



VILLAGE OF KEY BISCAIYNE

MEMORANDUM

Village Council
Michael W. Davey, *Mayor*
Allison McCormick, *Vice Mayor*

Luis Lauredo
Edward London
Brett Moss
Katie Petros
Ignacio J. Segurola

DATE: August 27, 2019
TO: Honorable Mayor and Council Members
FROM: Andrea Agha, Village Manager *AAA*
RE: Approval of the 2019 Comprehensive Emergency Management Plan

Recommendation –

Approve the 2019 Comprehensive Emergency Management Plan (“CEMP”). The CEMP provides guidelines for responding to man-made and natural disasters in a manner that mitigates risk and maximizes public safety. Adoption of the CEMP advances the Village of Key Biscayne’s (the “Village”) strategic goals of creating a more resilient government and enhancing quality of life by protecting people and property.

Background –

On April 10, 2018, the Village Council approved the contract with Tetra Tech, Inc. Resolution No. 2018-12 for a series of emergency management response plans, collectively called the CEMP, which includes a Continuity of Operations Plan (COOP), Hurricane Plan, Debris Management Plan and a multi year Training and Exercise Plan. Subsequently, the Village began working with Miami Dade County Department of Emergency Management to develop the Rickenbacker Causeway Annex to provide the response plan in the event of catastrophic failure of the Causeway.

The CEMP is designed to be a living document and as exercises and actual events take place, the plan will be updated as needed. The document will serve as a guide to improve preparation, execute a quick and safe response and provide a frame work for efficient recovery from man-made and natural disasters. The plan elements are summarized below and posted online for review on the Village website.

1. CEMP

This plan describes the basic strategies, assumptions, and mechanisms through which the Village will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery and provide support for Miami-Dade County mitigation efforts. To facilitate effective intergovernmental operations, this plan adopts a functional approach that groups the type of assistance to be provided to address emergency situations at the Village, county, and state levels. The plan addresses the full spectrum of emergency management activities: preparedness,

response, recovery, and mitigation. The plan assigns roles and responsibilities to departments as appropriate for the given hazard.

2. Continuity of Operations Plan

The Village Continuity of Operations Plan ("COOP") is applicable to all Village departments, contractors and personnel. In addition, this COOP is applicable to primary and continuity facilities. The COOP concept of operations includes continuity objectives and tasks associated with assessing and activating the COOP and supporting within 12 hours of an event that Village facilities and services are threatened or incapacitated, and/or the relocation of part or all of an organization's personnel or functions is required and provides for the performance of a department's mission essential functions for up to 30 days. The COOP may be activated during duty and non-duty hours, both with and without warning. The COOP provides the foundation for continuing critical services and functions.

3. Hurricane Plan

The Village Hurricane plan focuses on the roles and responsibilities of all Village departments/divisions as it relates to preparing for, responding to and recovering from the threats and risks associated with the landfall of a hurricane. Hurricane Season goes from June 1 to November 30 each year, with late August through the end of September traditionally being the most active period. While a hurricane may not occur every year, any one storm could be catastrophic requiring multiple years for recovery to be complete. While not all impacts from a hurricane can be mitigated, by having a strong preparedness, response and recovery focus the Village can quickly implement the steps necessary to protect Village government property, and to the extent possible the lives and property of Village residents.

The roles and responsibilities below are in addition to what is outlined in the Village's CEMP, COOP and DDMP. Information on how the Village will implement an ICS structure to respond to and recovery from hurricanes can be found in the CEMP.

4. Debris Management Plan

Disasters most often produce substantial volumes of debris, creating hazardous conditions that endanger public health, welfare, and safety and disrupt the essential daily lifestyle and economy of the community. These disruptions are a result of the following:

- Obstructed roadways
- Obstructed right-of-way and pedestrian walkways
- Environmental offenses resulting from hazardous material spills or releases, the resulting contaminations of soils, ground and surface waterways, and potential sources for air pollution

Disasters will result in large expenditures of labor, equipment, and materials and supplies at substantial cost to the Village. It is imperative the Village of Key Biscayne be prepared to provide all necessary disaster recovery services and have the means to recover all

eligible costs from State and Federal Agencies that have funds available to assist local governments in coping with all natural and human-caused disasters.

It is mandatory there be an early, safe, and quick response to restoring environmentally safe and economically viable conditions to the disaster-affected areas. This objective has the highest priority in the Village's planning efforts as well as the ability to deal with all damage. It is to this end the Village of Key Biscayne developed its Disaster Debris Management Plan (DDMP).

The Village is currently negotiating potential debris staging sites with neighboring communities.

5. Multi-Year Training and Exercise Plan

- a. The Village of Key Biscayne (Village) has developed this Multi-Year Training and Exercise Plan to support its planning and preparedness efforts. This plan outlines the training and exercise goals of the Village for the years of 2019-2021. This plan outlines suggested training and exercise participation based upon the person's roles and responsibilities as they relate to the Village's ability to respond to and recover from a natural, man-caused or technological emergency or disaster.
- b. Recommended scenarios for the tabletop exercises include:
 - i. The response to and recovery from a Category 1 or 2 hurricane that creates mostly vegetative and construction debris.
 - ii. The response to an active shooter incident at Key Biscayne Village Hall.
 - iii. The response to a hazardous materials incident that has blocked access to the Village via the Rickenbacker Causeway.
 - iv. The response to a Category 3 or higher hurricane causing an evacuation of the key and requires the activation of the COOP Plan.
 - v. The response to a cyber-attack limiting access to Village servers and applications.
 - vi. The response to a civil disturbance taking place in the City of Miami or Miami-Dade County that blocks access to the Village via the Rickenbacker Causeway. The response to the Rickenbacker Causeway being damaged and making it impassible by vehicles.

6. Rickenbacker Causeway Annex

- a. This annex to the Village CEMP has been developed to address how Village departments will attempt to access Key Biscayne should the Rickenbacker Causeway be inaccessible by vehicle following a disaster. This Annex outlines the roles and responsibilities of Village departments/divisions once they are able to access the Village via other means than the Rickenbacker Causeway.
- b. Miami Dade County Emergency Management in corporation with the Village has devised a plan to install a temporary floating bridge with the Army Corp of Engineers. These concepts will be included in the Annex.

RESOLUTION NO. 2019-_____

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE
VILLAGE OF KEY BISCAYNE, FLORIDA, ADOPTING A
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN;
PROVIDING FOR IMPLEMENTATION; AND PROVIDING
FOR AN EFFECTIVE DATE**

WHEREAS, Section 252.38(2), Florida Statutes, authorizes and encourages municipalities to create emergency management programs to provide for disaster mitigation, preparedness, response and recovery responsibilities; and

WHEREAS, Section 252.35(2)(b), Florida Statutes, requires that if a municipality elects to establish an emergency management program, it must adopt an emergency management plan that complies with all standards and requirements applicable to county emergency management plans; and

WHEREAS, the Village's Comprehensive Emergency Management Plan ("CEMP") is consistent with the Miami-Dade County CEMP; and

WHEREAS, the Village desires to adopt the CEMP attached hereto as Exhibit "A;" and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF
THE VILLAGE OF KEY BISCAYNE, FLORIDA AS FOLLOWS:**

Section 1. Recitals. Each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Approval. The Village Council hereby adopts the CEMP, attached hereto as Exhibit "A."

Section 3. **Implementation.** The Village Manager is hereby authorized to take such further action as may be necessary to implement the intent and purpose of this Resolution.

Section 4. **Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED and ADOPTED this ____ day of August 2019.

MICHAEL W. DAVEY, MAYOR

ATTEST:

JENNIFER MEDINA, CMC
VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.
VILLAGE ATTORNEY