



CITY OF PARKLAND

Meeting: Wednesday, May 18, 2016

AGENDA SUMMARY

Agenda Item: 8.D

RESOLUTION 2016-50

Consent Agenda

SHORT TITLE: Comprehensive Emergency Management Plan Amendment

SUBMITTED BY: Bill Evans

SPONSOR:

DEPARTMENT: City Commission

ORIGIN OF REQUEST: Staff

STAFF RECOMMENDATION

Staff recommends approval.

GOALS & OBJECTIVES

Goal(s): Goal 5 - High Performance City Organization

Objective(s): 5.6 Maintain a workforce dedicated to serving Parkland at the appropriate staffing level

BACKGROUND & PURPOSE

The City of Parkland ("City") Comprehensive Emergency Management Plan ("CEMP") was originally adopted by the City Commission through Resolution 2006-99 and describes the policies, strategies, operational goals, and objectives through which the City will mobilize resources and conduct response and recovery activities after a disaster. It is necessary to amend the CEMP from time to time to incorporate change in policies, goals, and objectives and changes to personnel, staff responsibilities and procedures, the results of this amendment are identified on the following pages, cover, 3, 6, 21, 22, 27, 74, 75 of the CEMP.

FISCAL IMPACT

N/A

EXPIRATION OF CONTRACT

N/A

ITEM APPROVAL

RESOLUTION NO. 2016-50

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PARKLAND, FLORIDA TO ADOPT THE AMENDED CITY OF PARKLAND COMPREHENSIVE EMERGENCY MANAGEMENT PLAN IN ACCORDANCE WITH THE NATIONAL INCIDENT MANAGEMENT SYSTEM; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

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A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PARKLAND, FLORIDA TO ADOPT THE AMENDED CITY OF PARKLAND COMPREHENSIVE EMERGENCY MANAGEMENT PLAN IN ACCORDANCE WITH THE NATIONAL INCIDENT MANAGEMENT SYSTEM; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Federal Government has instituted a National Incident Management System ("NIMS") which provides a consistent nationwide template that enables governments at all levels to work together more effectively and efficiently in all aspects of emergency management; and

WHEREAS, NIMS is a requirement in order to receive future Federal emergency preparedness funding; and

WHEREAS, a requirement of obtaining NIMS funding is the adoption of a Comprehensive Emergency Management Plan ("CEMP"); and

WHEREAS, the City of Parkland ("City") adopted Resolution 2006-99 approving the Comprehensive Emergency Management Plan ("CEMP") ; and

WHEREAS, the City's CEMP has been amended through Resolution 2012-49 on 16-May-2012, Resolution 2013-41 on 03-April-2013, Resolution 2014-56 on 21-May-2014 and Resolution 2015-25 on 18-March-2015; and Resolution 2015-

on 15-July-2015; and

WHEREAS, the City's CEMP has been amended in accordance with Broward Emergency Management Agency ordinance, FEMA emergency planning criteria, and Florida Statutes Chapter 252.38(2); and

WHEREAS, the City of Parkland City Commission believes having a CEMP is in the best interest of the citizens of the City of Parkland; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PARKLAND, FLORIDA, THAT;

SECTION 1. The City Commission of the City of Parkland hereby approves the City of Parkland amended CEMP and NIMS, a copy of which is attached hereto and incorporated by reference as if set forth in full.

SECTION 2. All resolutions or parts of resolutions in conflict herewith are

55 43 hereby repealed to the extent of such conflict.

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57 45 SECTION 3. The City Manager or designee is hereby authorized to maintain
58 46 and update the CEMP as may be necessary from time to time.

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60 48 SECTION 4. This Resolution shall become effective immediately upon adoption.

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63 PASSED AND ADOPTED THIS 18th DAY OF May, 2016.

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66 **CITY OF PARKLAND, FLORIDA**

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70 _____
71 **MICHAEL UDINE**
72 **MAYOR**

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75 ATTEST:

76 _____
75 **JENNIFER JOHNSON**
76 **CITY CLERK**

CITY OF PARKLAND



COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

May 2016

----REVISED----

TABLE OF CONTENTS

<u>SECTION</u>	<i>PAGE</i>
1.0 Overview and Executive Summary	2
2.0 Plan Distribution	5
3.0 Plan Purpose	6
4.0 Situation and Assumptions	7
5.0 Scope of Preparedness and Incident Management Activities	9
6.0 Policies and Protocols	12
7.0 Concept of Operations	15
8.0 Administration and Logistics	47
9.0 Authorities and References	50
10.0 Glossary and Abbreviations	52
11.0 Annexes	57
12.0 Functional Annexes	62
13.0 Educational and Training Annexes	74

1.0 OVERVIEW AND EXECUTIVE SUMMARY

1.1 PLAN PURPOSE

The Comprehensive Emergency Management Plan ("CEMP") describes the policies, strategies, operational goals, and objectives through which the City of Parkland ("City") will mobilize resources and conduct response and recovery activities after a large scale disaster. This plan details an all-hazards emergency management framework, which embodies all aspects of prevention, mitigation, preparedness, response, and recovery. The plan establishes the organizational system for comprehensive emergency management in compliance with the National Incident Management System ("NIMS") as well as Federal, State, and County requirements. The purpose of the plan is to reduce the vulnerability of people and property from large scale disasters, ensure an effective response to the impacts of a disaster, and ensure long term community recovery.

1.2 HAZARD IDENTIFICATION AND RISK ASSESSMENT

The City is vulnerable to a host of hazards, which pose a risk to the residents and property. The City is a participant in the Broward County Local Mitigation Strategy Planning Group which has drawn from a broad range of sources, including federal agencies, state agencies, local agencies, and private sector organizations in identifying hazards and assessing risk and vulnerability to those hazards. All hazards, which may impact the City, have been considered and those with the highest risk are discussed below and include: hurricanes, tornadoes, flooding, wild fires, sinkholes, hazardous materials incidents (fixed facility and transportation), nuclear power plants, civil disturbances and terrorism, and transient populations and mass migration events.

The City has drawn upon this analysis to identify the hazards threatening the jurisdiction and estimated the risk these hazards pose to the City. The City has also estimated the vulnerability of important facilities and systems to the identified hazards. In summary, the highest risk natural and man-made hazards that threaten the City are listed below in descending order of risk (highest risk to lowest risk).

Hurricanes and Tropical Storms (High Risk)

Florida is one of the most vulnerable areas in the nation to the impacts of hurricanes and tropical storms. Hurricane season runs from June through November. Primary and secondary effects from a hurricane include: storm surge, high winds, and inland flooding. The City is not subject to hurricane storm surge, which greatly reduces the potential vulnerability of people, property, the environment, and the entity itself. High winds and inland flooding pose the greatest hurricane related threat to the City. These impacts can be widespread, impacting people and property, in areas far beyond the municipal boundaries. Environmental damage may be significant due to widespread destruction of vegetation, contamination of water systems, and vulnerable environments.

The City's vulnerability to high winds is increased in the Pine Tree Estates and the Ranches subdivisions due to the widespread distribution of homes, which were constructed prior to the new building code, which mandates higher wind loading standards. The City does not have any mobile homes as is the case in other portions of Broward County ("County"). City owned facilities may also experience damage due to high winds since some of the City owned or City-occupied facilities are not built to withstand high winds or have experienced sub-par construction (New City Hall). Infrastructure is likely to be damaged or destroyed, communications system disrupted, and employees injured. The National Weather Service calculates the probability of hurricane force winds impacting any given year for selected coastal cities. The closest selected cities to Parkland are Palm Beach which has a 1 in 7 probability and Miami which has a 1 in 6 probability. Parkland, which is located between these two cities, is likely to experience a probability that lies between these numbers. Due to the fact that Parkland is not a coastal community and does not have any

tidal water bodies within its geographic boundaries, it is not vulnerable to storm surge. In recent years, the City has been impacted by Hurricanes Frances, Jeanne, and Wilma which caused damage to the City's residences and infrastructure.

Tornadoes (High Risk)

The most common, least destructive tornadoes in South Florida are warm season tornadoes which occur from May through August during afternoon thunderstorms. The most destructive tornadoes occur between December and April, due to cold fronts from the north colliding with warm tropical air in the south. Broward County as a whole is likely to experience approximately two touchdowns per year. These may occur anywhere within the County including the City. All areas of the county are subject to both vulnerability and maximum threat; however, less than one percent of the population and property values can be expected to be impacted by any single tornado event. Within the localized area of tornado touchdowns, people, property, facilities, and infrastructure damage can be severe. Environmental damage may also be significant due to destruction of vegetation. Once again, the City's vulnerability to high winds is increased in the Pine Tree Estates and the Ranches subdivisions due to the widespread distribution of homes, which were constructed prior to the new building code, which mandates higher wind loading standards. The City does not have any mobile homes as is the case in other portions of the County. City owned facilities may also experience damage due to high winds since some of the City owned or City-occupied facilities are not built to withstand high winds or have experienced sub-par construction (City Hall).

Wild Fires (High Risk)

South Florida's typical fire season is the dry season, from January through May. The largest number of lightning-caused fires occurs from July through August, which coincides with the height of the thunderstorm season. The City is a rural/suburban City with some exposure to wooded landmasses and grassland areas. The likelihood of occurrence, therefore, is high as well as the vulnerability of the property, environment, and infrastructure. Due to the airborne particles released into the air by wild fires in surrounding areas, individuals with asthma and other respiratory infections may experience difficulty breathing when air quality is impacted by fires.

Flooding (High Risk)

The City is two (2) to twelve (12) feet above sea level and is subject to in-land flooding throughout the City. Though, the City has experienced localized flooding in severe rain events, there has been no known widespread historical flooding in the City.

Sinkholes (Medium Risk)

Sinkholes are common where the rock below the land surface is limestone, carbonate rock, salt beds, or rocks that can naturally be dissolved by ground water circulating through them. As the rock dissolves, spaces and caverns develop underground. Sinkholes are dramatic because the land usually stays intact for a while until the underground spaces increase. If there is not enough support for the land above the spaces then a sudden collapse of the land surface can occur. This phenomenon is more common in the northern and central areas of Florida; however, South Florida is not exempt from said risk.

Nuclear Power Plants (Medium Risk)

The City lies just outside the 50-mile Emergency Planning Zone (EPZ) for the Turkey Point Nuclear Power Facility in Dade County. This EPZ includes the ingestion exposure pathway in which the population and animals will be vulnerable to the long-term health effects associated with the ingestion of contaminated food and water. Property is less vulnerable in the City, because the distance from the facility is sufficient to protect the property and the City. The long-term environmental exposure to contaminate could pose a threat.

Hazardous Materials (Medium Risk)

Hazardous materials incidents can occur anywhere where there is a road, rail line, port, airport, or fixed facility using, storing, or manufacturing hazardous materials. To that end, the City is at risk to an accidental chemical release. There is a high likelihood of an accidental hazardous material release associated with the transportation of materials through the City via truck routes which include State Road 7 (441), the Sawgrass Expressway, Loxahatchee Road, and Hillsboro Boulevard. Gaseous chemical substances pose a high risk to individuals who inadvertently inhale, ingest, or come in contact with the fumes. These substances, however, in time, will tend to evaporate and no longer pose a significant threat to people, property, or the environment. Solid and liquid hazardous materials including, but not limited to, fertilizers, pesticides, and herbicides, may also pose a high hazard due to various agricultural activity within the Ranches subdivision, and may potentially be detrimental to property and the environment. Vulnerable natural environment, water bodies, and groundwater systems may all be contaminated by hazardous materials and require extensive remediation. The entity itself is not likely to experience significant impacts from a hazardous materials event.

Civil Disturbance and Terrorism (Low Risk)

The State of Florida is vulnerable to civil disturbances and terrorism due to its diverse population and close proximity to politically unstable nations. Although potential targets are unpredictable, high-density population centers and military installations are assumed to be at the highest risk. The City does not contain likely terrorist targets. Terrorism increases the likelihood of mass casualty and mass evacuation from a target area. Armed violence abroad results in the threat of spontaneous mass immigration to southern Florida, including Broward County. Mass immigration increases the need for law enforcement, detention, and mass care. These events are typically preceded by periods of increasing tension abroad, which can be monitored. For threats of armed violence and weapons of mass destruction, it is very likely that joint jurisdictional management of the operation will take effect, coordinated at the County level between the Broward Sheriff's Office (BSO) and the Florida Department of Law Enforcement (FDLE). For any of these scenarios, some degree of state, federal and local involvement may occur. The lead federal agency may be FEMA or the Department of Justice.

Transient Populations and Mass Migration (Low Risk)

It is estimated that there are 6565 homeless persons within Broward County. Of these, 4,607 are provided shelter through government agencies, profit or non-profit organizations. The remaining 1,958 persons are unsheltered. While this is not considered a high threat, homeless persons may seek shelter within the boundaries of Parkland. Armed violence abroad may also result in the threat of spontaneous mass immigration to southern Florida, including Broward County. Mass immigration increases the need for law enforcement, detention, and mass care. These events are typically preceded by periods of increasing tension abroad, which are monitored by the federal government within civilian and military based agencies.

1.3 SUMMARY OF MUNICIPAL CAPABILITIES FOR EMERGENCY RESPONSE AND DISASTER RECOVERY

The City will respond to and recover from a major disaster through the aid of its municipal staffing, external contractors, and Broward County for most municipal services including emergency response services. The City contracts with Coral Springs Fire Department for fire/rescue services and Broward Sheriff's Office for law enforcement services. The City has coordinated closely with all contract service providers to ensure that the emergency preparedness, response, and recovery capabilities can be effectively implemented during times of disaster

1.4 SUMMARY OF THE CONCEPT OF OPERATIONS, INCLUDING RELIANCE ON NIMS AND ICS, AND COUNTYWIDE COORDINATION OF OPERATIONS

This plan will establish uniform policy and procedures consistent with the National Incident Management System (NIMS) for the effective coordination of resources to cope with a wide variety of natural, man-made, and technological emergencies. These emergencies may differ in size and severity and might affect the health, safety, or general welfare of the people of the City. The City has established a comprehensive emergency management system to manage the response and recovery from all hazards and will operate at the Emergency Operations Center located in the Parkland Fire Station #109 11601 Hillsboro Blvd, Parkland, FL 33076. The secondary EOC is located at Parkland Public Safety Building, 6650 University Drive, Parkland, FL 33067 (Coordinates: N26°18.81612, W80°15.1347). The tertiary EOC is located at the City Public Works/Fire Station Facility # 42, 6500 Parkside Drive, Parkland, FL 33067.

2.0 PLAN DISTRIBUTION

2.1 TABLE RECORDING DISTRIBUTION OF COMPLETE COPIES

The City CEMP will be distributed once every four years, whenever significant revisions are necessary, or as directed by the City Manager. The plan will be distributed to the following individual agencies:

DISTRIBUTION LIST	EDITION DATE	DISTRIBUTION DATE
Broward Emergency Management Agency	18-March-2015	01-May-2015
Florida Division of Emergency Management	18-March-2015	01-May-2015
City Staff	18-March-2015	07-May-2015
City Elected Officials	18-March-2015	07-May-2015
Broward Sheriff's Office	18-March-2015	07-May-2015
Coral Springs Fire Department	18-March-2015	07-May-2015

In addition, annually the City Manager will re-evaluate emergency management assignments within the Emergency Operations Center with the goal of developing each position to a depth of three levels for each vital position. Each newly assigned or re-assigned individual will receive a copy of the plan at this time including:

- ◆ Incident Commander
- ◆ Logistics Section Chief and staff
- ◆ Finance / Administration Section Chief and staff
- ◆ Public Information Officer
- ◆ Planning Section Chief and staff
- ◆ Operations Section Chief and staff
- ◆ Fire Chief
- ◆ Police Chief

2.1 DISTRIBUTION OF REVISIONS

REVISIONS DISTRIBUTED TO	SECTIONS CHANGED	DISTRIBUTION DATE
All parties listed in Section 2.1 above.	Cover, 2, 6, 7, 10, Annex 11, Annex 12, & Annex 13.	1-May-08
All parties listed in Section 2.1 above.	Cover, 2, 3, 4, 5, 6, 7, Annex 11, Annex 12, & Annex 13.	1-Jun-10
All parties listed in Section 2.1 above.	Cover, 2, 3, 4, 5, 6, 7, 10, Annex 13,	1-Jun-11
All parties listed in Section 2.1 above.	Cover, 8, 15, 18-21, 24, 25, 28-30, 36-38, 59, 60, 67, 68.	1-Apr-12
All parties listed in Section 2.1 above.	Cover, 2, 4, 7, Annex 12, & Annex 13.	1-Apr-13
All parties in Section 2.1 above	Cover,18,27,28,33,35,36,65,73,74	1-May-13
All parties in Section 2.1 above	Cover,18,27,28,32,35,36,65,73,74	1-May-15
All parties in Section 2.1 above	Cover,3, 6,21,22,27,74,75	1-Jun-16

3.0 PLAN PURPOSE

3.1 MUNICIPAL EMERGENCY RESPONSE AND DISASTER RECOVERY OPERATIONS

The purpose of this CEMP is to guide municipal emergency response and recovery operations. The plan establishes municipal policies and protocols under which emergency operations are to be conducted. Roles and responsibilities for implementing emergency operations are assigned to individuals, agencies, and contract organizations. This plan is designed to address all hazards yet must remain flexible. Policies, operational procedures, and responsibilities may be modified to meet disaster conditions.

3.2 EMERGENCY PREPAREDNESS PROGRAM

This plan also defines the City's emergency preparedness program which includes hazard mitigation, emergency preparedness, and a training and exercise program. Roles and responsibilities for each component of the preparedness program have been assigned to individuals within the City or contract staff supporting municipal operations. All preparedness actions are guided by the emergency preparedness committee.

3.3 COMPLIANCE WITH APPLICABLE COUNTY, STATE, AND FEDERAL REQUIREMENTS FOR EMERGENCY PLANS

The City has prepared a CEMP to document and detail its policies and operational concepts to be used during emergency response operations, as well as the organizational responsibilities for the plan implementation and maintenance.

This plan reflects the existing capabilities of the municipal agencies and the jurisdiction's community support organizations to conduct standard emergency operations and to implement the emergency plan. The City relies upon contractual services to county agency providers in order to provide both daily and emergency responsibilities. This plan will define how to implement these operational procedures.

The City has adopted NIMS. This plan is written in compliance with the requirements of the NIMS, the Florida Comprehensive Emergency Management Plan, and the Broward County Comprehensive Emergency Operation Plan, Broward County Local Mitigation Strategy, and the Federal Response Plan. The Parkland City Commission has formally adopted this plan. Upon substantive revision, this plan will be reviewed and again formally adopted by the City Commission. The plan may also be evaluated following major exercise of the plan and following any significant implementation of the plan, and

CITY OF PARKLAND

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

modified if indicated. Each approval and adoption will provide the local authority instruction for plan

Attachment: cemp 2016 revised 2 (1248 : Comprehensive Emergency Management Plan Amendment)

implementation by response organizations. Modifications to the plan made between formal approvals by the governing body will constitute an administrative update to the previously approved plan and not require formal approval.

The municipal emergency plan will reference or incorporate written procedures, job aides, and field guides developed by the City and required for use by Broward County or the State of Florida. Procedures are being developed for the activation, operation and deactivation of the emergency operations center.

The municipal emergency plan defines the NIMS based concept of operations to be used by the City during emergencies and the responsibility for its implementation. The City Manager, or in his/her absence the Public Works Director may activate the plan in accordance with activation procedures which are further detailed in Section 7.

4.0 SITUATION AND ASSUMPTIONS

4.1 SITUATION

The City is an upscale bedroom community located in the extreme northwestern portion of Broward County, bordered by State Road 7 to the east, the Hillsboro Canal to the north, the Water Conservation Area to the west, and the Sawgrass Expressway to the south. It should be noted that two small communities within the City, Country Acres and Pine Tree Estates Extension, lie just south of the Sawgrass Expressway. There is minimal commercial activity, primarily located along the State Road 7 corridor, the north end of University Drive, and on Parkside Drive.

4.1.1 Important Characteristics of the Community

The City is a combination of suburban and rural lifestyles, with a strong focus on quality of life, education, parks, equestrian activities, and conservation. The City maintains the "Tree City U.S.A." designation. While most of Parkland is composed of residential neighborhoods, the city also maintains a small commercial community. Residents can enjoy a host of parks, equestrian activities, and natural areas located within the municipal boundaries. The City houses one assisted living facility, three religious facilities/schools, and five public schools.

4.1.1.1 Size of Jurisdiction:

The City is approximately 13.68 square miles in size with a population of 24,404 residents and a median resident age of 35. The median household income is approximately \$106,000 and median house value over \$400,000.

4.1.1.2 Level and Type of Development:

The City is primarily a residential community with over 9,399 residential dwellings including, 470 condominium units, and 396 apartment units. The City has 1 assisted living facility with 325 residential units. There are 5 public schools (3 elementary, 1 middle, 1 high) and two private schools with religious affiliation. Commercial space consists of approximately 200,000 square feet of combined office and retail space.

4.1.1.3 Municipal Resources:

- ◆ **Personnel:** The City has approximately sixty-one (61) full-time employees engaged in various municipal functions including, but not limited to, city management, building inspection, code enforcement, planning and environmental resources, finance, parks & recreation, human resources, public works, engineering and administrative support functions. The Public Works & Engineering Department, consisting of thirty-two (32) full-time employees and twenty-four (24) part-time employees, acts as the lead agency in emergency situations and first responder for ESF-3 functions.
- ◆ **Facilities:** The City maintains responsibility for various buildings, facilities and structures including, but not limited to, City Hall, the Parkland Library, Public Safety Building, Public Works/Fire Station Facility, Amphitheater, Community Center, Tennis Center, a storage trailer, six (6) concession stand/bathroom facilities, three (3) steel storage buildings and a variety of park structures, trails and landscaping within five active (5) parks, three (3) passive parks and several natural preserve areas.
- ◆ **Systems:** The City maintains three (3) warning/alert systems including a Thorguard lightning warning system and a Code Red information disbursement system. Additionally, the City maintains three (3) emergency generator backup systems to ensure continued operation of its emergency operations center and other critical facilities. Data information systems are backed-up weekly with a copy maintained at a secure offsite facility.
- ◆ **Equipment:** The City maintains a fleet of light and heavy equipment for performance of routine and emergency operations including, a backhoe, skid steer loader, mini excavator, two (2) tractor loaders, five (5) portable generators, a portable water tank, water tanker truck, grapple truck, bucket truck, brush chipper, two (2) dump trucks, four (4) trailers, chainsaws, mowers, trimmers, weed eaters, mechanical tampers, and a variety of small hand and power tools.
- ◆ **Contracted Services:** The City maintains the following contractual services on an on-going and/or as-needed basis: embarrassed

Coral Springs Fire Department - Fire/Rescue Services
 Broward Sheriff's Office – Police Services
 Waste Management – Curbside Garbage/Trash/Bulk/Recycling Services
 Ashbritt, Inc. – Emergency Debris Removal Services
 Witt O'Brien's, LLC – Debris Monitoring Services
 Allstate Resource Management. – Canal Maintenance Services
 Iron Mountain – Storage of Backup Information Systems Data

4.2 ASSUMPTIONS**4.2.1 Assumptions Regarding Emergency Conditions**

Disasters impacting the City will endanger public safety, damage property, and disrupt community services. The level of impact will vary in location, type, and magnitude. This variability will necessitate a flexible approach to implementation of the CEMP. The concept of operations outlined in this plan assumes that a major or catastrophic emergency has occurred or is likely to occur, and the need exists for the immediate activation of this plan and mobilization of emergency response resources. Damage may be extensive and many areas could experience casualties, property loss, disruption of normal life support systems, and loss of economic, physical, and social infrastructures.

Local emergency response personnel will experience casualties and damage to their homes and personal property, and will themselves be victims of the disaster.

All public, private, and non-profit organizations that support this plan have developed emergency operations procedures to implement and allocate resources.

If the emergency is major or catastrophic in nature, it is assumed that the County will request state assistance and the Governor will request activation of the National Response Plan and federal resources. The Federal Emergency Management Agency will coordinate deployment of federal assets to the affected areas to provide assistance to local governments.

In addition to State and perhaps Federal assistance, the City may request mutual aid from other political subdivisions throughout the State.

Disaster conditions may require the City to fulfill emergency response and disaster recovery operations independently and without assistance for up to 72 hours following impact of the event.

Resources may be inadequate to meet the needs of citizens within the City. Prioritization will be based upon life-sustaining need in accordance with the policies established in the CEMP.

Protective actions for the public could potentially involve thousands of individuals, and it is assumed the public will attempt to comply with all protective action instructions.

Facilities, institutions, or locations that are required by statute or other standards to have emergency response plans and procedures will maintain and implement those plans.

Following the impact of a disaster, significant modifications in normal City agency operations will be necessary to assist disaster victims, restore community services, coordinate debris removal, and similar operations. This may require City agencies to employ temporary staff, use alternate facilities, or deliver services directly to damaged areas.

4.2.2 Plan Implementation Assumptions

Personnel with assigned emergency response duties will report to duty.

The City Emergency Operations Center will remain functional for the duration of the emergency response.

The City is able to maintain communications and control with key responding personnel and the County Emergency Operations Center.

5.0 SCOPE OF PREPAREDNESS AND INCIDENT MANAGEMENT ACTIVITIES

The purpose of this section is to detail the emergency response and disaster recovery capabilities of the jurisdiction. The City has developed the basic capabilities, programs and resources to provide both daily and disaster response and recovery capabilities in compliance with the NIMS System and the County Comprehensive Emergency Management Plan.

5.1 EMERGENCY PREPAREDNESS PROGRAM

5.1.1 The Municipal Emergency Preparedness Organization

In compliance with NIMS, the City has established an emergency planning committee that is responsible for the planning, training, exercises, and maintenance of the improvement program needed to ensure the City is ready to respond to emergencies. The emergency planning committee operates throughout the year. The organization is led by the Public Works Director and incorporates representation from all public safety organizations providing services to the City, County, and State emergency management representatives, and private service providers. For a complete list of the members see section 7.5.1 Preparedness Actions.

5.1.2 Summary of the Emergency Preparedness Program

The emergency planning committee is responsible for guiding the emergency preparedness program which includes the following components: emergency facilities, planning, procedure, development, training, and exercises. The City has identified an Incident Management Team which is responsible for coordinating disaster response and recovery activities. The City will conduct emergency planning activities on an ongoing basis to ensure that the CEMP, as well as all supporting procedures, are maintained, and employees are regularly trained. The City will exercise the vital components of the plan by conducting a Table Top exercise to test the emergency plan. Prior to the exercise, the Emergency Coordinating Group will meet to assign roles and responsibilities of the Incident Management Team. The table top exercise will occur in the spring of each year and following the exercise, the group will conduct an after-action critique to summarize the corrective actions needed to improve the operational readiness of the response and recovery Team. NIMS and the Homeland Security Exercise and Evaluation Program (HSEEP) require that the emergency response capabilities be evaluated on an ongoing basis, as well as after each exercise and/or actual emergency. The City will evaluate all actual response events and exercises, prepare an after-action report, and improvement plan which assigns responsibility for correcting problems or addressing shortcomings. The City will also seek to meet all NIMS compliance criteria related to the classification and typing of personnel and resources.

The City shall be a member of the Broward County Emergency Coordinating Council (ECC) and regularly attend monthly meetings.

5.1.3 Outreach to Community Businesses and Institutions

The City actively reaches out to the community through several public and business outreach efforts. A website has been established at www.cityofparkland.org to provide ongoing disaster related information. The City also participates and encourages citizens to participate in County and State sponsored preparedness events. The City maintains a public access television channel 78 which operates 24/7, and a semi-annual newsletter, *Parkland Pipeline*, is mailed directly to residents. The City also participates in the Code Red notification system and maintains four (4) community bulletin boards strategically located throughout the City. It is assumed local radio stations will inform the community through public service announcements. In an effort to reach the business community, the City distributes State Department of Business & Professional Regulation and Broward County Business Disaster Action Plans as they become available.

5.2 MUNICIPALITY'S INCIDENT MANAGEMENT ACTIONS

5.2.1 Emergency Services Provided

During times of disaster, the City will provide emergency management through a coordinated effort with City personnel, contract staff, elected officials, and volunteers.

5.2.2 Reliance on External Organizations for Emergency Services

The City on a daily basis relies upon the Broward County Sheriff's Office to provide law enforcement services and Coral Springs Fire Department to provide fire and emergency medical services to the community on a contractual basis. Both, the Broward County Sheriff's Office and Coral Springs Fire operate in accordance with the National Incident Management System.

The City does not have direct management control over either the Sheriff's Office or Fire Rescue resources. The resources, that are available on a daily basis, however, will remain committed to the City after a large-scale disaster. Depending on the severity and magnitude of the disaster, additional County resources may be requested after a disaster. Resources from adjacent municipalities may also be activated through the Statewide Mutual Aid Agreement. Daily services will continue during disaster, but the ability to augment will be based upon availability through County services. Additional community service/volunteer organizations and private vendors who contract with the city may also be called upon to provide emergency services.

5.2.3 Activation of the Municipal Emergency Operations Center (EOC)

The City will activate its emergency operations center and its Incident Management Team to respond to the disaster needs of the community. Numerous conditions may warrant activation prior to an event, during an event, or once an incident has already occurred.

- ◆ Various natural disasters and terrorism threats may provide advance warning either through monitoring systems or through verbal notification. The City Manager, in coordination with the public safety organizations, will evaluate the advance threat conditions and determine if EOC activation is warranted.
- ◆ Whenever an emergency situation, a special situation, or event in the jurisdiction requires inter-agency coordination for additional resources, the City Manager may determine to activate the incident management team. The team will ensure that the decision-making process is adequately coordinated.
- ◆ If multiple scenes are developing throughout the jurisdiction, which cannot be adequately coordinated from a single field command post, the City Manager may activate the Incident Management Team.

5.2.4 Coordination of Municipal Emergency Response Operations

In the City coordination of field operations at an incident scene is the responsibility of the Incident Commander with operational control. The Incident Commander will be the City Manager. The Incident Commander on-scene will directly notify the emergency response team of any incident which may potentially meet activation conditions. Upon activation, the Incident Management Team will coordinate actions to provide additional resources to incident scenes, to allocate resources among multiple scenes, and to coordinate municipal operations with other jurisdictions, higher levels of government, and contractor providing disaster support resources. All emergency operations are coordinated in accordance with the principles of the National Incident Management System (NIMS).

5.2.5 Coordination of Municipal Emergency Operations with Private Sector Emergency Operations

In accordance with NIMS, the State CEMP, and Broward County EOP, the City coordinates primarily through the Broward County Emergency Operations Center to determine status of public and private utilities including ESF 1: Transportation, ESF 2 Communications, ESF 3 Public Works and Engineering, ESF 8 and ESF 18 are combining Health and Medical Care with business industry and economic stabilization, ESF 12 Energy. The City will maintain a municipal liaison(s) at the Broward County EOC to monitor and coordinate emergency response and recovery activities affecting the City.

5.2.6 Operations in Support of Countywide Emergency Response

During a disaster, there will be emergency operations implemented by Broward County, the State or Federal agencies that provide services on a countywide or multi-jurisdictional basis. Such operations include evacuation traffic management, evacuee sheltering, operation of points of distribution, etc. The City will coordinate closely with the County Emergency Operations Center and support countywide functions for the benefit of the citizens of the City.

Point of Distribution: City of Coral Springs

The City will not be operating a Point of Distribution (POD). However, in the event regional POD's are made available by the State or County, Parkland residents will have access to a Regional POD located close by in the City of Coral Springs. PODs, when available, will provide life sustaining emergency relief supplies to the residents of Parkland impacted by a major disaster and widespread utility outages. The POD and all emergency response operations will be managed in compliance with Broward County standards and the National Incident Management System.

Evacuation Shelters

Evacuation shelters are located at various locations throughout Broward County and said locations may be viewed at the Broward County website www.broward.org.

Vulnerable Population Registry

The City participates in the Broward County Vulnerable Population Registry Program to better identify residents that might require special needs in the event of an emergency. The City further coordinates such response with the Coral Springs Fire Department and Broward Sheriff's Office.

6.0 POLICIES AND PROTOCOLS**6.1 POLICIES****6.1.1 Plan Use for Coordination of Response of Agencies to all Types of Emergencies**

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

6.1.2 Priorities for Emergency Response

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

Priority 1:

The protection of health and safety of all persons and emergency responders in the City is the highest priority for emergency operations.

Priority 2:

The protection of public property and critical community infrastructure.

Priority 3:

The protection of private property and the valuable environmental characteristics of the community...

6.1.3 Use of NIMS and ICS for Management of Emergency Response

The City has adopted NIMS and will apply the ICS operational concepts during all emergency response operations.

6.1.4 Responsibilities of Municipal Employees for Emergency Response

All assigned personnel must report for emergency response duty and then request relief later to attend to personal concerns.

6.1.5 Assistance Provided Without Preferential Treatment

The City will provide emergency services and assistance to all disaster victims within the jurisdiction without discrimination for demographic characteristics or economic status, but rather based solely on the urgency of the victims' needs.

6.1.6 Municipal Resources

The City has limited resources and facilities. During a disaster the use of City facilities, personnel, equipment, and supplies will be consistent with the policies, protocols, and operational concepts defined in this plan. The City must exhaust all locally available resources prior to requesting emergency assistance from other jurisdictions or higher levels of government. This includes the use of resources available through existing mutual aid agreements and pre-emergency contracts with other organizations. Upon request from Broward County and/or adjacent jurisdictions, the City may deploy City-controlled resources and assistance outside of the municipality provided the urgent needs of the City and its residents have been adequately addressed, and requested resources are no longer needed to support emergency operations within the City.

6.1.7 Operations Following Failure of Municipal Continuity of Government

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

1. The Mayor as the official chief elected officer
2. In the absence of the Mayor, the Vice Mayor

At any time, the City Commission may determine that the municipal government cannot be sustained for a limited period of time. Once the determination has been made, the city may request that the Broward County Board of County Commissioners temporarily assume all local governmental responsibilities in accordance with the laws of the State of Florida. This transfer of responsibility will occur within the designated timeframe only and must be re-evaluated upon termination of the designated timeframe.

In the event Broward County representatives cannot establish communication with the municipality within 24 hours following a catastrophic event to confirm the continuity of municipal government, the County will assume local governance until requested by the City to return control to the Mayor or other designated individual(s).

6.2 PROTOCOLS

6.2.1 Leadership for Management of Municipal Emergency Operations

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

- ◆ In the event that an emergency affects only one political subdivision, it is the responsibility of the Mayor to declare a municipal state of emergency.
- ◆ In the event that life safety is threatened and the Mayor cannot be immediately located, the Vice Mayor and in his/her absence the most senior City Commissioner may declare the local state of emergency and activate the CEMP.

This state of emergency must be ratified or rescinded by the City Commission within twenty four (24) hours when it is promulgated by the Mayor. Florida Statute Chapter 252.38 states that to request State assistance or invoke emergency-related mutual-aid assistance, jurisdictions should declare a state of local emergency. The duration of each state of emergency declared locally is limited to 7 days. It may be extended, as necessary, in 7-day increments.

Further, Florida Statute Chapter 252.38 states that under a state of emergency, the municipality has the power and authority to waive the procedures and formalities as they related to the following:

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

The Broward County Board of County Commissioners, the Governor of the State of Florida, and the President of the United States may also declare a State of Emergency depending upon the geographic impact of the disaster. These States of Emergency may impact the City. When any of these levels of government declares a State of Emergency for the geographic area inclusive of the City, the City shall also declare a state of emergency to legally indicate that the City is activating its CEMP and employing all emergency powers necessary to protect the safety of its citizens and property.

The City may order a mandatory evacuation when public safety is threatened by a natural, technological, or man-made disaster event within the boundaries of the City. Broward County and the State of Florida may also order mandatory evacuations, establish curfews, and activate the CEMP.

Once the state of emergency has been declared and the CEMP has been activated, the City Manager, acting as the Incident Commander, may implement all policies and procedures detailed in this plan. The City Manager will direct activation of the City's EOC, and its subsequent operations, and will approve the Incident Action Plans for the City.

Members of the City Commission will have an advisory role to the City Manager, and will serve as community liaisons for their respective council district.

The City's on-scene incident command staff will have responsibility for management and supervision of all onsite operations, in accordance with the approved Incident Action Plan.

6.2.2 Chain of Command for Municipal Emergency Operations

In accordance with NIMS, the incident commander of the City at the EOC is in command and control of all operational activities associated with the disaster. On-scene incident command staff, at any field disaster site, including, but not limited to, staging area or POD, are under the direct command of the Incident Commander at the Emergency Operations Center. On-scene incident command staff will direct on-site operations in accordance with NIMS and the Incident Action Plan approved by the Incident Commander at the EOC.

6.2.3 Lines of Succession for Municipal Positions

The purpose of lines of succession is to ensure continuity of decision-making authority when critical decision-makers are incapacitated. The administration of the City is managed by a few number of critical decision-makers. Following is the line of succession for the Incident Command in the Emergency Operations Center which is responsible for implementation of the Comprehensive Emergency Management Plan.



If none of these individuals is capable of assuming command, the Broward County Board of County Commissioners may temporarily assume local governmental responsibilities in accordance with the laws of the State of Florida. This transfer of responsibility will occur within the designated timeframe only and must be re-evaluated upon termination of the designated timeframe.

6.2.4 Coordination and Cooperation with Broward County

In accordance with NIMS and Florida Statute Chapter 252, the City will coordinate emergency operations with the Broward County Emergency Operations Center and neighboring jurisdictions as necessary. While personnel resources with the City are limited, it is the goal of the City to provide a liaison to the Broward County Emergency Operations Center to ensure that decisions are coordinated. The City will deploy the Environmental Coordinator and a Facilities Maintenance Technician to represent the City at the County EOC. The City liaison will communicate with the City primarily through telephone communications and resort to amateur radio operations when primary communications fail.

6.2.5 County Control of Emergency Operations within the Municipality

The City has no public safety agencies and would be unable to provide on-scene emergency services without assistance from the Broward Sheriff's Office. The City has an agreement with the Broward County's Sheriff's Office to provide law enforcement services during emergencies within the City. The City also has an agreement with the Coral Springs Fire Department to provide fire, emergency medical service, EMS transport, and search and rescue operations during a large-scale disaster. The City has established an incident management team at the EOC consisting of key representatives for the primary response organizations and contractors who support emergency operations. This team will manage and coordinate all on-scene emergency operations necessary for the City.

7.0 CONCEPTS OF OPERATIONS

7.1 OVERVIEW OF THE CONCEPT OF OPERATIONS 7.1.1 Summary of the basic concept of operations

- ◆ The City has adopted NIMS and uses the basic ICS organizational framework for emergency operations
- ◆ The City has an emergency coordinating group and this organization coordinates the City's overall emergency preparedness program.
- ◆ The City, in cooperation with the County, encourages the education of the public.
- ◆ The City will provide a liaison(s), to the County EOC during Level 3 activations. This liaison is responsible for coordinating all response actions and protective action decisions with the County and neighboring jurisdictions.

7.1.2 Classification of Emergencies and Disasters

According to F.S. 252.35(a), disasters are classified as follows:

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

7.2 FACILITIES

7.2.1 Functions of the Municipal EOC

The function of the EOC is to:

- ♦ Coordinate and prioritize resource support operations for municipal field units at incident scenes and for disaster victims within the jurisdictions.
- ♦ Coordinate municipal emergency operations with those conducted by adjacent municipalities, Broward County, the State of Florida and the Federal Government.
- ♦ Coordinate the receipt, processing and delivery of public information and emergency instructions relevant to the municipality.
- ♦ Coordinate the activation, operation, and deactivation of any other emergency facilities established by the municipality. The EOC will also coordinate municipal operations related emergency facilities activated with the jurisdiction by Broward County, the State of Florida or the Federal Government.

7.2.2 Levels of Municipal EOC Activation

The EOC may be activated directly to level 2 or level 1, whenever sequential activation is not indicated. Further, the plan will consider the levels of activation of the EOCs of adjacent jurisdictions and Broward County.

Level 3:

Monitoring of the situation and standby for higher activations if indicated

Level 2:

Partial activation of specific positions within the EOC depending on disaster conditions.

Level 1:

Full activation with all positions staffed and functional.

7.2.3 Locations of Municipal Primary and Alternate EOCs

- ♦ The primary Emergency Operations Center is located in the CSFD Station 109 Building, 11601 West Hillsboro Blvd., Parkland, FL 33067 (Coordinates: N26°20' 2.40", W80°17'0.96")
- ♦ The secondary Emergency Operations Center is located in the Parkland Public Safety Building, 6650 University Drive, Parkland, FL 33067 (Coordinates: N26°18' 44.00", W80°15' 4.44")
- ♦ The tertiary Emergency Operations Center is located in the Parkland Public Works/Fire Station Facility, 6500 Parkside Drive, Parkland, FL 33067 (Coordinates N26°18' 40.43", W80°13' 18.69")

7.2.4 Pre-Designated Multi-Agency Coordination Systems and the Relationship to the Municipal EOC.

The City has not designated any MACS beyond the EOC listed above.

7.2.5 Standard Operating Procedures for the Municipal EOC See Appendix 1 for the EOC SOP.

7.2.6 Description of Pre-Identified Emergency Facilities

The City has located emergency bulletin boards at various locations throughout the City to provide information in case of the loss of power, phones, and cable. These bulletin boards are located at:

Terramar Park (concession stand) – 6575 NW 76th Drive. City
Hall – 6600 University Drive.
Pine Trails Park – 10555 Trails End
Barkland – 9100 Ranch Road

The City will not be operating a Point of Distribution (POD). However, a Regional POD, when available, for use of Parkland residents may be located close by in the City of Coral Springs located at North Community Park, 5601 Coral Springs Drive, Coral Springs Florida 33065. The POD, if provided, will provide life sustaining emergency relief supplies to the residents of Parkland impacted by a major disaster and widespread utility outages. The POD and all emergency response operations will be managed in compliance with Broward County standards and the National Incident Management System.

7.3 ORGANIZATION AND STAFFING

7.3.1 Normal Organization and Staffing

The Parkland City Commission is comprised of one Mayor and four Commissioners who are elected by the registered voters of the City. Each year, one Commissioner is appointed to serve in the capacity of Vice Mayor. Elected positions, or "seats," are held for a period of four (4) years, after which a new election is conducted.

The members of the City Commission are residents of the City, and serve as the voice in City government. They strive to represent all residents of the City in the most equitable and professional manner.

The City is composed of eight Departments. The Law Enforcement Department is managed through the Broward County Sheriff and the Fire Department is managed by the City of Coral Springs. All other departments are managed and staffed by municipal employees. See Appendix 2 for Organizational Chart of daily activities. City Departments are as follows:

Mayor and City Commission

City Attorney's Office

City Clerk's Office

City Manager's Office - (Includes Human Resources, Information Technology)

Public Works Department - (Streets/Storm water, Facilities, Fleet, Parks & Custodial),

Development Services Dept. - (Planning & Zoning, Building Department, Code Enforcement).

Parks & Recreation Department - (Library, Parks & Recreation, Park Rangers).

Finance Department - (Finance Administration).

Engineering- (Engineering and Landscape)

CITY SERVICE PROVIDERS	
SERVICE	PROVIDER
Governance & Continuity of Government	City Commission
Law Enforcement & Security	Broward Sheriff's Office
Traffic Management and Safety	Broward Sheriff's Office/City
Fire Rescue & Paramedic Services	Coral Springs Fire Department
Hazardous Materials Emergency Response	Coral Springs Fire Department
Public Health Services	Broward County Health Department
Emergency Medical & Hospital Facilities	North Broward Hospital District
Water & Wastewater Services (East)	City of Coconut Creek
Water & Wastewater Services (Central)	Parkland Utilities
Water & Wastewater Services (West)	North Springs Improvement District
Electricity	Florida Power & Light
Telephone Communications	AT&T
Cable Television	Comcast Cable
Information Systems for Municipal Government	City Information Technology Department
Development & Environmental Protection	City Development Services & Public Works
Mass Transit & Transportation	Broward County Mass Transit
Road Repair & Maintenance	City of Parkland, Broward County, FDOT, Private Community Associations.
Storm water & Canal Maintenance	City of Parkland, Parkland Utilities, North Springs Improvement District, Pine Tree Water Control District, Private Community Associations.
Building Construction Inspection	City of Parkland Building Department
Code Enforcement	Broward Sheriff's Office
Garbage, Bulk Trash & Recycling Services	Waste Management, Inc.
Emergency Animal Care	Broward County Animal Control
Comprehensive Planning & Development	City of Parkland Planning & Zoning
City Facilities Maintenance & Construction	City of Parkland Public Works
Maintenance of Public Rights-of-Way	City of Parkland Public Works, Broward County, Private Community Associations
Emergency Debris Removal	Ashbritt Environmental Inc.
Emergency Debris Monitoring	Witt O'Brien's, LLC

Attachment: cemp 2016 revised 2 (1248 : Comprehensive Emergency Management Plan Amendment)

7.3.2 The Municipal Preparedness Organization

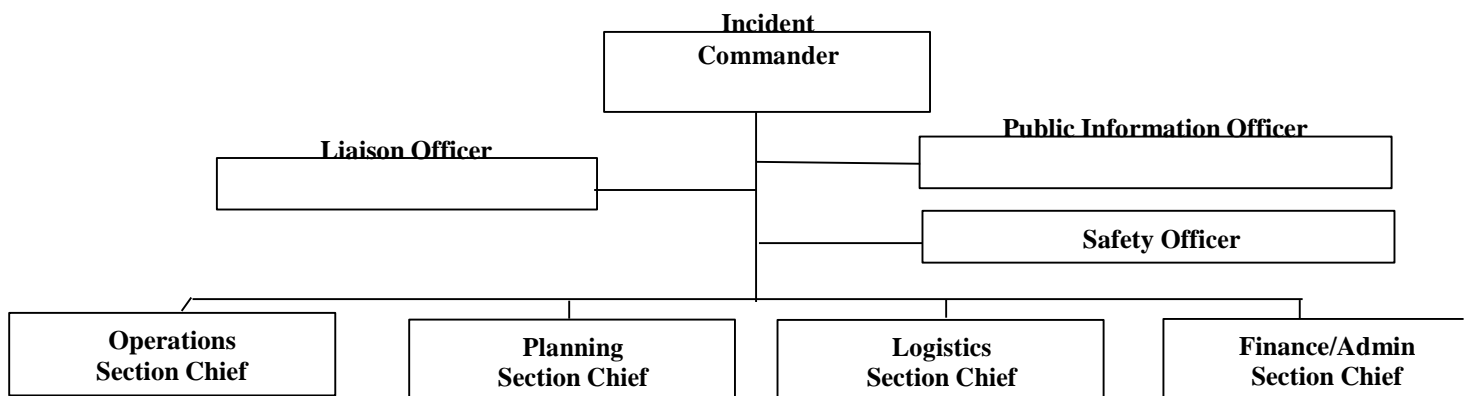
The emergency preparedness organization of the City includes the following personnel: City Manager, Public Works Director, Police Chief (BSO), Fire Chief (CSFD), Public Works Operations Superintendent, and Finance Director. These individuals assure that all available resources and personnel are considered in the implementation of the City's preparedness program to all hazards. In addition, the preparedness organization maintains a liaison with Florida Power and Light and any health care facilities within the City. This is intended to improve the coordination of public and private preparedness programs throughout the City. This group is responsible for the following activities:

- ◆ Establish emergency plans and protocols including public communications and awareness.
- ◆ Establish the standards, guidelines, and protocols necessary to promote interoperability among the jurisdictions agencies and reorganizations, as well as with adjacent jurisdictions and the county.
- ◆ Adopt standards, guidelines, and protocols for providing resources requesting organizations, including protocols of the emergency organization in supporting incident operations conducted by the municipality.
- ◆ Set priorities for resources and other requirements necessary for supporting field operations.
- ◆ Ensure participation in Broward County's multi-agency coordination mechanisms, including the county EOC, mutual-aid agreements, incident information system, non-governmental organization, a private sector outreach, public awareness and information system, and mechanisms to deal with information and operations security.

The City also actively participates in numerous county-wide emergency preparedness organizations including the Mitigation Task Force and Stop Sign Task Force, which ensure effective coordination for all hazards and uniformity of response protocols, and the Emergency Coordinating Council, which coordinates countywide response activities.

7.3.3 The Municipal Emergency Organization

During an emergency activation, the City's organizational structure is modified in accordance with the National Incident Management System requirements. The municipal emergency organization is shown in the following chart:



7.4 ROLES AND RESPONSIBILITIES

7.4.1 Overview of Roles and Responsibilities

In accordance with the National Incident Management System, roles and responsibilities for Incident Command are assigned as follows:

Incident Commander	City Manager
Public Information Officer	PIO in City Manager's Office
Liaison Office	Parks & Recreation Director
Safety Officer	Public Works Director
Operations Section Chief	Public Works Ops. Mgr.
Planning Chief	Zoning Director
Logistics Section Chief	City Engineer
Finance/Admin Section Chief	Finance Director

Each municipal representative within the City has been assigned an organizational responsibility in the emergency coordination and implementation effort. The Incident Commander is responsible for ensuring that the City is prepared to respond to all hazard disasters and ensuring that all policies and procedures related to emergency preparedness planning, training, and exercise activities are in place. The Incident Commander is responsible for staffing the City's Emergency Operations Center during emergency events and responding to the disaster situation. Due to the small number of representatives, it is essential that each assigned individual be available to fulfill this assignment.

INCIDENT COMMAND SYSTEM ASSIGNMENTS	
POSITION	PROVIDER
Mayor	Command
Vice Mayor	Command
City Manager	Command (Incident Commander)
Public Works Director	Command (Safety Officer)
Police Chief (BSO)	Operations
Fire Chief (CSFD)	Operations
Finance Director	Finance (Section Chief)
City Planner-Contract Position	Planning (Section Chief)
Parks & Recreation Director	Liaison Officer
Public Information Officer	PIO (City Manager's Office)
Building Official	Operations
Executive Assistant to the City Manager	Command (City Manager's Office, Liaison Officer)
PIO	Command/PIO
Chief Accountant	Finance
City Engineer	Logistics (Section Chief)
Public Works Operations Manager	Operations (Section Chief)
Public Works Supt.	Operations
Chief Park Ranger	Logistics
Information Technology	Operations
Public Works Facilities Crew Leader	Operations
Public Works Streets / Storm water Crew Leader	Operations
Human Resources Director	Liaison
Facilities Maintenance Technician	County EOC Liaison
Facilities Maintenance Technician	County EOC Liaison
Public Works Parks Crew Leader	Operations

7.4.2 The Municipality's Governing Body

In advance of any disaster impacting the City, numerous activities must occur in preparation of an impending situation. Following are the assignment of responsibilities of the governing body, the City Manager, and the Emergency Management Coordinator (this role is currently performed by the Public Works Director of the City) during the preparedness phase. The City has a City Commission consisting of a Mayor, a Vice-Mayor, and three City Commissioners. The Commission acts as an advisory role to the Command Team.

RESPONSIBILITIES OF THE CITY COMMISSION (Preparedness Phase)

- Formally adopt NIMS;
- Approve Broward County local mitigation program participation;
- Approve pre-disaster and emergency contracts and vendor agreements for emergency service;
- Maintain preparedness for meetings to endorse a Declaration of a Local State of Emergency and to promulgate emergency ordinances when necessary;
- Approve the CEMP;
- Approve mutual aid agreements;
- Approve state and federal emergency preparedness grants;
- Approve protective actions including evacuations and shelter in place curfews, and all other protective policies;
- Approve the CEMP and its annexes to maintain familiarity with its concepts and policies;
- Resolve policy issues which arise during the disaster event, which may include enacting emergency ordinances;
- Establish and update policies and local ordinances necessary to support City agency development and implementation of the CEMP, and its annexes;
- Provide budgetary support for the City's emergency preparedness, response, and recovery programs.

**RESPONSIBILITIES OF
ALL EMERGENCY RESPONSE PERSONNEL (Preparedness Phase)**

- Identify three employees to serve as ICS Section and/or ESF representatives to the EOC, with the authority to commit resources and execute policies;
- Ensure agency staffs are adequately trained for implementation of the agency's emergency response and disaster recovery operations;
- Conduct practice exercises of the agency's response and recovery operations on a regular basis;
- Develop and maintain continuity of operations/continuity of government plans (COOP) to enable the agency to conduct its essential operations, including fulfilling responsibilities for CEMP implementation, in the event of damage or disruption to the agency's normal facilities or systems;
- Coordinate, provide, and document training of incident management team members;

- Accurately maintain financial records regarding all financial expenditures and staff time records relevant to emergency response and disaster recovery operations;
- Develop and maintain current detailed procedures, rosters, inventories, and similar documents necessary for implementation of the CEMP, ESF, Recovery, and Mitigation Annexes, as well as for conducting emergency operations for the City EOC;
- Maintain the statewide mutual aid agreement to provide additional personnel and resources during disaster operations;
- Cooperate with communications and requests for assistance from the Emergency Management Director regarding the planning, training, exercise, and implementation activities necessary to maintain the City's preparedness for disasters;
- Develop and implement "family emergency preparedness programs" for agency staff in order to facilitate the participation of key staff in the implementation of the CEMP;
- Participate in post-event evaluations and critiques of exercises and the response to actual disasters to assist with appropriate modifications of the CEMP;
- Support continuing efforts to lessen the vulnerability of the agency's facilities, equipment, personnel, and operations to the impacts of disasters through participation in the City's pre-disaster mitigation planning and programming;
- Support and participate in the routine updating of the CEMP and its annexes;
- Activate the ESF upon the request of command.

7.4.3 The Municipal Emergency Management Coordinator

The emergency management coordinator may be assigned to perform the following responsibilities:

RESPONSIBILITIES OF THE PUBLIC WORKS DIRECTOR AS EMERGENCY MANAGEMENT COORDINATOR (Preparedness Phase)

- Assess and conduct studies, report, regulations, and technical guidance relevant to the EM program.
- Ensure compliance with NIMS, Broward County, the State of Florida and other regulatory and statutory bodies.
- Analyze staffing, equipment and facility resources to determine their adequacy for plan implementation and planning corrective actions where indicated.
- Maintain the emergency plan and ensure maintenance of associated operational procedures by the responsible organizations.
- Develop and/or implement municipal training programs in emergency plan implementation and in NIMS compliance.
- Ensure "after action" evaluations as well as the updating and maintenance of the City's "preparedness improvement plan".

- Ensure municipal participation in county, regional, and statewide exercises.
- Ensuring that the City's response capabilities are periodically evaluated and efforts are made to improve areas of shortfall.
- Ensuring that all City employees, contracted personnel, volunteers, etc. have completed required NIMS training.
- Coordinating the City's efforts to classify and certify personnel and equipment used in the emergency operations, as well as tracking the licensure/certification status of personnel.
- Represent the City in Broward County's inter - jurisdictional emergency preparedness efforts.
- Evaluate and document the City's response and recovery capabilities in accordance with NIMS and the Target Capabilities List.

7.4.4 Other Individual Municipal Officials or Non-Municipal Officials

Following is a list of responsibilities assigned to each of the primary agencies and section chiefs during the response phase:

COMMAND

RESPONSIBILITIES OF THE CITY MANAGER AS INCIDENT COMMANDER

- Maintain overall direction of the City's actions during preparation, response, and recovery operations to comply with the City's Comprehensive Emergency Management Plan (CEMP),
- Direct City agencies to update and maintain the CEMP and its annexes, and to maintain readiness to implement the CEMP,
- Participate as Primary Member of the Command Group,
- Participate in exercises of the CEMP, activation of the EOC and the operations of the Command.

RESPONSIBILITIES OF THE PIO AS PUBLIC INFORMATION OFFICER

- Coordinate request for assistance and additional resources related to public information needs,
- Conduct public information activities and outreach to the private sector within the municipality and or participating in Broward County's public information and outreach programs,
- Develop and coordinate emergency public information with the Broward County Joint Information Center,
- Notify, activate, and mobilize agencies/personnel assigned to ESF 14.

RESPONSIBILITIES OF THE PUBLIC WORKS DIRECTOR AS SAFETY OFFICER

- Monitors response and recovery operations for operational safety including the health and safety of emergency safety personnel and advises Incident Command on all operational safety matters;
- Implements and enforces the use of safety procedures as they relate to response and recovery operations;
- Ensure the safe, proper, and lawful removal and disposal of hazardous materials;
- Coordinate the safe distribution of food/water and medical supplies when available.

RESPONSIBILITIES OF THE PLANNING & ZONING DIRECTOR AS LIAISON OFFICER

- Coordinate resource availability and needs with other governmental agencies, non-governmental agencies, and private sector as necessary;
- Consult with Incident Command regarding organizational policies and other incident related matters and facilitate coordination with assisting or cooperating agencies/organizations as necessary.

RESPONSIBILITIES OF THE PUBLIC WORKS FACILITIES AND IRRIGATION TECHNICIAN AS COUNTY LIAISONS

The Facilities Maintenance Technician and City Irrigation Technician are assigned to staff the Broward County Emergency Operations Center as the City liaisons. The City Liaisons will conduct the following tasks:

- Coordinate response and recovery activities from the City EOC to the County EOC;
- Monitor status of response and recovery operations on the county level and notify the command of emergency information and status items;
- Forward resource requests and resource deployments to the County EOC and monitor status of missions;
- Upon request of the City command staff, coordinate with appropriate county ESF personnel to achieve response and recovery missions;
- Monitor and forward county incident Action Plans, Situation Reports, Flash Report, Media Releases to the City EOC.

OPERATIONS

RESPONSIBILITIES OF THE PUBLIC WORKS OPERATIONS MANAGER ACTING AS THE OPERATIONS SECTION CHIEF

- Support response activities which are occurring in the field (e.g., road clearing, debris removal, traffic control, etc.);
- Coordinate and organize staging areas as may be necessary;
- Organizes field resources and maintains span of control, establishes holding areas for debris;
- Assign personnel in support of the IAP;
- Determine resource shortfalls and request additional resources to logistics branch;
- Activate and supervises organizational elements in accordance with the Incident Action Plan;
- Report information about special activities, events, and occurrences to the IC.
- Develop operations portion of the incident action plan in coordination with Planning Section Chief;
- Conduct routine EOC briefings at each operational period;
- Provides the required staff and equipment, through in-house resources, outside vendors, and mutual aid agreements to assist in debris-removal and clearance, as well as normal trash pick-up. Supervises the debris removal contractor and maintains records for FEMA reimbursement;
- Participates in damage assessment and damage survey reporting process related to Public Works property and equipment and grid areas within the City;
- Provides necessary information related to water mains, storm water flooding, and sewer systems to other departments;
- Coordinates storm water recovery efforts;
- Coordinates efforts and information with essential water services;
- Assists in recovery planning and strategies.

RESPONSIBILITIES OF THE CSFD FIRE CHIEF ACTING AS LEAD ESF 4, 9 & 10

The City of Coral Springs Fire Chief assigned to Parkland shall be responsible for staffing the Firefighting, Urban Search and Rescue, as well as hazardous materials functional elements. Each functional element may be staffed if conditions warrant.

Fire Fighting

The Firefighting function will provide available resources for fire prevention and suppression actions within the City during emergency response and disaster recovery operations. Providing trained personnel and equipment for specialized services to protect lives and property throughout the response and recovery period, in cooperation with other City ESFs.

- Coordinates activation and setup of the City EOC under the direction of the City Manager;
- Performs damage assessment and damage survey reporting. Assists with Rapid Impact Assessment;
- Directs emergency related operations of the Fire Department;
- Assists in recovery planning and Strategies;
- Gives and receives aid, as appropriates, in accordance with various Fire Rescue Department mutual aid agreements;
- Maintain Disaster Assessment kits.

Urban Search and Rescue Function

- The purpose of the search and rescue function is to provide available City resources for support of emergency response activities involving search and rescue within the city.
- Coordinating support to on-scene search and rescue operations from other City ESF's, as well as from Broward County ESF #9.
- Providing resources and support to on-scene command staff conducting search and rescue operations.
- Provide for coordination of major, multi-scene search and rescue operations or for operations covering large areas of the City.

Hazardous Materials

The purpose of the Hazardous Materials function is to provide available City resources for support of emergency response to hazardous materials incidents occurring in or affecting the City.

- Assisting and supporting the detection, characterization, monitoring, and control of significant hazardous materials releases within the City or potentially impacting the City.
- Securing resources and assistance for post-exposure operations in the City such as decontamination or environmental remediation.
- Securing and coordinating support for the City's on-scene personnel responding to an incident involving hazardous materials.
- Providing hazardous materials response personnel and resources to support operations at facilities involved in the City's emergency actions, such as providing decontamination services at local hospitals.
- Obtaining technical information regarding hazardous materials and the risks they pose to emergency response personnel and the threatened public.
- Securing services and expertise regarding hazardous materials needed by other emergency response and disaster recovery operations implemented by the City, such as advising on the management of contaminated debris.
- Advising incident command staff and the City EOC Command Group regarding the needs for protective actions for the threatened public and the level of personal protection to be utilized by emergency response personnel.

RESPONSIBILITIES OF THE BSO POLICE CHIEF ACTING AS LEAD ESF 16

- Insures an accurate and current list of traffic control points and supports implementation of any evacuation orders.
- Staffs any public shelters with officers as necessary.
- Directs emergency related operations of the Police Department.
- Enforces curfews and any other law enforcement mandates issued.
- Coordinates control of traffic and conduct of personnel entering the City.
- Performs damage assessment and damage survey reporting.
- Assists with Rapid Impact Assessment.
- Insures that anti-looting measures are carried out during the recovery phase.
- Assists in efforts to control the areas deemed unsafe.

RESPONSIBILITIES OF THE BUILDING OFFICIAL

- Coordinates Rapid Impact Assessment/Damage Assessment and associated reporting.
- Deploy, monitor, and supervise Building Department staff performing structural damage inspections, surveys, and reporting.

FINANCE/ADMINISTRATION**RESPONSIBILITIES OF THE FINANCE DIRECTOR ACTING AS
FINANCE/ADMINISTRATION SECTION CHIEF**

The Finance Director is assigned to staff the Finance and Administration Section Chief position. The Finance and Administration section will conduct the following tasks:

- Monitoring expenditure of funds.
- Advises of emergency purchasing procedures.
- Maintain accurate documentation of acquired equipment, supplies, and personnel.
- Assist in recovery planning and strategies.
- Supply emergency funds to the incident command.
- Provide regular status update to the Incident Commander for the status of financial resources, expenditures, and departments.
- Insures that appropriate insurance coverage is in place and activated.
- Responsible for the cost recovery process by filing appropriate forms in a timely manner and maintaining communications with appropriate agencies.

PLANNING**RESPONSIBILITIES OF THE CITY PLANNER DIRECTOR
ACTING AS PLANNING SECTION CHIEF**

The Director of Recreation is assigned to staff the Planning Section Chief position. The Planning Section Chief will conduct the following tasks:

- Develop Incident Action Reports during each incident period.
- Information provided by the Broward County EOC, neighboring jurisdictions, as well as other activated response or recovery locations, will be logged, documented, and distributed or displayed throughout the City EOC.
- Maintain status boards within the EOC.
- Log incoming telephone messages and route to appropriate personnel.
- Coordinate with Operations Section Chief in advance of operational briefings and document reports from Section Chiefs.
- Monitor Conference Calls and disseminate information to emergency responders as necessary.
- Develop regular situation reports summarizing the impacts of the event, the City's response and recovery operations and the open and completed missions.

**RESPONSIBILITIES OF THE ENGINEERING INSPECTOR
AS INSPECTION ACTION PLANNING**

- Directs emergency operations related to Community Services and Economic Development.
- Coordinate with the business community during response and recovery operations.
- Assists in recovery planning and strategies.
- Coordinates ESF 19 activities and assists with Business Disaster Action Plan.
- Facilitate business recovery by communicating federal disaster assistance programs such as SBA loans.

LOGISTICS

RESPONSIBILITIES OF THE CITY ENGINEER ACTING AS THE LOGISTICS SECTION CHIEF

The Logistics Section Chief position will implement the following tasks:

- Prepare and mitigate municipal facilities to reduce vulnerability to hazards including the shuttering of all City Buildings.
- Maintain municipal equipment and supplies.
- Identify resource shortfalls in coordination with Operations Branch and identify additional personnel to staff each of these functions.
- Identify transportation resources for the movement of personnel and equipment in the response and recovery environment.
- Document and track all resource requests, staging, and deployments. Provide documentation to Finance Section Chief in accordance with financial procedures.
- Coordinates and maintains usage of generators both stationary and mobile.
- Monitor resource status during response and recovery operations
- Provide management and oversight of the
following functions:
Transportation, communications,
resources, and energy.
- Identify resources to support field response and recovery operations through mutual aid, private vendors, volunteers, or donation resources.
- In coordination with the logistics section chief, identify resources within the local community needed for emergency operations.

**RESPONSIBILITIES OF THE PARKS & RECREATION STAFF
ACTING AS LEAD ESF 7 AND 11**

- Support the logistics branch in the identification of additional resource needs.
- Support the acquisition and management of resources.
- Participates in damage assessment as related to park properties and equipment.
- Coordinate the provision of food and water of all emergency personnel at emergency operating sites.
- Coordinates volunteers and donations after a disaster within the City.
- Direct and deploy Park Rangers as necessary to support recovery efforts.

7.5 PREPAREDNESS ACTIONS

7.5.1 Coordination of Preparedness Activities

The preparedness program aims to ensure that all agencies and organizations with an assigned responsibility in the plan are capable of performing their responsibility. The City has formed the Emergency Preparedness Committee which is responsible for the oversight of all preparedness activities including the development of policies, plans, and procedures, training, and exercises. The EPC will conduct regular meetings to provide coordinated input from the policy to operational level. The EPC coordinates all preparedness activities and includes the City Manager, Assistant City Manager, Public Works Director, and Public Works Operations Superintendent. The Public Works Director is responsible for oversight of the EPC and preparedness activities as directed by the City Manager. The Public Works Director is appointed by the City and authorized to administer and keep the program current.

The City is committed to achieving an integrated, unified approach to preparedness through the participation in meetings, programs, training, and exercises sponsored by the Broward County Emergency Coordinating Council. The City will maintain routine communication with adjacent municipalities regarding emergency preparedness activities and when indicated participate in joint training and exercises with adjacent jurisdictions.

7.5.2 Training

The City ensures that all individuals with assigned roles and responsibilities in the plan have received necessary and required training in at least the following two major categories: NIMS and ICS implementation, with documentation of personnel training records, implementation of the emergency plan and its SOPs. The NIMS requirements are continuing to detail training requirements for each position and the City will continue to monitor the development of these new federal requirements.

7.5.3 Exercises and “After Action” Reporting

The City will conduct regularly scheduled exercises. The exercises are designed for assessment and evaluation of emergency plans and capabilities. The exercises may take the form of drills, tabletop exercises, functional exercises, or full scale exercises that are designed to test the range of hazards that may confront the City. The exercises are also designed to test all elements of the plan. In the event of actual emergency response and activation of the EOC, a scheduled exercise may be cancelled if the appropriate elements are tested during the actual event.

The exercises form the first stage of the corrective action process. After each exercise, all participants will be asked to participate in an after action critique. The lessons learned will be documented in an after action report. The after action report will identify corrective actions needed and assign responsibility and a schedule for implementation of the corrective actions. The recommendations will be incorporated into the plan modifications, training curriculum, and future exercise evaluations. All exercises will be conducted in compliance with the HSEEP requirements and address capabilities outlined in the Target Capability List.

7.5.4 Analysis of Needs and Capabilities

The City will comply with all applicable federal and state standards and requirements regarding municipal level capabilities for response and recovery operations. The City has assessed its capabilities using the NIMCAST and continues to expand its capabilities to become fully NIMS compliant.

7.5.5 Public Information and Education

The City will conduct pre-event public information and education to enhance the level of

preparedness of the residents of the City. The goal of the public education campaign is to ensure that residents can sustain their own life and their family with

necessary supplies and provision for at least 5 days or more. The City participates in and supports Broward County's public information and education programs.

7.5.6 Resource Classification and Certification

The municipality will endeavor to comply with state and federal standards and requirement for the classification and certification of materials and equipment to be used in emergency response. The City will classify and certify emergency materials and equipment using commonly available and/or required terminology. The City will only use appropriately classified and certified materials and equipment in emergency operations.

7.5.7 Personnel Classification and Certification

The municipality will endeavor to comply with state and federal standards and requirement for the classification and certification of emergency response personnel. The City will classify and certify emergency personnel using commonly available and/or required terminology. The City will only use appropriately classified and certified personnel in emergency operations.

7.6 OPERATIONAL ACTIONS

7.6.1 Event Recognition and Plan Activation

In the State of Florida, the County Warning Point is the central location for the collection and dissemination of warnings and threats which are monitored at various higher levels of government. Following is a listing of threat and hazard monitoring and recognition sites where information is collected and disseminated from, listed by hazard:

Tornado - NOAA, National Weather Service Office
 Flooding - NOAA, River Forecast Office / Weather Service Office
 Hazardous Materials (fixed) - State Warning Point
 Hazardous Materials (transportation) - State Warning Point
 Civil Disturbance - Florida Department of Law Enforcement
 Terrorism - Federal Bureau of Investigations and the Department of Homeland Security
 Epidemics and Biological Agents - Department of Health
 Wild Fires - U.S. Forestry Service

All of the listed hazard detection and monitoring systems are equally important and create a comprehensive net to monitor our communities. For any event in which advance warning is available, there is an opportunity to prepare the response system and the community members to take protective actions in advance of the disaster.

The Broward County Sheriff's Office Communications Center is designated as the official Warning Point for the City. Notifications of watches, warnings, or the occurrence of significant events will be received at the Warning Point through the Broward County EOC. Bulletins and advisories from the National Weather Service received via the Emergency Satellite Communications (ESATCOM), Weather Service Satellite System, the E91 1 System, radio, telephone, municipal Public Safety Answering Points (PSAPs) and the general public. These significant incidents may include but are not limited to the following:

- a. Any incident which may require a substantial evacuation and/or relocation of a given area.
- b. Any event posing a potential threat for a mass casualty incident.
- c. Any weather related watch or warning advisory.
- d. Any formation of tropical weather systems.

- e. Any incident which close or significantly block major roadways within the County.
- f. Any large or multiple structure fires.
- g. Any prolonged shutdown of public utilities.
- h. Any incident where public resources within Broward County are being deployed out of the County except for emergency services mutual aid.
- i. Any event posing a major environmental threat.
- j. Any potential or actual act of terrorism.

7.6.2 EOC and Emergency Facility Activation

When an emergency or disaster event threatens the City and/or the Broward County EOC has been activated, the City Incident Commander will consider the need to activate the City EOC and the City's Comprehensive Emergency Management Plan.

Depending on the magnitude and complexity of the event, for any level of EOC activation, the City Incident Commander may direct personnel to activate and deploy one or more individuals to the EOC to initiate operations. When determining which elements of the plan to activate, the City Incident Commander will consider potential resource needs, community impact, and public safety.

7.6.3 Notification and Mobilization for EOC Operations

Upon a decision to implement the CEMP and activate the City EOC, it will be the responsibility of the City Manager to notify, as indicated by the level of activation, key support staff and the contact individuals from the responding agencies. The agency contact is responsible for notification of all necessary personnel in their agency or organization to ensure 24 hour staffing. Following notification, the City Manager will mobilize to the City EOC and initiate operations. In all cases, following activation of the City EOC and mobilization of personnel, the Broward County warning point will be informed of the activation.

Operations in the City EOC

The City EOC will serve as the center for coordination and administration for the following:

- ◆ Monitoring and assessing an emergency or disaster to anticipate needed response and recovery operations.
- ◆ Securing resource support for City operations at the incident scene from other City agencies, Broward County, the State of Florida, Federal agencies and/or adjacent jurisdictions.
- ◆ Making policy decisions regarding citywide emergency response and disaster recovery operations.
- ◆ Planning and prioritizing citywide response and recovery operations.
- ◆ Preparing and issuing public information and emergency instruction.
- ◆ Maintaining communication and coordination with the Broward County EOC, if activated, as well as the EOCs of other municipalities, if activated, directing City agency operations accordingly.
- ◆ Ensuring that appropriate documentation regarding response and recovery operations is maintained by all City agencies.
- ◆ Assigning a liaison, whenever needed or upon request, to emergency response or

disaster recovery facilities activated by Broward County, the State of Florida or Federal agencies for operations affecting the City.

- ◆ Directing or supporting any other such operations by or within the City for emergency response or disaster recovery. The City will develop and maintain a detailed implementing procedure to guide its operations, and this procedure will define the necessary actions to staff, equip, and operate the EOC, as described below.

7.6.4 Initial Actions

The Incident Command System will be used to manage and coordinate field response operations. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request, through appropriate channels, that the EOC be activated to support the field operations.

Response to an incident by single discipline agencies (i.e. fire, law enforcement, EMS) will utilize a single Incident Commander within the ICS structure. As the incident progresses to include multiple jurisdictions and disciplines, a Unified Command (UC) will be used to the extent possible, and as deemed necessary.

During a single discipline response to an incident, the first on-scene emergency responder with management responsibilities will take the necessary steps to establish an Incident Command Post (ICP), report a scene size-up, and activate the appropriate ICS organizational elements required for incident management, delegate authority within the ICS organizational structure, and develop incident objectives on which subsequent incident action planning will be based.

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

Identify critical resource needs and report them to EOCs and/or multi-agency coordination entities; and,

- ◆ Verify that the notification of all responding organization was successfully implemented.
- ◆ Ensure full operational capability of the EOC equipment, communication systems, information tracking systems and supplies.
- ◆ Verify rosters, equipment, vendor inventories, and procedures are up to date.
- ◆ Establish communication with Broward County EOC, field command posts, emergency organizations, and other activated emergency facilities.
- ◆ Deploy liaison to the Broward County EOC and other vital response sites such as staging areas.
- ◆ Place additional public and private sector resources and personnel on stand-by.
- ◆ Obtain incident status information, potential impact on persons and property, deployed resources and personnel, damaged infrastructure, and other important information.
- ◆ Coordinate information with responding units and the Broward County EOC.

- ◆ Determine the need and implement procedures to declare a state of emergency and notify the Broward County EOC.
- ◆ Verify all resources are on standby to conduct a “rapid impact assessment” to define the impact of the event, prioritize operations and coordinate the information with the Broward EOC.
- ◆ Prepare and distribute an initial “incident action plan” to prioritize and control the City’s response operations for the initial operational period. Managing response operations through an IAP is a NIMS requirement.
- ◆ Ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

7.6.5 Public Warning and Emergency Instruction

In the immediate response phase to localized disaster, the onsite Incident Commander has the authority to direct protective actions including evacuation or in place shelter. The on-site incident commander will notify the City Manager of the incident and protective actions taken. The City Manager may direct the Public Information Officer to warn the public that they are endangered and what actions are to be taken.

In the event of advance warning of a widespread potential threat, the City Manager / EOC Incident Commander, in consultation with key staff, will determine the need for protective actions within the city and coordinate implementation with the Operations Section Chief and Public Information Officer. In the event that multi-jurisdictional action is required, the City will coordinate protective action decisions with the impacted jurisdictions and the Broward County EOC.

The Public Information Officer is in the process of developing a Public Information SOP. The Public Information SOP details PIO procedures for media coordination.

7.6.6 Continuing Response Actions

- ◆ Continue development of the IAP on the schedule established at the beginning of the emergency response.
- ◆ Implementing anticipated and preplanned response actions, such as emergency debris removal from roadways, providing public information, establishing security for damaged or evacuated neighborhoods.
- ◆ Conducting resource management activities in accord with the resource management annex to the plan.
- ◆ Documenting ongoing operations, personnel time, and expenditures in accordance with the procedures given in the financial management annex or the plan.
- ◆ Providing for municipal representation to the joint preliminary damage assessment process which is conducted cooperatively by county, state and federal damage assessment teams following a major disaster.
- ◆ Receiving and processing requests for assistance or support from field command staff or other organizational units with the municipal EOC.
- ◆ Maintaining a continuing process of information exchange regarding the event, its impacts, and the status of response organizations.

- ◆ Maintain continuing flow of accurate, consistent and timely public information.
- ◆ Continuing coordination activities with adjacent jurisdictions EOCs and the Broward County EOC, if activated, including filing of a situation report with the County EOC as requested.
- ◆ Identifying the point or time when emergency operations will be considered complete, and the demobilization and deactivation process can be initiated.
- ◆ Cooperate with the implementation of multi-jurisdiction protective orders including curfews, public health actions, immunizations and others.

7.6.7 Deactivation of Emergency Operations

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

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

7.6.8 Short-Term Recovery Operations

City is dedicated to returning the community to pre-disaster conditions. The City will coordinate and cooperate with County, State and Federal agencies to obtain the necessary support to implement mitigation measures to protect and preserve the lives and property of the City. The City's Incident Management Team will coordinate recovery and disaster assistance efforts within the City, and is responsible for gathering the assessed needs of the community, and coordinating with other agencies and organizations to meet those needs.

The City Manager (Incident Commander) is the point of contact for the beginning of the recovery process for County, State and Federal agencies. The methods used to provide recovery information to the public are media releases and press conferences (to television, radio and newspaper) release through the County Joint Information Center, City, County and American Red Cross web sites, the Disaster Recovery Centers, community bulletin boards, community forums and town meetings.

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

Preliminary Damage Assessment

- ◆ The agencies responsible for initial damage assessment are Florida Power and Light, Broward County Traffic Engineering, North Sprigs Improvement District, City, Parkland Utilities, Pine Tree Water Control District, City of Coconut Creek Utilities, AT&T, and Comcast Cable. All preliminary assessments are coordinated through the City EOC and County EOC.
- ◆ The EOC is responsible for the overall coordination of the assessment and gathering of information related to public infrastructure for presentation to the BEMA.
- ◆ The City's Public Works Department is responsible for the assessment of all roadways and storm water systems, and coordinating all activities with EOC. First priority will be affected essential used facilities such as emergency shelters, fire and police stations, medical facilities, courthouse, city hall, etc.
- ◆ The City's Building Department is responsible for coordinating the Rapid Impact Assessment and assessing habitability of affected City structures and assessment of residential structures and the identification of human needs, and coordinating activities within the City with EOC.
- ◆ Florida Power and Light, AT&T and Comcast Cable are responsible for the assessment of their respective utilities and coordinating activities within Parkland.
- ◆ The Broward Sheriff's Office is responsible for public safety, security issues, and coordinating activities with EOC.

As the data is collected, the State representative will evaluate data to determine if the County qualifies for a Presidential Declaration and if the County is eligible for Individual Assistance,

Public Assistance or both. The City and others will coordinate through conference calls to determine the status of the County's IA damage assessment. The City will submit estimates as soon as possible. As available, it is in the interest of the City to cross check damage assessment findings with those of the American Red Cross. This will allow for the identification of unknown damaged areas and families in need of life safety assistance. The methods used to evaluate the economic impact of an event will be focused on damages to buildings, road closures, telephone systems, sewage system, electric system, businesses affected and employees displaced.

Emergency Supplies

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

Recovery operations consist of short-term and long-term recovery activities. While recovery actions begin during the response phase, it is difficult to evaluate when the recovery phase is complete. Activities which may be in the short-term recovery period are:

- ◆ FEMA required Damage Assessment
- ◆ Emergency Debris Removal which opens one lane of traffic for all roads
- ◆ Restoration of utility services including power, water, and sewer services
- ◆ Restoration of critical infrastructure and critical facilities
- ◆ Re-supply of fuel
- ◆ Installation of emergency generators at critical facilities
- ◆ Identify facilities within the City which may be utilized for response and recovery operations such as Disaster Recovery Centers, storage sites, temporary housing sites, Points of Distribution, etc. in coordination with the County EOC.
- ◆ Evaluate the need for long-term housing within the community and coordinate with County, state, and federal officials to meet the victim housing needs.
- ◆ Evaluate critical infrastructure and structures which may be eligible for hazard mitigation funding.
- ◆ Evaluate unmet needs among the victims in the community.
- ◆ Support outreach efforts to publicize the availability of federal disaster funding including Individual Assistance and SBA loans.

7.6.9 Long-term recovery operations

The goal of long-term recovery is to restore the City to pre-disaster conditions which may extend for months or years based upon the severity and magnitude of the disaster. Generally, the immediate recovery period will be conducted from the EOC. Long-term recovery will be coordinated by the City Manager with support from each Department Head. The methods used to provide recovery information to the public are media releases and press conferences (to television, radio and newspaper) release through the County Joint Information Center, City, County and American Red Cross web sites, the Disaster Recovery Centers, community bulletin boards, community forums and town meetings. The City will not offer disaster assistance programs in the aftermath of events that do not receive presidential or gubernatorial declarations.

The City is committed to performing all necessary recovery action to ensure that City is restored to pre-disaster condition. In the aftermath of a large scale disaster, the City may consider a number of planning, engineering, and economic development solutions to address long-term recovery needs. This may include the imposition of building moratorium for substantially damaged structures, business and economic stimulation policies, and others.

Public Assistance

Upon receiving a Public Assistance Declaration, the city will manage the grant applications in accordance to the requirements established under the Stafford Act. The City may employ temporary staff to manage grants. The Director of Parkland Public Works, or designee, using the telephone, cellular telephone, 800 MHz Radio, e-mail, faxes and personal contact, will handle the coordination of the public assistance for the City. The City has pre-identified potential mitigation projects through the Local Mitigation Strategy (LMS) Committee. The notification system for applicants for funding availability is through the LMS meetings.

Debris Management

The Operations Section Branch will activate the emergency debris removal and monitoring contractors who are responsible for emergency debris removal and long-term debris management. The City has identified debris and monitoring contractors for long-term debris management, depending on the volume. The Finance and Administration Section will coordinate with the Federal and State agencies to ensure proper records are kept, and disposal practices are completed in an environmentally sound and safe manner. In the event it becomes necessary, the City has designated the following location as a Temporary Debris Management Site (TDMS):

**Equestrian Center Expansion Property (Approx. 10 Acres) 8350
Ranch Road Parkland, FL 33067**

Community Relations

The Parkland Public Information Officer will serve as the City's Community Relations Officer. Support agencies for community relations are the EOC, American Red Cross, and the Sheriff's Office Public Information Officer. The Public Information Officer is responsible for preparing and disseminating press releases, and conducting media events to inform the public of what actions local government is taking, as well as maintaining a list of contacts for the media, local public officials, and community leaders.

In the aftermath of an event, Broward County Joint Information Center will coordinate with the victim assistance and recovery information. If necessary, the City can generate maps based on census data, flood plains, and so forth. If special information is required, such as pamphlets in a different language, or town meetings, these activities will be coordinated with community leaders, public officials, and through the Joint Information Center.

Unmet Needs Coordination

The Broward County Emergency Operations Center is responsible for coordinating the response to unmet needs. The City will forward information regarding victims with unmet needs to the County EOC.

Emergency Housing

The City Planning & Zoning Department will coordinate emergency housing with the County EOC, and Red Cross.

Disaster Recovery Center (DRC) and Operations

The IC/City Manager is responsible for coordinating with the State to determine if a DRC is required. If the DRC is required, the IC, State and City liaisons will identify the location, agencies to participate, and any other logistical needs of the DRC. The State Division of Emergency Management usually informs the IC/City Manager of any events which warrant the opening of the DRC. The County, City and the State will then identify a location close to or centrally located to the affected areas. Local agencies that may be requested to participate in the DRC are the American Red Cross, Law Enforcement, Building Inspections, Health Department, Animal Control, Utilities Departments, and Salvation Army. Others that would participate include State and Federal agencies. During the DRC operations, members will be contacted by telephone or e-mail. The DRC will be open several days after an event has occurred and after communications are repaired and functioning.

Community Relations

The Parkland Public Information Officer will serve as the City's Community Relations Officer and coordinate with the FEMA Community Relations Teams in the immediate aftermath of the disaster. If special information is required, such as maps, pamphlets in a different language, or town meetings, these activities will be coordinated with community leaders, public officials, and through the Community Relations Officer.

7.6.10 Local Mitigation Strategy

As is appropriate, the City may in the future identify potential mitigation projects and submit them to the Local Mitigation Strategy (LMS) Committee. The County will notify the cities of the availability of funding through the LMS meetings, and email notices. Notice of applicants briefing meeting will be issued by the State and Federal emergency management agencies.

Status of Current Mitigation Projects:

- 7.6.10 (a) – Pinetree Estates Swale Debris Removal & Clearing Project (Completed)
- 7.6.10 (b) – City Hall Generator Project (Completed)
- 7.6.10 (c) – City Hall Window Replacement Project (Completed - Partially)
- 7.6.10 (d) – Public Works Facility Storm Hardening Project (Funding Phase)

7.7 COMMUNICATIONS PLANS AND PROTOCOLS

7.7.1 Available Communications Systems

The City maintains several communication systems including a ShoreTel phone system and Motorola radio system. Essential personnel are further equipped with cell phone communication. In addition, the City has access to satellite phone communications in the event of disasters through contractual agreement. The City also contracts with AT&T for Crisis Link Services, which allows for the immediate transfer of phone lines to any City or EOC facility. The City has internet connectivity which is operated through the AT&T telephone system. Internet addresses do not have any redundancy.

The BSO Police Chief and CSFD Fire Chief have access to their respective organizations through both, phone and radio systems. Representatives of each organization will be in the City's Emergency Operations Center whenever it is activated to provide ongoing communications with the Broward Sheriff's Office and City of Coral Springs Fire Department.

If the City implements field operations, the method of dispatching and communicating emergency workers shall be noted. In addition, the communications capabilities available for the City EOC and any other pre-designated emergency facility shall be defined.

7.8 COORDINATION WITH BROWARD COUNTY AND THE STATE OF FLORIDA

7.8.1 Coordination with Broward County

The City understands the vital importance of maintaining clear communications with the County before, during, and after a disaster event. Because Broward County Sheriff's Office provides emergency response for dispatch and law enforcement services, the County will be notified of most routine emergencies routinely. It will be the responsibility of the first response community through the dispatch center to notify the City Manager of unusual events requiring additional mutual aid. The City will notify the County Warning Point of emergencies in the City and especially if the City has an event that requires it to activate its emergency plan and emergency organization.

The City will maintain a liaison individual in the County EOC, when it is activated for an emergency involving the City, and how information flow between the City EOC and the liaison will occur. All requests by the City for resources from higher levels of government will be routed through the county. The City will participate in other inter-jurisdictional coordination efforts by the county, e.g., telephone conference calls, etc. In addition, if the county establishes other facilities for inter-jurisdictional coordination of operations, such as a joint information center, this text will commit the City to participate, if involved in the operation and as feasible depending on resources.

7.8.2 Coordination with the State of Florida and Federal Agencies

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

7.9 PUBLIC INFORMATION

7.9.1 Pre-Emergency Public Information Programs

The City maintains an emergency preparedness public information program. (See Section 5.1.3) The City's web master updates the City's website to ensure that emergency preparedness information is maintained.

7.9.2 Public Information During and After Emergencies

The Joint Information System (JIS) provides the mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private sector and nongovernmental organizations. The County has implemented and institutionalized processes, procedures, and plans for its JIS. When the EOC is activated, the City Manager, or his/her designee, in concert with the Public Information Officer will coordinate with the County JIC. When the County JIC is in operation, it serves as the central point of public information collection and dissemination. The JIC functions as part of the Command in the CEOC and will coordinate the release of non-operational information.

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and nongovernmental organization involved in incident management activities will be invited to participate in the County JIC. Communication within the JIC will be accomplished via the Emergency Alert System, radio, cable override, television, fax, City Public Information Officer, or his/her designee, may notify media outlets that media inquiries may be directed to the County JIC, and that the County JIC will be releasing media updates on a routine basis and when noteworthy events take place. Members of the media are not allowed access to the County or City EOC.

8.0 ADMINISTRATION AND LOGISTICS

8.1 PLAN UPDATING AND MAINTENANCE

The Emergency Planning Committee as directed by the Public Works Director is responsible for annually reviewing the CEMP. The Public Works Director is responsible for annually updating all annexes which reference contact information and other changing information. The Basic Plan and Functional Annexes will be updated once every four years unless substantial deficiencies are demonstrated through an actual or simulated disaster response incident. The City Manager may also direct more frequent updates as the environment, conditions, or assumptions within the City change.

8.2 DISTRIBUTION OF PLAN UPDATES

Section 2.0 of the plan details the plan distribution policies.

8.3 TRAINING

8.3.1 Responsibility for Coordination of Training

The City Manager is responsible for ensuring that all employees receive training in compliance with the National Incident Management System. The City Manager will direct the Emergency Management Director to conduct training for each individual assigned to a key role in the EOC and ensure that they are able to perform their responsibilities.

8.3.2 Organizational Responsibility to Ensure Training

The Public Works Director, under the direction of the City Manager, will coordinate with Broward County Emergency Management on available training opportunities from Broward County, the State of Florida, the Federal Emergency Management Agency, and other applicable venues.

8.3.3 Scope of Training to be Available

The Federal Emergency Management Agency now mandates NIMS related training courses for each key emergency management position. Each individual assigned to one of these positions will be required to complete all FEMA required training courses.

8.3.4 Schedule to Achieve Minimum Training Requirements

All personnel are required to achieve the required training levels within one year of assignment to their position.

8.3.5 Storage and Management of Training Records

The Human Resources Department will maintain training record for all city employees in their personnel files.

8.4 PERSONNEL CERTIFICATION AND CLASSIFICATION**8.4.1 Normally Utilized Personnel Classification and Certification System**

The city emergency services agencies including police and fire utilize standard classification and certification systems as required by State, County, and Federal regulation. As appropriate, these classifications will be used by the city during all emergency operations unless they are demonstrated to be inconsistent with State and Federal requirements.

8.4.2 Classification and Certification of Municipal Emergency Services Personnel

The NIMS requires credentialing which involves providing documentation that can authenticate and verify the certification and identity of designated incident managers and emergency responders” to ensure that response personnel possess a minimum common level of training, currency, experience, physical and medical fitness, and capability” for the respective role that they are tasked to fill.

The NIMS Integration Center (NIC) initiated development of a national credentialing system to enhance the ability of Federal, State, Tribal, and local jurisdictions to identify and dispatch appropriately qualified emergency responders from other jurisdictions when needed.

A national credentialing system ensures that personnel resources requested to assist another jurisdiction in a response are adequately trained and skilled. A national system to verify the identity and qualifications of emergency responders will not provide automatic access to an incident site. This system can serve to prevent unauthorized (self-dispatched or unqualified personnel) access to an incident site.

The NIC will work with existing State, Territory, local, or discipline-specific credentialing bodies toward national recognition for multi-jurisdictional response under mutual aid agreements.

The main components of a proposed credentialing system are: eligible volunteers; certifications and qualifications standards; credentialing organizations; credentialing information that can easily identify personnel and verify certifications, training, and licenses; and a record-keeping system.

To support this credentialing initiative, the NIC is using working groups to identify job titles that should be credentialed as well as the minimum qualification, certification, training, education, licensing, and physical fitness requirements for each position. Working groups will represent the following disciplines: Incident Management, Emergency Medical Services, Fire/HazMat, Law Enforcement, Medical and Public Health, Public Works, and Search and Rescue.

Currently active groups include the Incident Management, Emergency Medical Services, Fire/HazMat, Public Works, and Search and Rescue working groups. The NIC is finalizing working group rosters for the remaining disciplines. The City will monitor credentialing requirements as they are being developed in each of the vital disciplines and will ensure compliance within one year of federal mandates.

8.4.3 Municipal Response and Recovery Teams

The City will coordinate the need for specialty team with the County Emergency Operations Center and/or neighboring jurisdictions. The following teams will be called upon when needed:

- ◆ Hazardous Materials Response Teams of the Coral Springs Fire Department
- ◆ SWAT Teams of the Broward Sheriff's Office
- ◆ Search and Rescue Teams of the Broward Sheriff's Office
- ◆ Damage Assessment Teams of the City

8.4.4 Management of Personnel Classification and Certification Records

The Human Resources Department will maintain training record for all city employees in their personnel files.

8.5 EXERCISES

8.5.1 Responsibility for Coordination of the Municipal Exercise Program

The City Manager is responsible for ensuring that all City agencies regularly exercise the CEMP and supporting procedures. Each agency or organization with assigned responsibilities will be responsible for ensuring staff participation in exercises and, if indicated, will separately conduct drills and exercises of specific operations for which they are responsible. The Emergency Management Director, upon direction from the City Manager, is responsible for planning, conducting, and evaluating exercises within the City.

8.5.2 Utilization of State and Federal Exercise Guidance

The City will plan, implement, and evaluate all exercises in compliance with the Department of Homeland Security's "Homeland Security Exercise and Evaluation Program," Revised May, 2004.

8.5.3 Summary of the Municipal Program for Exercises of Emergency

The City annually develops a citywide strategic plan which details the programmatic priorities for the City.

8.5.4 Use of Applicable Disaster Scenarios for Municipal Exercises

The City will take an all hazards approach to exercising while ensuring that each hazard that faces the City is addressed. In addition to the City-wide exercises, each of the first response organizations participates in routine drills to maintain skills and test equipment.

8.5.5 Exercises of Municipal Emergency Plan Implementation

The City will conduct exercises of the full implementation of the emergency plan on a regular basis. This exercise will include practice activation of the City EOC to allow for the evaluation of equipment, procedures, staffing, etc.

8.5.6 Commitment to Participate in County and Statewide Exercises

The City will participate in exercises that are countywide, regional or statewide as resources are available. Upon invitation, the City will also participate in exercises sponsored by other jurisdictions.

8.6 POST-EXERCISE AND POST-EVENT EVALUATION AND PLAN REVISION

8.6.1 Responsibility for Evaluations and Plan Revisions

The City Manager is responsible for managing the City's after-action evaluation program. The City Manager may direct the Public Works Director to be responsible for scheduling evaluations, facilitating the involvement of all appropriate organizations, preparing the required written report, and ensuring that identified corrective actions are incorporated into the City's preparedness improvement plan. The Public Works Director may also be the point of contact for Broward County for participation in countywide after action evaluations.

8.6.2 Participation by Agencies and Organizations

All agencies and organizations that participate in an exercise and/or activation of the emergency plan will participate in all after action evaluations.

8.6.3 Approach to Post-Event and Post-Exercise Evaluations

The after-action evaluations will be conducted in compliance with HSEEP including the development of written reports and evaluations.

8.6.4 Preparation Of Written "After Action" Evaluation Reports

The identified corrective actions in the after-action report will be incorporated into the City's preparedness improvement plan.

8.6.5 Municipal Cooperation with County, State and Federal "After Action" Reports

The City will participate in after-action reports prepared by County, State or Federal agencies, when requested.

9.0 AUTHORITIES AND

REFERENCES 9.1 AUTHORITIES

9.1.1 Legal Requirements for the Municipal Emergency Preparedness Programming and Planning

The City has adopted and institutionalized the requirements set forth in the National Incident Management System. The City meets all requirements set forth in FS 252.38(b) and the Broward County Emergency Coordinating Council Ordinance.

9.1.2 Municipal Adoption and Approval of the Emergency Plan

The City Commission approves the CEMP and authorizes its implementation in accordance with regulatory requirements.

9.2 REFERENCES

9.2.1 Planning Guidance Utilized

This plan was developed by the City utilizing the guidance provided by the Broward County Emergency Management Division's Municipal Emergency Plan Template Broward County, Florida. Additionally, the City utilized input and information provided by other municipal agencies. The plan was developed in compliance with the National Incident Management System, the State of Florida's Comprehensive Emergency Management Plan, and the Federal Response Plan.

LAWS - FLORIDA STATUTE CHAPTER 252**FLORIDA STATUTES CHAPTER 252.38**

(Emergency Management Powers of Political Subdivisions)

1. "Safeguarding the life and property of its citizens is an innate responsibility of the governing body to request state assistance or invoke emergency-related mutual-aid assistance by governing body of each political subdivision of the State." Florida Statute 252.38 describes the emergency management powers of political subdivisions.

2. "Each local emergency management agency shall have jurisdiction over and serve an entire county."

3. "Each county emergency management agency shall have a director who shall be appointed and have his annual salary fixed by the Board of County Commissioners." The Division of Emergency Management Director operates on behalf of the County Commission to ensure the readiness of the County to respond to the needs of residents in time of disaster.

4. "Each county emergency management agency shall perform emergency management functions within the territorial limits of the county. Counties shall serve as liaison for and coordinator of municipalities' requests for state and federal assistance during post disaster emergency operations."

5. "In carrying out the provisions of F.S. 252.31 -252.91, each political subdivision shall have the power and authority:

- a. To appropriate and expend funds;
- b. Make contracts;
- c. Obtain and distribute equipment, materials, and supplies for emergency
- d. management purposes;
- e. Provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency;
- f. Direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies;
- g. To appoint, employ, remove, or provide, with or without compensation,
- h. coordinators, rescue teams, fire and police personnel, and other emergency
- i. management workers;
- j. g. To establish, as necessary, emergency operating centers to provide continuity of government and direction and control of emergency operations;
- k. To assign and make available for duty the offices and agencies of the political subdivision;
- l. To request state assistance or invoke emergency-related mutual-aid assistance by declaring a state of local emergency. The duration of each state of emergency evacuation of all or part of the population from any stricken or threatened area within the State if he deems this action necessary for the preservation of life or other emergency mitigation, response, or recovery."

♦ General authority to delegate these responsibilities is provided by Section

♦ 252.36(1)(a), Florida Statutes, which states that the Governor, "is authorized to delegate such powers as he may deem prudent." Further, Section 252.36(8), Florida Statutes, provides that, "the Governor shall delegate emergency responsibilities to the officers and agencies of the State and of the political subdivisions thereof prior to an emergency or threat of an emergency".

- ◆ On April 14, 1980, Governor Graham issued Executive Order No. 80-29. Section 4 of the order provides in part that: "Political subdivisions of the State (counties) shall, and municipalities may, by inter-local agreement or otherwise, take pre-emergency action as prescribed in Chapter 252, including, but not limited to, the following:... (f)
- ◆ Nothing contained in this order shall prevent local jurisdictions from taking prompt and necessary action to save lives and protect the property of their citizens, including the authority to compel and direct timely evacuation when necessary in the absence of the Governor's directive."
- ◆ Thus the City Board of County Commissioners is authorized by Chapter 252, Florida Statutes, and Executive Order No. 80-29, Office of the Governor, to order the evacuation of persons from areas of the County threatened by an imminent natural, technological or man-made disaster in the absence of a directive from the Governor.

10.0 GLOSSARY AND ABBREVIATIONS 10.1 GLOSSARY

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support disasters. An EOC may be a temporary facility or maybe

located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, County, City, Tribal), or some combination thereof.

Emergency Management Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

Hurricane Watch: An announcement that hurricane conditions (sustained winds of 74 miles per hour or higher) are **possible** somewhere within the coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

Hurricane Warning: An announcement that hurricane conditions (sustained winds of 74 miles per hour or higher) are **expected** somewhere within the coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Rapid Impact Assessment: A procedure performed within the first few hours after an event designed to accurately assess the level of damage, life threatening situations, and imminent hazards. Damage shall be categorized into one of the following categories:

- **Category 1 - Minor to Moderate damage** - Small to large branches and small trees, signs and power lines down but pole still standing, minor to moderate amounts of debris and minor damage to some structure.
- **Category 2 - Moderate to Severe damage** - Damage to most structures ranging from moderate to severe damage (shingles missing from roofs, some roof failures, and wall collapses). Infra-structure (electric, telephone, water systems, roadways) have sustained moderate to severe damage. Most small and several large trees downed, and substantial debris.
- **Category 3 - Severe damage** - Most structure sustaining damage with many sustaining major damage to include total building collapses and many structures without roofs or windows. Much of the foliage has been destroyed. Extensive damage to the infrastructure and extensive debris.
- **Category 4 - Catastrophic** - Total building collapses, structure with extensive damage, foliage and infra-structure destroyed, extensive debris.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Temporary Debris Management Site (TDMS): A site used for the storage of disaster related debris for the purpose of reduction or temporary storage until disposal at a final destination is viable.

Tropical Storm Watch: An announcement that tropical storm conditions (sustained winds of 39 to 73 miles per hour) are *possible* within the specified coastal area within 48 hours.

Tropical Storm Warning: An announcement that tropical storm conditions (sustained winds of 39 to 73 miles per hour) are *expected* within the specified coastal area within 36 hours.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

10.2 ABBREVIATIONS and ACRONYMS

CEMP	Comprehensive Emergency Management Plan
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
DRC	Disaster Recovery Center
ESF	Emergency Support Function
FDLE	Florida Department of Law Enforcement
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FOG	Field Operations Guide

GIS	Geographic Information System
HAZMAT	Hazardous Material
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
IC	Incident Commander Incident Command Post Incident
ICP ICS	Command System
IC or UC	Incident Command or Unified Command
IMT JIC	Incident Management Team Joint Information Center
JIS	Joint Information System
NBHD	North Broward Hospital District
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIFP	National Insurance Flood Program
NIMS	National Incident Management System
NRCS	National Resource Conservation Service
NRP PIO	National Response Plan Public Information Officer
POD	Point of Distribution
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
UC	Unified Command
US&R	Urban Search and Rescue

11.0 ANNEXES

11.1 FINANCIAL MANAGEMENT ANNEX

The purpose of this Annex is to establish guidelines and assign responsibilities for emergency payroll and procurement of goods and services needed by various departments, during a critical incident or disaster, pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes, and pursuant to the City Municipal Code of Ordinances, a Declaration of Local State of Emergency may be issued. The methodology will be compliant with Broward County, the State of Florida and the Federal government requirements to facilitate maximum opportunity for federal claim reimbursement.

11.1.1 Responsibility for Financial Management Operations

The Chief of the Finance and Administrative Section shall be responsible for the financial management operations. It is the responsibility of the Finance and Administrative Section Chief to document and track all disaster related expenditures for the purpose of financial reimbursement. The secondary person responsible for the financial management operations of the City shall be the City Manager or designee.

11.1.2 Pre-disaster Preparations for Financial Management

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

When a critical incident or disaster strikes, the City will declare a local state of emergency and will suspend its purchasing policies and procedures. By the authority of Florida

Statute 252.31-91 and local ordinance, emergency purchasing procedures come into effect. Prudent and sound business practices will be observed to the greatest extent possible during a critical incident or emergency situation.

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

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

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

Open purchase orders for emergency procurement will be established by the Finance Director and Public Works Director. These purchase orders will be identified specifically with a purchase order prefix designating emergency purchase order.

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

11.1.3 Financial Management Procedures

11.1 .3.1 Immediate Actions Needed for Authorization of Emergency Declaration

When normal purchasing and contracting rules are suspended, it is incumbent upon the City Manager/Incident Commander to advise City employees of the rules that are in effect for emergency purchasing and contracting. Refer to Code of Ordinances, Section 2-144, *Emergency purchase/special circumstances*.

11.1 .3.2 Methods for Emergency Purchases

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

Purchase Orders: If the resource is available from approved vendor, a manual or system emergency purchase order will be issued. Manual purchase orders should be converted to system purchase orders when the system is operational. If it is a new vendor, or service, a manual purchase order is issued if it is within the Logistic Section Chief's authority for spending limits. A manual or system emergency purchase order must be *authorized* before the order is placed with the supplier/vendor/contractor

unless otherwise authorized by the Incident Commander in accordance with Section 2-144 of the City's Code of Ordinances.

Purchase Cards: City purchase cards issued to City workers will be utilized to the extent merchants and vendors can accept the purchase cards. Purchases must be approved by the Finance and Administration Section Chief for all purchases over the employees established limits.

The Incident Commander or Finance and Administration Section Chief shall authorize manual and system emergency purchase orders above departmental limits at the request of the Logistics Section Chief or Command. Departments can request the issuance of emergency purchase orders from the Finance and Administration Section if the purchase orders have not been established prior to the emergency.

Regardless of the emergency nature of the procurement, certain requirements including the City's Code of Ordinances must be observed. The supplier/contractor/vendor must provide documentation of cost for goods and services as applicable to receive payment: the supplier/contractor/vendor must have appropriate insurance/exemptions etc. submitted with invoices or on file with the City. Supplier/Contractor/vendor must indicate the assigned mission number on their invoice for payment. The mission number will be at a minimum, the mission/assignment number as designated by the City and may also include an additional mission/assignment number for the County and the State.

Individuals designated as the point of contact for purchasing and procurement in the Logistics Section is maintained on a list by the Finance/Administrative Section. The designated individuals are responsible for coordinating the emergency procurement of goods and services and for authorizing the issuance of emergency purchase orders with departmental limits. Designees are responsible for maintaining a log of purchase orders issued and turning all documentation into the Logistics Section Chief at the shift change.

The Logistics Section Chief shall be responsible for turning in all original hard copies of purchase documentation at the end of the shift change to the Finance and Administrative Section Chief. The Finance and Administrative Section will document the purchases and procurement. All documentation must coincide with the mission number for the City, and the Broward County and/or State mission number if applicable.

Each purchase order must have the following information included in its hardcopy back-up when it is turned over to the Logistics Section Chief: name of person requesting resources, date and time of request, mission/assignment number for City, and if applicable, Broward County and the State, description of resources procured, anticipated length of assignment that resources are needed, date and time of requested delivery, person assigned to accept delivery, location of delivery, costs per unit, special demobilization instructions, name of vendor taking request, vendor tax id number, and contact information.

11.1 .3.3 Documentation of Personnel in Emergency Operations

Personnel utilized in emergency operations will keep detailed time sheets with their dates, times, and duties performed during emergency operations. In addition, all equipment and materials utilized shall be recorded on the sheets. The mission number assigned by the

City, Broward County EOC, and/or the State will be noted next to each date worked as necessary.

11.1 .3.4 Final Disposition of Financial Documentation

The City Clerk shall be the person responsible for the final disposition of the documentation gathered under conditions of both Presidential-declared disasters and non-declared critical incidents and disasters. The final format will be hard-copy documentation with electronic copy back-up (if available) and the archives will be stored for a minimum of three (3) years from the date of final payment. The documentation will be provided to Broward County and/or the State of Florida as requested in the format requested within an acceptable and customary time.

11.2 RESOURCE MANAGEMENT ANNEX

The purpose of this annex is to provide guidance and outline procedures for efficiently obtaining, managing, allocating, and monitoring the use of resources during critical incidents or disasters. Pursuant to the authorities granted to incorporated municipalities under Chapter 252, Florida Statutes, and the City Code of Ordinances. A Declaration of Local State of Emergency may be issued to expedite resource management activities.

Used in support of NIMS, the combination of facilities, equipment, personnel, procedures and communication, resources from local government as well as external agencies and nongovernmental agencies may work together to coordinate the City's response.

11.2.1 Physical Resources (expendable and non-expendable resources)

In order to meet the resource needs of emergency operations, City personnel should first exhaust local resource capabilities within existing inventories. Additional supplies and equipment required for emergency operations will generally be available from normal sources of supply. However, some established vendors may not be able to provide needed materials on an emergency basis or may become victims of the emergency situation. Standby sources should be identified in advance and provisions should be made for arranging alternative sources of supply on an urgent need basis.

If all City resources are exhausted, then the Logistics Section Chief will make a request of the Broward County EOC for additional resources. If the County resources are exhausted, the County will make a request to the State for the resources. If the State's resources are exhausted, a request will be made to the Federal government.

11.2.1.1 Resources by Municipal Agency or Municipal Contractor

All Human Resources Department maintains rosters and contact information of all emergency personnel both, City staff and volunteer. The Public Works Department maintains inventories of all equipment and supplies, as well as, contact information for all emergency and non-emergency contracted vendors.

11.2.1.2 Classification of Physical Resources

The City understands that the NIMS classification methodology is still under development. The City Administration is committed to continually monitoring the NIMS requirements and implementing them as appropriate within the City. All City resources, pursuant to the NIMS, are to be classified by kinds and types.

11.2.1.3 Guidelines for classification of resources

The City, on a timely basis, when required to do so, shall classify and certify municipal resources in accordance with State and Federal Guidelines.

11.2.1.4 Inventories Accessed and Utilized

City warehouses and resources will be controlled by the Logistics Section Chief. The Chief shall monitor the inventories, locations and assignments of all inventories and also monitor the deployment of any resources.

11.2.1.5 Private Vendor, Mutual Aid or Volunteer Resources

The City maintains a combination of private vendor contracts and volunteer resources. In addition, the City has adopted the Statewide Mutual Aid Agreement and readily offers emergency resources to local municipalities should they become available. Private vendor contracts are available for the following services:

Waste Management – Curbside Garbage/Trash/Bulk/Recycling Services
Ashbritt, Inc. – Emergency Debris Removal Services
Witt O'Brien's, LLC – Debris Monitoring Services
Aquatic Vegetation Control, Inc. – Canal Maintenance Services Iron
Mountain – Storage of Backup Information Systems Data

Emergency volunteer contact information is maintained by the Human Resources Department and the City supports and actively seeks participation in the City's Certified Emergency Response Team (CERT) program.

The protocol to procure additional resources are as follows: activate and direct deployment of additional local resources to the incident site(s); request mutual aid assistance; purchase, rent, or lease supplies and equipment; obtain donated resources from businesses, individuals, or volunteer groups; contract for necessary services to support emergency operations.

11.2.1.6 Tracking Procedures for all Resources

The Logistics Section Chief is responsible for the management of all resources in support of the current incident objectives. In compliance with the resources management procedures outlined above, the Logistics Section Chief will track resource needs and assign a mission number. The Logistics Section Chief will complete any ICS forms which detail the following information for resource management purposes including: requesting entity, brief statement of need, originating entity, method of delivery, location of delivery, associated expendable resources, anticipated duration, funding etc. All resources that are the property of the City will be inventoried and identified by their property control number as assigned by the City. Resources which are processed will be logged onto spreadsheet controlled by the Logistics Section, noting item, deployment, time out and expected return and any other pertinent information.

11.2.1.7 Protocols for Resources

In order to ensure the appropriate management and demobilization of personnel, supplies and equipment, the City Logistics Section Chief will work cooperatively with the Planning Section Chief to develop a demobilization plan. The Statewide Mutual Aid Agreement addresses the issues pertaining to the appropriate management of resources up to and including return to the original agency.

The Statewide Mutual Aid Agreement details the requirement associated with general responsibility for payment and/or reimbursement of resources acquired through mutual aid. This agreement was adopted through Resolution by the City.

11.2.2 Personnel Resources

All City departments are required to have emergency personnel assigned in case of critical incidents or disasters. The City Manager or his designee will identify and coordinate the placement of City employees that may be reassigned to temporary emergency duties should a critical incident or disaster impact the City.

If the required skills and/or expertise are not available within existing City employees, the Incident Commander may approve the use of temporary workers.

11.2.2.1 Personnel Rosters

Rosters of personnel working for the City on a daily basis in emergency operations will be maintained by the immediate supervisor of the employee, and copies of that information will be relayed verbally or in writing to the Operations Section Chief as necessary. A final hardcopy or electronic copy of the day's roster will be sent to the Operations Section Chief at the beginning of the shift change and at the end of the shift change. All employees must sign-in or check in with the operations section and their immediate supervisor and receive a mission/assignment number.

11.2.2.2 Personnel Classification and Certification

The City Manager for the City maintains all personnel certifications and NIMS-related training requirements on file in the Human Resources Department.

12.0 FUNCTIONAL ANNEXES

12.1 DEPARTMENTAL PREPARATION

12.1.1 Building Department

All Building Department staff shall be NIMS compliant and completely familiar with the Incident Command System, their roles within it, and associated assignments.

12.1 .1 .1 Building Department Notification Process

Builder Notification

- ◆ Approximately 40 to 48 hours before the potential disaster, inspectors will travel through the city to make note of any job sites where garbage, debris, and building material are lying around and a post notice on each property with construction work in progress regarding securing of the jobsite.
- ◆ During severe weather, it shall be unlawful for an owner of the real property upon which construction is occurring, or any contractor responsible for said construction, to have on this property loose construction materials, including roof tiles that are not fastened or secured to the ground or any permanent structure (Florida Building Code 105.12).
- ◆ Specific builders with unsecured material will be notified and requested to take necessary actions to have the areas cleaned up and secured.
- ◆ Approximately 24 to 30 hours before the hurricane, the inspectors will make a second inspection of the most potentially hazardous situations.
- ◆ Upon completion of department notifications and hazardous site identifications with protective measures taken, all inspectors will return to city hall for further instructions.

Homeowner Notification

- ◆ Telephone response team will answer questions, inform callers about shutter installation, and refer callers to the website for additional preparation information.
- ◆ Inspectors working in the field will stay alert to homeowners working to secure their property, and stop to make suggestions for ladder safety and other potentially hazardous conditions, time allowing.

12.1 .1 .2 Building Department Hurricane Shutdown Procedures

Although Parkland City Hall is an impact-resistant building, it is best to prepare for the possibility of water infiltration or building envelope failure.

Equipment

- ◆ Approximately 12 to 24 hours before the approach of the storm, log-off and unplug computers.
- ◆ Disconnect all PC towers, place in centralized location and cover.
- ◆ Disconnect and cover printers, fax machine, copiers, and calculators.
- ◆ Distribute emergency contact phone list; charge cell phones until time to vacate the building.

Work Areas and Files

- ◆ Remove all file drawers, plans and files from floor and lower areas; place on tables or desks then cover.
- ◆ Cover all filing cabinets, active files, bookshelves and desks.
- ◆ Plastic tarps and plastic sheeting will be used for covering.

12.1 .1 .3 Building Department Post EventDamage Assessment

- ◆ Building Department Damage Assessment Team will survey the city to determine the extent of damage and verify safe conditions, requesting mutual aid assistance from other municipalities' inspection personnel if necessary.
- ◆ Building Department Permit Technicians, with the help of other department personnel, will restore functionality to the computer system for the processing of permits, scheduling inspections, and preparing reports as quickly as possible.

Life Safety

- ◆ The Building Department Damage Assessment Team will notify homeowners, builders, business owners and other affected parties of unsafe conditions and monitor the repairs.
- ◆ Prepare a report of procedural improvements for incorporation into next year's disaster plan.
- ◆ Identify and notify contractors whose lack of storm preparation affected others' life and/or property.

12.1 .1 .4 Building Department: Actions Required to Implement Preparedness Program

- ◆ Establish a count of the number of plastic sheets required to cover equipment & files.
- ◆ Coordinate the ordering of the protective supplies with other departments, and locate appropriate storage area.
- ◆ Coordinate system of permit tracking with Code Enforcement for immediate reporting to FEMA. Establish emergency permit procedure and method to post property status on address screen and track with Final Orders.
- ◆ Determine how much need there will be for a minimum number of properties to be assessed and order red, yellow, green card stock for printing assessment notices on copier.

12.1.2 City Clerk's Office

The primary responsibility of the City Clerk's office is to protect the official records, the City seal, etc. This will be arranged by having all documents saved on microfilm or CD or backed up and held offsite. (*Microfilm is kept in a safety deposit box*). All originals are to be housed in the City vault for safe keeping.

The secondary responsibility is to ensure the safety of the City Clerk's electrical equipment, file cabinets and book cases. These shall be wrapped in plastic coverings or when possible moved into the City vault.

All employees of the City Clerk's office shall familiarize themselves with the procedures written in this plan, so that in the event of a disaster, they will be aware of the steps that need to be followed. All City Clerk's Office staff shall be NIMS compliant and completely familiar with the Incident Command System, their roles within it, and associated assignments.

12.1.2.1 City Clerk's Office Shutdown ProceduresPrepare Vault

- ◆ Secure all original documents and important records within the vault.
- ◆ Ensure all important documents and records are lifted off of the floor.
- ◆ Cover all important documents and records with plastic tarp and secure as necessary to prevent water intrusion.
- ◆ Ensure vault is locked and secured upon departure.

Additional Preparation Activities

- ◆ Secure all City Clerk offices by removing moveable objects and storing appropriately.
- ◆ Secure a list of critical phone numbers for City Manager, Department Heads, City staff, and vendors.
- ◆ Move important information and documents from computer hard drive to City's network drive.

12.1.2.2 City Clerk's Office Post Event

Immediately after the event the City Clerk and assigned staff shall assume their assigned roles within the Incident Command System. Additional functions to be performed include:

- ◆ Perform damage assessment as it pertains to important documents and records.
- ◆ Activate contract with vendor to restore documents in case of water damage.

12.1.3 City Manager's Office

The City Manager's Office maintains the primary leadership responsibilities for the City and direction of staff in an emergency event. The City Manager, through various mediums and means shall monitor potential disaster events closely and disseminate vital information to the Mayor, City Commission and City staff as deemed necessary. The Assistant City Manager, acting as the Public Information Officer shall begin public information dissemination as it becomes necessary.

All staff within the City Manager's Office shall be NIMS compliant and completely familiar with the Incident Command System, their roles within it, and associated assignments.

Once a Hurricane Watch or other type of disaster has been declared for the Parkland area, the actions of this office include, but are not limited to:

- ◆ Making initial contact with the Chief of Police, the Chief of Fire/EMS, and the Emergency Management Director.
- ◆ Maintaining a liaison with the City Commission and providing them with updated information throughout the disaster/hurricane.
- ◆ Conducting emergency staff meetings with the Department Heads throughout pre-storm stage until the Emergency Operations Center (EOC) is activated.
- ◆ Evaluating information from all sources and making determinations if and when to activate the City's EOC and implement the Incident Command System.
- ◆ Responding to the Emergency Operations Center once it becomes activated.
- ◆ Consulting with the Emergency Management Director to determine when City employees are to report to their assigned staging areas for refuge from the storm.

12.1.4 Facilities Division

All Facilities and Code Enforcement staff shall be NIMS compliant and completely familiar with the Incident Command System, their roles within it, and associated assignments.

12.1.4.1 Facilities /Code Enforcement Pre Event Activities

- ◆ Information is provided to all residents on how to properly prune and prepare trees for hurricane season.
- ~ Assessment of Right Tree/Right Place implementation shall be taken.

12.1 .4.2 Facilities Division – Shutdown Procedures

- ◆ Equipment – Log off and disassemble all computer stations. Wrap in bubble wrap, secure off the floor, and cover desks with tarps.

- ◆ Secure all files and plans. Make sure all are off the floor and covered in plastic.
- ◆ Assist other departments as may be necessary.
- ◆ Assume responsibilities under the Incident Command system as assigned when directed.

12.1 .4.3 Environmental Resources Division – Post Event

- ◆ Coordinate with the Public Works Department regarding debris removal and similar activities.
- ◆ Assess tree damage on public property and within the public rights-of-way. Provide information to homeowners who have downed trees, leaning trees, and hangers.
- ◆ Restore offices to original status, resume code enforcement activities as soon as possible, and be prepared to help where ever needed.

12.1.5 Parks & Recreation Department

All Parks & Recreation Department staff shall be NIMS compliant and completely familiar with the Incident Command System, their roles within it, and associated assignments.

The Parks & Recreation Director and Chief Park Ranger are considered essential personnel and are required to report to the Emergency Operation Center (E.O.C.) are directed by the City Manager.

12.1 .5.1 Parks & Recreation – Pre Event Preparation

- ◆ Confirm removal of windscreens at tennis courts by tennis personnel.
- ◆ Assist Public Works Department with securing all goals, baseball turtles and all sports related equipment.
- ◆ Assist Public Works Department with the securing and/or removal of trash cans, benches, tables, sunshades, and other items at parks.
- ◆ Ensure all radios and equipment is in order and vehicles are fully fueled.
- ◆ Ensure all cell phones are fully charged.

12.1 .5.2 Parks & Recreation – Shutdown Procedures

- ◆ Secure office areas. Turn off, unplug, and cover all electronic equipment and move away from windows. Remove items from tops of all surfaces or cover them if not possible to remove. Place all loose paperwork into waterproof containers and plastic bags and label appropriately, placing boxes away from windows and off the ground.
- ◆ Ensure that all documents that may be required (i.e. telephone numbers, contact information, schedules, etc.) are readily accessible.

- ◆ Departmental emergency contact information will be verified and updated as necessary.
- ◆ Review with staff the notification plan and order of calls to be made by personnel to each other regarding scheduling. Confirm all staff members' understanding of the plan and ensure that each has a copy of updated phone numbers and the plan.
- ◆ Go over with all staff the return to work plan based on wind speed and road hazards. Staff will report to work as notified by the Parks & Recreation Director.
- ◆ Notify staff that scheduling flexibility will be provided for the purpose of preparing their homes for the emergency.
- ◆ Refer staff to Human Resources for information regarding the Employee Assistance Program and information on making withdrawals or loans from retirement accounts.
- ◆ Update and provide Human Resources with a listing of all non-essential employee's special skills, such as language, CPR, CDL license, etc., so that they may provide assistance following the emergency, if needed.

12.1 .5.2 Parks & Recreation – League and Vendor Notification

- ◆ All leagues that have games scheduled, pavilion rentals, vendors and businesses operating on a contractual basis will be contacted to make ensure all of their equipment is secured and to notify them of the parks closings and preliminary rescheduling plans.
- ◆ Update the field conditions hotline with current information regarding park closings and cancellations for scheduled activities.
- ◆ The City League Scheduling Website will post a banner on the front page notifying all viewers of any and all cancellations.

12.1 .5.3 Parks & Recreation – Essential and Non-Essential Staff

- ◆ In the event of an imminent strike, all non-essential employees and will be sent home at the direction of the City Manager.
- ◆ Essential employees will assume their roles within the Incident Command System when directed to do so.

12.1 .5.4 Parks & Recreation – Post Event

Unless contacted by the Parks & Recreation Director, staff will establish initial contact following the storm by calling the Parks & Recreation Director; if unable to contact the Parks & Recreation Director, it will be necessary to call City Hall's main telephone number and/or other staff members for instructions. **Staff will report to work as directed by the Parks & Recreation Director.** Park Rangers will secure the parks, assist the Parks & Recreation Director in performing a damage assessment, and assist the Public Works and Public Safety Departments as necessary.

The Director and all assigned staff will begin a thorough damage assessment of parks and equipment.

The Parks & Recreation Director will make a determination as to when the parks will be able to reopen on an individual basis and when programs will be able to resume.

All leagues that have games scheduled, pavilion rentals, vendors and businesses operating on a contractual basis will be contacted to notify them of the reopening schedule for the parks. The public will be notified via the Fields Conditions telephone hotline as well as updates to the City League Scheduling website.

12.1.6 Library

All full-time Library staff shall be NIMS compliant and completely familiar with the Incident Command System, their roles within it, and associated assignments.

12.1 .6.1 Library - Pre-Event Preparation

- Train all staff in:
 - Building alarm procedures
 - Building evacuation in case of fire, bomb or other incident -First aid for the public
 - Use of CPR and defibrillator
- ◆ Review and familiarize staff with emergency plan updates. ~ Maintain and update personnel contact list as necessary. Secure vendor list.
- ◆ Notify library staff who are assigned to the city's EOC of anticipated operations as known
- ◆ Brief Public Works or other staff who may be using the building during the event on location of telephones and where they roll over, use of computers, use of refrigerator, etc.

12.1 .6.2 Library – Shutdown Procedures

- ◆ Backup and secure any computers not covered by server
- ◆ Lock outdoor book drop (attach waterproof note to residents to keep books) and move bird bath in butterfly garden to a secure location
- ◆ Determine if any utilities to the building (sprinklers, water, electrical) should be turned off and notify Public Works of said determinations

~ Operate as directed by Incident

Commander 12.1 .6.3 Library – Notification

Process

- ◆ Post notice to residents on front of building and update telephone message about any change in operating hours.

- ◆ Notify DLLI Delivery service of anticipated closure (800) 622-8252
- ◆ Prepare web page postings and perform email blasts as directed by the City Manager

12.1 .6.4 Library – Post Event

- ◆ Arrange with Argent to load backup of Mandarin Circulation module on Library Director's computer (if building will be open but server not available)
- ◆ Non-essential library staff shall contact the City EOC immediately after event for status, if not contacted by the City first.
- ◆ Notify staff and public when building will re-open and availability of internet access for public access
- ◆ Perform damage assessment of Library facility, record any incidents (i.e., alarm log), and clean up Library as appropriate.
- ◆ Update web page and blast emails when power restored and as directed by Incident Commander

12.1.7 Planning & Zoning Department

All Planning & Zoning Department staff shall be NIMS compliant and completely familiar with the Incident Command System, their roles within it, and associated assignments.

12.1 .7.1 Planning & Zoning Department - Notification

The Planning Director will be notified upon issuance of a Hurricane Watch or Hurricane Warning. An updated list of employee names, addresses and telephone numbers will be prepared at the beginning of each hurricane season by the Planning Assistant. The Planning Director will be responsible for notifying his/her employees of hurricane events. All employees should stay tuned to local radio and television stations for business closing and opening announcements.

12.1 .7.2 Planning & Zoning Department – Recall Procedure

In the event that a hurricane warning is posted on a weekend after regular office hours, the Planning Director will be responsible for recalling necessary personnel to secure the office. Employees called in first will be those living in Parkland.

12.1 .7.3 Planning & Zoning Department – Hurricane Watch

In the event that a "Hurricane Watch" is issued for the area that includes Parkland the following shall occur:

- ◆ Prepare for reassignment of cellular phones and/or radios to Public Works for use by emergency staff. Each piece of equipment should be inventoried and identified as belonging to Planning and Zoning and the person the equipment is assigned to.
- ◆ If time permits, Planning and Zoning staff shall patrol the area and notify residents and builders of dangerous situations that may exist within the community. Particular attention should be paid to construction sites so that loose debris and objects are properly secured.

- ◆ Check emergency provisions and supply kits and order any provisions required.
- ◆ Keep money deposited in bank. Any cash or checks not deposited shall be wrapped in plastic zip lock bags and stored in the safe.
- ◆ Make back-ups of any data on your C drive or transfer to network.
- ◆ Cancel Planning and Zoning meetings scheduled within 48-72 hours and post notices on bulletin board and to web site.
- ◆ Stop accepting, reviewing and issuing development permits.

12.1 .7.4 Planning & Zoning Department – Hurricane Warning

Upon issuance of a hurricane warning by the National Weather Service and direction from the City Manager, the following preparations should begin:

- ◆ All leave requests are canceled. All employees that are deemed necessary for preparedness will be recalled.
- ◆ Secure all loose items near doorways and windows on the inside of the building.
- ◆ Place all loose papers in files. Documents that cannot be stored in such files shall be placed in boxes on top of the file cabinets, sealed and covered with plastic.
- ◆ Raise files off of the floor where possible.
- ◆ Planning plans shall be placed in files, watertight containers, or wrapped in visqueen, taped and secured as best as possible.
- ◆ Mylar maps, plat maps, address maps etc. should be rolled in a layer of visqueen, taped and placed in a plastic bag.
- ◆ Cover all furniture in plastic and tape securely. (Please do not tape to walls or desks)
- ◆ Typewriters, phones, calculators, computers and other equipment shall be placed upon desks away from windows and disconnected from their power sources. All equipment shall be covered with plastic and securely taped. (Do not tape to walls or desks).
- ◆ The copy machine should be waterproofed as best as possible with visqueen and tape.
- ◆ Take home personal items and equipment.

12.1 .7.4 Planning & Zoning Department – During Event

City offices will be closed during a storm except for essential employees assigned as part of the Incident Command System.

12.1 .7.5 Planning & Zoning Department – Post Event

Planning and Zoning employees are responsible for returning levels of service and administrative functions to pre-storm levels as soon as possible after a storm event. Employees shall report for work within 24-hours after the storm event unless access is

restricted or unless they are notified by the Planning Director not to report. If an employee is notified to return to work, the employee must do so immediately. If an employee is unable to report to work, it is their responsibility to notify the Planning Director of the reasons why they cannot return.

12.1.8 Public Works Department

All Public Works Department staff shall be NIMS compliant and completely familiar with the Incident Command System, their roles within it, and associated assignments.

All Public Works employees shall be classified as essential employees and shall report for duty as directed by the Public Works Director or designee. All essential personnel will be given an opportunity to be released to secure home and property. Essential personnel required to report should bring a minimum of three days clothing and personal hygiene items. The use of take home vehicles may be authorized by the Public Works Director on a case-by-case basis.

12.1 .8.1 Public Works Department – Pre Event Preparation Checklist

In preparation for a known event, Public Works Department tasks include, but are not limited to:

- ◆ Establish communications with appropriate field personnel and ensure that they are ready for timely response.
- ◆ Verifying inventories of available vehicles, personnel and material and provide updates to the City's EOC.
- ◆ Coordinating with support agencies to establish priorities and facilitate strategies for the initial response and assess the need for additional resources.
- ◆ Ensuring proper fuel supply and ensure all equipment and vehicles are topped off and ready for operation.
- ◆ Coordinating with support agencies to identify available resources. Personnel and equipment will be available based upon established priorities. Plans for mobilization will be implemented.
- ◆ Moving personnel and equipment resources to a safe location to be staged and/or pre-positioned to be most effective in the recovery phase.
- ◆ Establishing priorities for roadway corridors that will have priority with regard to debris removal and repair to allow access into damaged areas.
- ◆ Ensure all radios and cameras are checked and charged for proper operation.
- ◆ Execute hurricane preparedness agreements for supply of contract services and equipment.
- ◆ Check and clean priority culverts and catch basins
- ◆ Secure light and heavy equipment at Public Works Compound and various staging areas
- ◆ Ensure sufficient level of food supplies to support emergency response staff for seventy-two (72) hours, all first aid kits are stocked. Ensure sufficient inventory of cots and miscellaneous supplies (i.e., batteries, flashlights, candles, etc.).

- ◆ Install storm shutters on facilities where called for and as may be available. Place sand bags where necessary to prevent flooding.
- ◆ Distribute plastic film/tarps for City staff to secure sensitive electronic equipment and file cabinets.
- ◆ Turn off power to vacant City facilities once they have been secured.
- ◆ Evaluate and make repairs as necessary to the City's Emergency Operations Center, City Hall and other essential facilities.
- ◆ All roof vents and/or hatches must be closed and secured.
- ◆ As necessary, assist in securing portable buildings and sheds at City Facilities.
- ◆ Check and prune any hazardous trees located at essential City facilities.
- ◆ Secure all construction materials, trash, debris, cans, signs and similar loose debris at the City Facilities.
- ◆ Record emergency related labor, materials and equipment usage.

12.1 .8.2 Public Works Department – During the Event

- ◆ Establish communications with the City's Emergency Operations Center (EOC) and obtain status reports.
- ◆ Provide appropriate representation to the City and Broward County Emergency Operations Center.
- ◆ Review recovery actions and develop strategies.
- ◆ Prepare to initiate actions to execute the responsibilities assigned within this emergency plan and respond to requests for Public Works assistance.

12.1 .8.3 Public Works Department – Post Event

- ◆ Implement Emergency Recovery Plan as necessary and under the guidance of the Incident Commander.
- ◆ Implement and maintain the debris management plan and temporary debris reduction sites including primary focus on debris removal necessary to support public safety/emergency personnel addressing life/safety issues.
- ◆ Continue support services for personnel and equipment in the disaster area.
- ◆ Coordinate the activities of utility companies as necessary
- ◆ Provide barricades and traffic cones as necessary to assist with traffic control and pedestrian safety.

- ◆ Coordinate the performance of work and damage assessments with priorities shifting accordingly. Damage Assessment Teams will perform a preliminary damage assessment report on condition of roads and public facilities.
- ◆ Provide emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety or necessary to facilitate the execution of rescue operations.
- ◆ Continue to coordinate ESF-3 support agencies in establishing priorities and coordinating the support of the missions with outside personnel and equipment.
- ◆ Record emergency related labor, materials and equipment usage.
- ◆ Following emergency restoration of services, begin permanent repairs to City facilities and infrastructure.

13...0 EDUCATION AND TRAINING ANNEXES

13.1 NATIONAL INCIDENT MANAGEMENT SYSTEM & INCIDENT COMMAND TRAINING 13.1.1

Courses Completed

TITLE/COURSE	ICS 100	ICS 200	ICS 300	ICS 400	IS 700	IS 800
City Manager	Yes	Yes	Yes	Yes	Yes	Yes
Public Works Director	Yes	Yes	NY	NY	Yes	Yes
Finance Director	Yes	Yes	Yes	Yes	Yes	Yes
Public Information Officer	Yes	Yes	Yes	NY	Yes	Yes
Parks & Recreation Director	NY	NY	NY	NY	NY	NR*
Planning and Zoning Director, Contract Position	Yes	Yes	Yes	Yes	Yes	Yes
City Clerk	Yes	Yes	Yes	Yes	Yes	Yes

TITLE/COURSE	ICS 100	ICS 200	ICS 300	ICS 400	IS 700	IS 800
City Engineer	Yes	Yes	Yes	Yes	Yes	Yes
Chief Accountant	Yes	Yes	Yes	Yes	Yes	NR*
Public Works Operations Manager	NY	NY	NY	NY	NY	NY
Executive Assistant to the City Manager	Yes	Yes	Yes	Yes	Yes	NR*
Public Works Crew Leader (Streets/Storm-water, Parks)	Yes	Yes	Yes	Yes	Yes	NR*
Public Works Crew Leader (Facilities/Events)	Yes	Yes	Yes	Yes	Yes	NR*
Building Official	Yes	Yes	Yes	Yes	Yes	NR*
General Employees	Yes	Yes	N/R	N/R	Yes	NR*
Public Works Crew Leader (Parks)	Yes	Yes	Yes	Yes	Yes	NR*

* NR: Not Required

NY: Not Yet Completed (New Employee)