the hospital emergency room physician if a non-emergency admission to the hospital is sought and cannot be accommodated.

## CONCEPT OF OPERATIONS

### Special Needs Shelter (SpNS) Definition:

SpNS are defined as shelters which have auxiliary power and can receive and provide safe refuge and medical supervisory care of citizens with certain types of medical conditions during a hurricane/natural disaster.

SpNS do not have the same facilities as a hospital. Medical care and supervision is provided to evacuees to the extent permitted by existing conditions.

### Identification and Eligibility Criteria of Residents Requiring Special Needs Shelter:

On or about January of each year (and reinforced during June), news releases will be issued through electronic and published media inviting residents whose medical conditions meet the SpNS criteria to register with the St. Lucie County Emergency Operations Center. St. Lucie County Emergency Operations Center will contact each individual and confirm the needs for County transportation in the event evacuation orders are issued.

1. Persons eligible for the Special Needs shelter are those who are dependent upon a health care professional to perform a daily assessment of a medical condition and administer care.

### Location and Capacity of Special Needs Shelter:

The SpNS has a capacity of 110 client evacuees and their caregivers (60 sq. ft. combined and allowing for 20% loss due to possible storage). Auditorium is a total of 8300 sq. ft.

Port St. Lucie Community Center  
2195 SE Airoso Blvd,  
Port St. Lucie, FL 34984  
Lat: 27°16'30.3"N Long: 80°20'27.3"W  
Telephone: 772-878-2277

Wind speed rating: Category 4 (130-156 MPH wind speeds)

#### Shelter Management

St. Lucie County Government and its Board of County Commissioners are ultimately responsible for the issuance of evacuation orders and/or the provision of emergency shelter during hurricane evacuations, therefore all shelter operations shall be coordinated with and through the St. Lucie County Emergency Operations Center (EOC). The provision of an emergency shelter during hurricane evacuations requires the partnership of various entities, for both the provision of shelter facilities and the provision of shelter management and staff. The management of Patient Care needs and the provision of medical services will be the sole responsibility of the Florida Department of Health in St. Lucie County.

#### Logistical Support

1. St. Lucie County Emergency Management and Lawnwood Regional Medical Center shall provide the Special Needs Shelter with normal medical supplies, linens, and laundry services considered necessary to care for emergency and non-emergency custodial care evacuees.
2. SLC Emergency Management & PSL Emergency Management shall coordinate with St. Lucie County Facilities to move all available cots, shopping carts, and supplies to the SpNS.
3. SLC Emergency Management will coordinate with St. Lucie County School District to ensure food services are available for SpNS.
4. St. Lucie County Emergency Management shall deliver copies of the SpNS Applications for pre-registered evacuees.
5. City of Port St. Lucie Facilities will assure that emergency generator is tested and refueled prior to event upon notification from Emergency Management.
6. Emergency communications shall be provided by a WebEOC, Voice over Internet Protocol (VoIP) phones, cellular phones, and two-way radio transmitters.
7. Florida Department of Health in St. Lucie County will supply the evacuee medical record forms, medical and clerical supplies.
8. MV Transit vehicles and drivers will be available for transporting evacuees to and from the shelter.
9. St. Lucie County School District Transportation Division will make school buses and drivers available for transporting evacuees to and from the shelters (including regular shelters).
10. City of Port St. Lucie Facilities and PSL Parks and Recreation (Community Center Staff) will assure building, air conditioning, janitorial, and food service equipment

are ready and available.

11. Veteran's Affairs will make its vans and drivers available at the SpNS for transporting to and from the shelter as needed (dialysis etc.)
12. Port St. Lucie Police Department will provide officers for security and traffic control.
13. An ambulance will be maintained by the SLC Fire District at the shelter for possible movement of an evacuee to the hospital.

### Shelter Security

When the shelter is opened, PSL Police Officers will be assigned to the facility. The PSLPD role at the shelter is to provide a safe and secure environment for shelter residents and staff and to be a visible presence at each Registration Desk.

Officers will assist with registration by confirming that shelter residents do not have a criminal record that would preclude them from staying in a shelter environment.

Additional law enforcement/security support should be coordinated through the EOC as needed and requested by shelter managers.

### Shelter Staffing

- Agencies cooperating in staffing the shelter shall schedule staff to ensure 24-hour operation for the period that the facility remains open.
- Staffing needs, assignments, and configurations for the operation of the SpNS are outlined in the St. Lucie County SpNS Plan.

Staffing Agencies agreeing to cooperate with special needs staffing:

- St. Lucie County Division of Emergency Management (SpNS Coordinator Offsite)
  - Florida Department of Health in St. Lucie County
  - St. Lucie County Fire District
  - St. Lucie County Facilities
  - St. Lucie County Lifeguards
  - St. Lucie Community Services
  - St. Lucie County Parks and Recreation Department
  - St. Lucie County School Board
  - St. Lucie County Sheriff's Office
  - Family Volunteers and other volunteers through Home Health Agencies, etc.
- The City of Port St. Lucie will provide facility and site operations and support to assist in St. Lucie County's SpNS activation and operation, as well as auxiliary staffing (custodial, plumbing, electrician, IT). No patient care or medical services will be provided by the City of Port St. Lucie.

City of Port St. Lucie SpNS Team

- Mass Care Unit Leader
- Law Enforcement and Security Unit – assign 2 Law Enforcement Officers (site security; RAPTOR system).
- Facility and Grounds Unit – assign 1 Plumber and 1 Electrician

EXECUTION

Detailed operational guidance can be found in St. Lucie County’s SpNS Plan.

Pre-Disaster Phase

**St. Lucie County Emergency Management and St. Lucie County Department of Health Responsibilities**

- Develop and maintain current plan for Special Needs Evacuation and Shelter operations
- Establish agreements with school officials, municipal governments, personnel, and private companies for the use of facilities, equipment, vehicles, staff, supplies (including pharmaceuticals and oxygen) etc.
- Establish list of supplies to be provided and identify staff levels/positions to be assigned to the shelter
- Establish and maintain current database of Special Needs registrants utilizing the SpNS Database
- Maintain cooperative agreements with all relevant and participating agencies regarding the provision of personnel to the SpNS, as outlined in the St. Lucie County SpNS Plan

City of Port St. Lucie Responsibilities

- Ensure facility and support staff readiness
- Pre-position necessary resources and supplies
- Provide venue
- Maintain the venue for continued operations

Disaster Phase

- St. Lucie County Emergency Management will initiate the process to open the county’s special needs shelter(s).
- This phase begins through the notification of partner agencies (usually via emergency conference calls) to activate their plans and report at designated times. SLC Emergency Management will advise as to the magnitude of the event.



- All participating agency heads are advised to conduct staff briefings to relay SpNS activation information, allow time for staff to prepare homes and respond to duty stations.
- A detailed list for responsibilities and procedures for St. Lucie County and other relevant agencies can be found in the *St. Lucie County SpNS Plan*.

#### Operation/Activation

- Efforts to have a pre-shelter opening organizing meeting with SLC Emergency Management, SLC Department of Health, PSL Emergency Management, PSL Parks & Recreation, PSL Police Department, and PSL Facilities.
- Notice of shelter activation is required 48 hours in advance to allow for event cancellations, facility closures, and SpNS setup.
- Set-Up Taskforce (Cots and facility Coordination through St. Lucie County Emergency Management, PSL Emergency Management, Port St. Lucie Facilities, Port St. Lucie Parks and Recreation and Port St. Lucie Police Department): DOH-St. Lucie staff will be dispatched to SpNS with all DOH specific pre-designated supplies and equipment.
- St. Lucie County School District will be responsible for food preparation
- Complete lists of all registered SpNS Clients will be supplied 24-hrs in advance of opening or as soon as possible if not anticipated. Updated lists can be provided upon shelter activation.
- City of Port St. Lucie Law Enforcement Officers will be available to assist with traffic control and site security
- City personnel will supplement County staff, assisting with Client Care Teams, and assist the Triage Staff with registration and check-ins
- City personnel will be onsite to support equipment, custodial, plumbing, electrical, and security needs

#### Post Disaster Phase

##### Demobilization

- Shelter deactivation and the vacating of evacuees from the facility is required within 72 hours of passing imminent threat.

1. Hotwash (all involved agencies and agency specific)
  - a. What went well?
  - b. What did not?
2. After-Action Reports.
3. Replenish supply and equipment.
4. Review & Revise Plans.

#### SHELTERING GUIDELINES/RULES

##### Shelter Guidelines

- A. The evacuee must be dependent on others for care, or require frequent assistance with dressings and medications, or use mechanical medical equipment, or be medically unstable in order to be admitted to the SpNS.
- B. The evacuee should be accompanied by one individual who is able to provide care. This person will be expected to provide routine personal care and to administer regularly taken medications, calling on the professional staff for assistance as necessary.
- C. Other family members should seek shelter at other shelter locations. NO PETS with the exception of Service Animals.
- D. Occupants should not expect the comforts of a hotel or the facilities of a hospital.
- E. Persons seeking shelter should bring:
  1. A cot, folding lounge chair or air mattress, pillows, blankets, linens
  2. Food for individual tastes and/or special diets, water. Also consider an ice chest.
  3. Medications, medical supplies, vital medical equipment, portable oxygen, dressings, feeding equipment, ostomy, adult briefs, at least a 2-week supply
  4. Personal items: Glasses, personal hygiene articles, flashlight, change of clothing
  5. Wheelchair, walker, cane if needed
  6. Name and phone number of physician/home health agency/hospital where you receive care

7. Important papers: Insurance papers, doctors' orders, etc.
  8. Identification: With photo and current address
  9. Extra Clothing: A few extra sets of comfortable clothing, underwear and socks. Shelters tend to be cold, so a sweater or lightweight jacket is recommended
- F. ALL the items should be brought to the shelter labeled with the Name, Address, and telephone number of the evacuee.

#### Basic Shelter Rules:

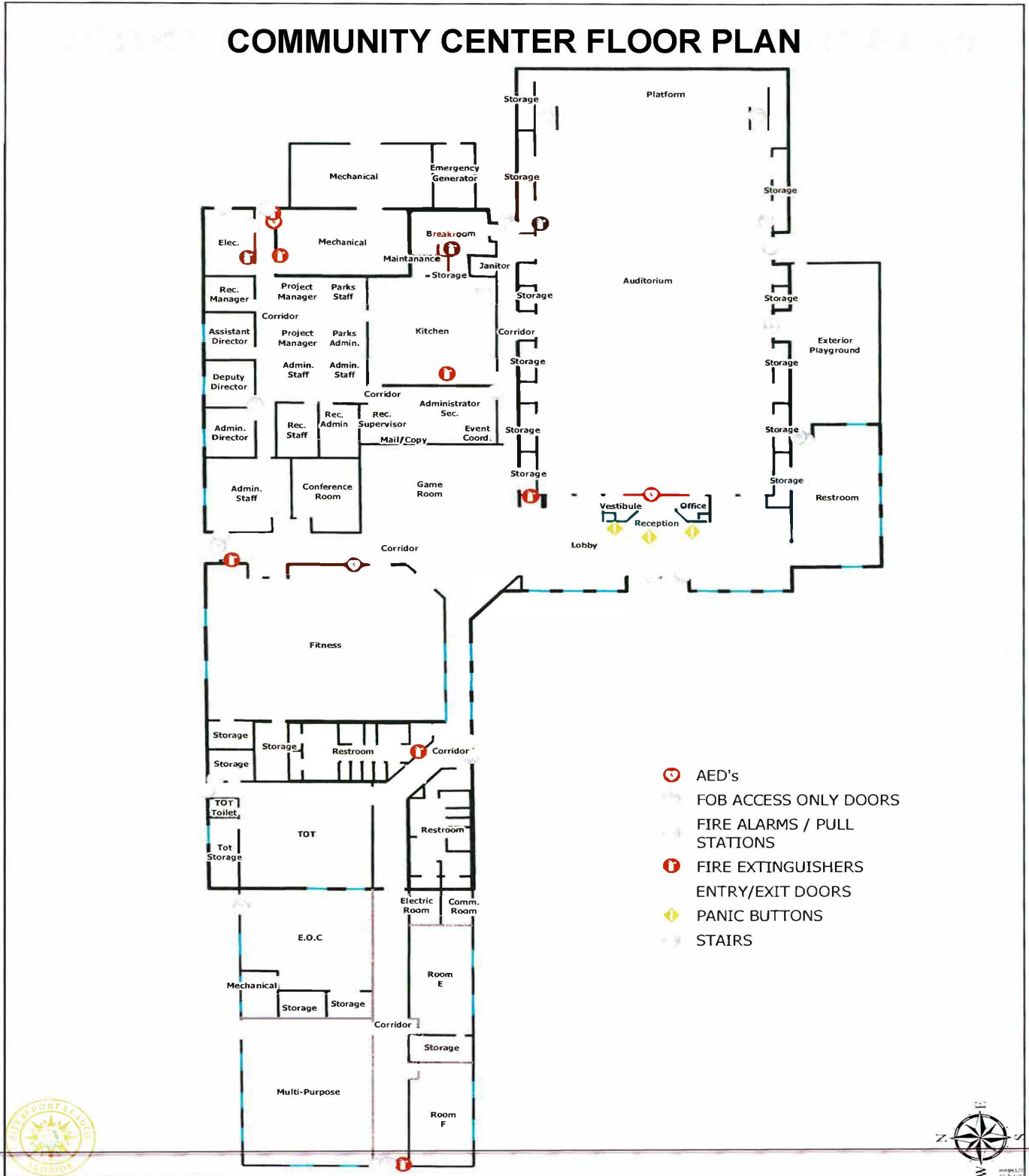
1. All evacuees must pre- register. A special registration form will be completed for those with special medical needs. Registration for St. Lucie County's Special Needs Shelter can be accessed at:  
<https://member.everbridge.net/892807736729685/login>
2. Everyone in the shelter (staff, volunteers and clients) must sign in and out whenever entering or leaving the shelter.
3. Everyone in the shelter must wear their assigned wristband while on property.
4. No smoking is permitted in the SpNS (oxygen may be in use; other occupants may have respiratory problems).
5. Courtesy is expected at all times. Disorderly conduct is prohibited and will be dealt with by security officials.
6. Any children in the shelter must be under the supervision of an adult at all times.
7. Individuals are responsible for their own personal belongings and valuables. No special storage facilities will be provided.
8. Please do not ask to use the "house" phones, as they must be reserved for official business and emergencies.
9. No alcoholic beverages, illegal drugs, weapons, or explosives will be allowed.
10. Cots will be provided to evacuees with special needs first. Caretaker will only be provided a cot if availability permits.

#### PLAN REVIEW AND MAINTENANCE

This is a "living" document under continual refinement and improvement. Change(s) to the plan will result from cooperating agencies' assessment of resources as well as deficiencies identified during planned exercises or actual plan activation.

The plan will be reviewed by the City of Port St. Lucie and the DOH-St. Lucie annually and components of the plan may be exercised as needed. The review will encompass an evaluation of each section of the plan to assess its efficiency to the execution of the mission.

Attachment 1: Shelter Floor Plan



**CITY OF PORT ST. LUCIE**  
**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN WITH ANNEXES**

Attachment 2: Site Information

<b><u>Room</u></b>	<b><u>Square Footage</u></b>	<b><u>Dimensions</u></b>	<b><u>Closets</u></b>	<b><u>Closets Dimensions</u></b>	<b><u>Flooring</u></b>
ABCD (Auditorium)	8300	138'x60'			
A	3540	46'x60'	2	4'x28' (2)	Laminate
B	2040	34'x60'	4	4'x8.5' (2), 4'x12'(2)	Carpet
C/D	1740	29'x60'	3	4'x13' (2), 4'x9' (1)	Carpet
TOT	792	24'x33'	2	9'x11'(1), 7'x18' (1)	Carpet
CEOC	980	28'x35'	1	8'x24'	Carpet
MULTI	1508	34'x47'	Closet is shared with adjoining Room CEOC		Laminate
E	511	33'x15.5'	1	8'x13'	Carpet
F	511	33'x15.5'	Closet is shared with adjoining Room E		Carpet
Kitchen	NA	NA	NA	NA	Laminate

Attachment 3: Memorandum of Understanding

C.20-09-494

Memorandum of Understanding Designating a Special Needs Shelter

This Memorandum of Understanding ("MOU") is made and entered into by St. Lucie County, a political subdivision of the State of Florida (hereinafter referred to as the "County"), and the City of Port St. Lucie, a Florida municipal corporation (hereinafter referred to as the "City"). The parties may be referred to individually as a "party" or collectively as "the parties."

**Witnesseth**

**Whereas**, the County is a local emergency management agency, pursuant to Chapter 252, Florida Statutes, and therefore has the responsibility for Emergency Management for the County; and

**Whereas**, in furtherance of the County's Comprehensive Emergency Management Plan, the County and the City desire to cooperate in the interest of public safety by providing a facility and non-medical personnel to staff such facility, and supplies, in preparation for or immediately following a disaster or declaration of local emergency; and

**Whereas**, the City owns and operates the City of Port St. Lucie Community Center, located at 2195 SE Airosa Boulevard in the City of Port St. Lucie ("Community Center") which was constructed to withstand a Category 4 event, with maximum wind speeds of up to 140 mph,

**Now, Therefore**, in consideration of the mutual covenants, terms and conditions herein

set forth, the parties agree as follows:

**Section 1. Recitals and Purpose.** The foregoing recitals are adopted as forming the intent and purpose of this MOU. The purpose of this MOU is to provide for cooperation and coordination between the County and the City in carrying joint responsibility to serve the citizens of St. Lucie County and the City during a state of emergency, whether human made or natural disasters, by providing the Community Center with access and temporary housing immediately prior, during, or immediately following a disaster as a Special Needs Shelter.

**Section 2. Definition of Disaster.** For the purposes of this MOU, a "disaster" may be an occurrence such as a hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, pestilence, famine, civil disturbance, fire, explosion, building collapse, transportation accident, hazardous material incident, terrorist attack, or other life-threatening situation; resulting in human suffering or need, for which victims seek temporary housing assistance from the local government.

**Section 3. Duties of the County:** The County agrees to provide notification of a declared emergency necessitating a Special Needs Shelter activation to the City as quickly as possible and to:

- A. Provide as much time as possible to allow the City to prepare for activation,
- B. Provide cots for a Special Needs Shelter activation,
- C. Provide notification to the City upon deactivation of the Special Needs Shelter, and
- D. Assist the City post Emergency with restoring the facility to its original state.

**Section 4. Duties of the City:** The City agrees, upon County notification of a declared emergency or other disaster which necessitates a Special Needs Shelter activation to:

- A. To the extent available, provide staffing and supplies to prepare the Community Center as a Special Needs Shelter,
- B. Provide custodial and maintenance staff and supplies for facility operations,
- C. Provide Information Technology staff (for internet), and
- D. Provide security detail by means of the Port St Lucie Police Department.

\*The City is NOT assuming responsibility for the Department of Health regarding health related or medical needs for the Special Needs Shelter.

**Section 5. Planning and Implementation:** Cooperative arrangements for planning, exchange of information and continuing liaison regarding preparedness and disaster operations will be developed and maintained by the County Department of Emergency Management and the City.

**Section 6. Effective Date and Termination:** This MOU shall become effective upon approval of both the City Manager and the County Administrator and will remain in effect unless terminated by either party. This MOU may be terminated for any or no reason by providing 180-days written notice to the other party by the chief executive officer or his or her designee.

**Section 7. Notices:** All notices to be provide herein shall be in writing and given by personal service, United States Mail, return receipt requested or nationally recognized overnight carrier or as otherwise agreed to by the parties, to the addresses as follows:

To the City:                   City Manager  
                                      121 S.W. Port St  
                                      Lucie Blvd Port St.  
                                      Lucie, FL 34984

With copies to:  
To the County:

Director of Public Safety  
Division of Emergency Management 15305 W. Midway  
Road

County Administrator 2300 Virginia  
Avenue FortPierce, FL 34982  
Fort Pierce, FL 34945



CITY OF PORT ST. LUCIE  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN WITH ANNEXES

Emergency Operations Administrator Division of  
Emergency Management 121 SW Port St. Lucie  
Boulevard  
Port St. Lucie, FL 34984

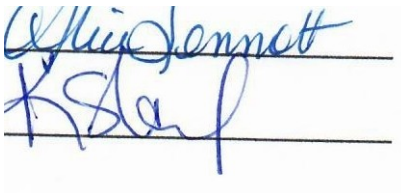
City Attorney  
121 SW Port St. Lucie Boulevard Port St. Lucie, FL  
34984  
(772) 871-5294

**Section 8. Liability and Sovereign Immunity.** Each party agrees to assume responsibility for the acts, omissions, or conduct of such party's own employee while engaged in rendering the terms of this MOU. The parties agree that liability in all instances shall be limited to the monetary limits set forth in Section 768.28, Florida Statutes. Nothing contained in this MOU or related documents shall be deemed a waiver of either parties' sovereign immunity, whether by contract or by law.

**Section 9. Miscellaneous** This MOU may be executed in counterparts.

In Witness Whereof, the parties are duly authorized to bind their respective entities and have agreed to the terms of this MOU on the date following signatures below, the County has caused this agreement to be executed by its County Administrator, and the City has caused the agreement to be executed by its City Manager.

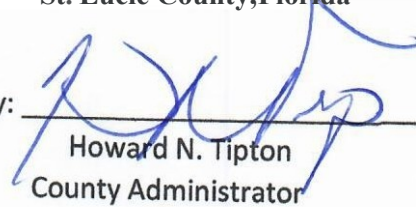
Witnesses:



Two handwritten signatures in blue ink are written over two horizontal lines. The top signature appears to be 'William Bennett' and the bottom signature is less legible.

St. Lucie County, Florida

By:



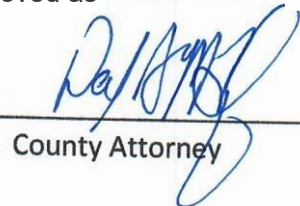
A handwritten signature in blue ink is written over a horizontal line. Below the line, the text reads 'Howard N. Tipton' and 'County Administrator'.

Date:

8/28/20

Approved as Legal Form:

By:



A handwritten signature in blue ink is written over a horizontal line. Below the line, the text reads 'County Attorney'.

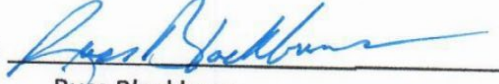
CITY OF PORT ST. LUCIE  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN WITH ANNEXES

Attest:

By: 

~~Assistant~~ City Clerk

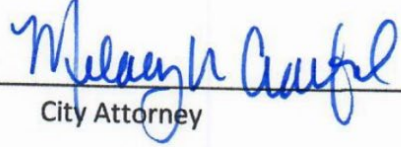
City of Port St. Lucie, Florida

By: 

Russ Blackburn  
City Manager

Date: 8.27.2020

Approved as to Legal Form:

By:   
City Attorney