

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)



*September 2006*



# **Comprehensive Emergency Management Plan (CEMP)**

*for the*  
**Village of Key Biscayne, Florida**

**September 2006**

Developed Under Contract by  
All Hands Consulting  
Columbia, Maryland

*for*  
**The Village of Key Biscayne Emergency Management**

*sponsored by*  
**The Village of Key Biscayne**

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**STATEMENT OF CONSISTENCY with  
STATE OF FLORIDA and MIAMI-DADE COUNTY  
COMPREHENSIVE EMERGENCY MANAGEMENT PLANS**

Rule 9G Division of Emergency Management, authorizes and encourages each locally constituted municipality to establish an Emergency Management Program. Municipal Comprehensive Emergency Plans (CEMPs) are the municipal counterparts of the State plan and must be consistent with and subject to the applicable County CEMP.

The Village of Key Biscayne has adopted the Miami-Dade County Comprehensive Emergency Management Plan by reference. The Miami-Dade County CEMP provides the general emergency management structure and guidance under which the Village of Key Biscayne Comprehensive Emergency Management Plan was formulated. The Village CEMP, while intended to be consistent with and coordinated with the County CEMP, is strategic to the particular needs of its citizens and the organization of its government. In those situations that are not specifically addressed or modified by the Village CEMP, or those situations where the Village does not have the resources or organization required, the County CEMP provides the direction for the Village.

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### ACKNOWLEDGMENTS

This plan was developed under contract with All Hands Consulting through the Village of Key Biscayne Office of Emergency Management.

The assistance and coordination of many dedicated Village employees, the watchful management oversight of all Village Departments and Organizations, and the dedicated efforts of the All-Hands staff, have seen this project to fruition. It has been developed with coordination of mutual aid organizations, non-profit organizations, state agencies, federal agencies, business organizations, and other concerned community organizations, all of whom have a vested interest in their community.

Copies of this manual are being distributed, courtesy of the Village of Key Biscayne, to all Key Biscayne CEMP participants. Questions pertaining to the contents of this CEMP or its development process may be addressed to the Village of Key Biscayne Office of Emergency Management, Fire Rescue Department, 560 Crandon Blvd., Key Biscayne, Florida 33149. Telephone (305) 365-8999/ FAX (305) 365-8933.

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# CEMP

# Table of Contents



*Village of Key Biscayne Office of Emergency Management*



TABLE OF CONTENTS

*Cover, Title Page*

*Statement of Consistency* ..... *i*

*Acknowledgments* ..... *iii*

*Table of Contents* ..... *vii*

*How to Use this Document* ..... *xiii*

**BASIC PLAN** **I-VII**

**I. Introduction** ..... **I**

    A. Purpose ..... I-3

    B. Scope ..... I-4

    C. Methodology ..... I-5

    D. Attachments ..... I-5

        1. Miami-Dade County Letter of Review

        2. Record of Changes

**II. Situation** ..... **II**

    A. Potential Emergency Conditions ..... II-3

    B. Hazard Analysis ..... II-4

    C. Vulnerability Analysis ..... II-4

    D. Persons With Special Needs ..... II-4

    E. Geographical Information ..... II-5

    F. Demographics ..... II-5

    G. Economic Profile ..... II-7

    H. Emergency Management Support Facilities ..... II-7

**III. Concept Of Operations** ..... **III**

    A. General ..... III-3

    B. Emergency Management Phases ..... III-4

    C. Emergency / Disaster Response & Management Objectives ..... III-5

    D. Organization ..... III-5

    E. Continuity of Government ..... III-6

    F. Levels of Disaster ..... III-7

    G. Defining Disaster Severity ..... III-8

    H. Emergency Functions ..... III-8

    I. Emergency Authorities ..... III-9

    J. Direction and Control ..... III-13

    K. Alert and Warning ..... III-23

    L. Divisional Emergency Operations Center ..... III-26

    M. Emergency Event Escalation ..... III-28

    N. Role of Miami-Dade County EOC ..... III-31

    O. Initial Recovery Actions ..... III-33

    P. Overview of Initial Federal Involvement ..... III-34

<b>Q. Attachments</b>	<b>III-36</b>
1. Federal Assistance Flow Chart	
2. Departmental Initial Response Tactical Guidance & Policy	
3. National Incident Management System (NIMS) Compliance Criteria	
<b>IV. Responsibilities</b>	<b>IV</b>
<b>V. Financial Management</b>	<b>V</b>
<b>VI. References and Authorities</b>	<b>VI</b>
<b>VII. Attachments</b>	<b>VII</b>
A. Primary/Support Matrix	VII-5
B. Glossary of Terms & Acronyms	VII-7
C. Declaration of Emergency Comparison of Florida Statutes	VII-21
D. Village of Key Biscayne Organizational Chart	VII-23
<b>ANNEX - I: MITIGATION PROGRAMS</b>	<b>Annex I</b>
<b>ANNEX - II: PREPAREDNESS PROGRAMS</b>	<b>Annex II</b>
<b>ANNEX - III: RESPONSE FUNCTIONS/EMERGENCY SUPPORT FUNCTIONS (ESFs)</b>	<b>Annex III</b>
A. Transportation & Fuels (ESF # 1)	1-3
B. Communications (ESF # 2)	2-3
C. Public Works & Engineering (ESF # 3)	3-3
D. Firefighting (ESF # 4)	4-3
E. Planning & Intelligence (ESF # 5)	5-3
F. Mass Care (General Public) (ESF # 6)	6-3
G. Resource Support/Purchasing (ESF # 7)	7-3
H. Health (ESF # 8)	8-3
I. Search & Rescue (ESF # 9)	9-3
J. Hazardous Materials (ESF # 10)	10-3
K. Food & Water (ESF # 11)	11-3
L. Energy & Utilities (ESF # 12)	12-3
M. Military Support (ESF # 13)	13-3
N. Public Information (ESF # 14)	14-3
O. Volunteers & Donations (ESF # 15)	15-3
P. Law Enforcement & Security (ESF # 16)	16-3
Q. Animal Protection (ESF # 17)	17-3
R. Special Medical Needs (ESF # 18)	18-3
S. Business & Tourism Assessment (ESF # 19)	19-3
T. Initial Disaster & Life Safety Assessment (ESF # 20)	20-3
U. Damage Assessment (ESF # 21)	21-3
V. Emergency Medical Services (ESF # 22)	22-3
W. Employees Assistance & Deployment (ESF # 23)	23-3
X. Public Protection (Warning, Evacuation, Shelter) (ESF # 24)	24-3
Y. Administrative & Finance (ESF # 25)	25-3
Z. Fatality Management (Mass Fatalities) (ESF # 26)	26-3
AA. Evacuation Traffic Management (ESF # 27)	27-3
BB. Debris Management (ESF # 28)	28-3

CC. Information Technology Services (ESF # 29) .....	29-3
DD. Safety (ESF # 30) .....	30-3

**ANNEX - IV: RECOVERY**

**Annex IV**

A. Village of Key Biscayne Concept of Recovery Operations .....	IV-3
B. Overview of Federal Recovery Support .....	IV-5
C. Damage Assessment Functions .....	IV-9
D. Two Types of Federal Assistance .....	IV-11
E. Human Services - Individual Assistance .....	IV-11
F. Infrastructure - Public Assistance .....	IV-13
G. National Flood Insurance Program (NFIP) .....	IV-14
H. Hazard Mitigation Plan/Program .....	IV-14
I. Attachments .....	IV-14
1. Disaster Programs For Homeowners, Renters, and Business Owners	

**ANNEX - V: CONTINUITY OF OPERATIONS PLAN (COOP)**

**Annex V**

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# CEMP

## How To Use This Document



*Village of Key Biscayne Office of Emergency Management*



## HOW TO USE THIS DOCUMENT

### *Note*

*This is a generic, strategic plan, organized by "emergency functions." The "Basic Plan" section provides a general overview and summary of the purpose, responsibilities, and operational concepts. The schedule of "Emergency Support Functions (ESFs)" are functions that may be activated and performed during emergencies and disasters. While the concept of operations should always remain the same, the ESFs activated will be dependent on the emergency/disaster type and scope.*

1. Read the "Basic Plan," Section I through VII. Take note of your department's/agency's general responsibilities contained within the "Basic Plan, Part IV, Responsibilities."
2. Look at the "Primary/Support Matrix" found in "Section VII, Attachments," of the Basic Plan. Find the name of your department/agency. Note which ESF(s) your department/agency appears in. Within each ESF that your agency is a part of, you will find additional specific responsibilities and tasks.
3. Your department/agency must develop and maintain "Standard Operating Procedures (SOPs)" in such detail as necessary that will result in successful activation and completion of your responsibilities as stated. Refer to the "Basic Plan Section III, Concept of Operations," for additional information and guidance.

**Helpful Hint:** Make a list of your general responsibilities (found in Part IV, Basic Plan) and specific responsibilities (found in each ESF that your department/agency is involved with). This responsibilities listing is the basis for internal, tactical SOPs and personnel action guides.

4. Each ESF contains a "cover page summary." This summary lists the departments/agencies/organizations providing primary and secondary support to this function. The state and federal agencies, which would provide additional assistance, if requested, are also shown.

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# CEMP

## Basic Plan

# Table of Contents



*Village of Key Biscayne Office of Emergency Management*



**BASIC PLAN - TABLE OF CONTENTS**

The Basic Plan contains the following sections:

- I. Introduction
- II. Situation
- III. Concept of Operations
- IV. Responsibilities
- V. Financial Management
- VI. References and Authorities
- VII. Attachments:
  - A. Primary/Support Matrix
  - B. Glossary of Terms, Acronyms
  - C. Declaration of Emergency-Comparison of Florida Statutes

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**CEMP**

**Basic Plan**

# **I. Introduction**



*Village of Key Biscayne Office of Emergency Management*



## Comprehensive Emergency Management Plan (CEMP)

### Basic Plan

# I. Introduction

## I. INTRODUCTION.

### *This Plan Provides...*

- Guidance in mitigating, preparing for, responding to, and recovering from emergencies and disasters threatening life or property within the Village of Key Biscayne.
- A framework that will guide organizational behavior (response) during emergency(ies) or disaster(s).
- A framework of interagency and community-wide cooperation to enhance disaster mitigation, preparedness, response and recovery.

1. Each Department and participating Agency is to become familiar with this plan to ensure efficient and effective execution of emergency responsibilities. Each Department and participating Agency must develop and maintain Standard Operating Procedures (SOPs). By being prepared we can better serve the citizens of Key Biscayne.
2. This is a strategic document that will continue to be evaluated, updated, and refined to meet our changing needs. Village Departments have contributed to this plan. Key Biscayne Office of Emergency Management will continue to coordinate input and updates to this plan and to work with Departments and Agencies in the continuing emergency planning process.

### A. PURPOSE (MISSION).

1. The Village of Key Biscayne Office of Emergency Management, in cooperation with Village Administration, Village Departments and other members of our community and in an effort to maximize the efficiency and effectiveness of available resources, endeavors to mitigate, prepare for, respond to, and recover from natural and man-made disasters which threaten the lives, safety, or property of the citizens of Key Biscayne by:
  - Identifying natural and man-made hazard threats to life, property and/or the environment that are known or thought to exist.
  - Assigning emergency management responsibilities and tasks.
  - Describing predetermined actions (responsibilities, tasks) to be taken by Village agencies and other co-operating organizations and institutions to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster.

- Providing for effective assignment and utilization of Village employees.
  - Documenting the current capabilities and existing resources of Village agencies and other cooperating organizations and institutions which must be maintained to enable accomplishment of those predetermined actions.
  - Providing for the continuity of Village government during and after an emergency or disaster.
  - Enhancing cooperation (mutual aid agreements and memorandums of understanding) and coordination with cooperating community agencies, neighboring jurisdictions, and county, state, and federal agencies.
  - Providing for a Village emergency planning team comprised of representatives from all departments as identified and utilized through this plan development for: Continuing review and revision of the plan; Exercise planning and evaluation; Reviewing and offering recommendations on Key Biscayne emergency management initiatives.
2. To provide guidance for:
- Mitigation, preparedness, response and recovery policy and procedures.
  - Disaster and emergency responsibilities.
  - Training and public education activities.

**B. SCOPE.**

1. This plan is "operations and task" oriented, and addresses:
- Coordinated regional and interregional evacuation, shelter, and post-disaster response and recovery.
  - Rapid deployment and pre-deployment of resources.
  - Communications and warning systems.
  - Annual exercises to determine the ability to respond to emergencies.
  - Clearly defined responsibilities for Key Biscayne departments through an Emergency Support Function (ESF) approach to planning and operations.
2. This plan describes the basic strategies, assumptions and mechanisms through which Key Biscayne will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery. To facilitate effective intergovernmental operations, this plan adopts a functional approach that groups the type of assistance to be provided under Emergency Support Functions (ESFs) to address emergency functional needs at the Village, county and state levels. Each ESF is headed by either a Key Biscayne or a City of Miami lead agency, which has been selected based on its authorities, resources, and capabilities in the functional area. The ESFs serve as the primary mechanism through which assistance is managed in an emergency/disaster affected area.
3. Definitions. (As used in F.S. 252.31-252.60)

- The term “Emergency” means any occurrence, or threat thereof, whether natural, technological, or man-made, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.
- “Disaster” means any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the Governor, or the President of the United States.

**C. METHODOLOGY.**

1. This plan was developed by a planning process coordinated by Key Biscayne Office of Emergency Management.
2. This plan is to be promulgated by resolution pursuant to the Village Code.
3. Departmental letters of acknowledgment accepting the planning process and the plan responsibilities are to be placed on file in the City's Office of Emergency Management.
4. A distribution list containing Department/Agency names and the number of copies of the Comprehensive Emergency Management Plan (CEMP) they were issued are to be on file in the Village's Office of Emergency Management.
5. Plan maintenance and record of changes. (See Record of Changes Form, this section.)
  - Key Biscayne Office of Emergency Management ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.
  - The plan will undergo revision whenever:
    - It fails during an emergency.
    - Exercises, drills reveal deficiencies or “shortfall(s).”
    - Village government structure changes.
    - Community situations change.
    - County or State requirements change.
    - Any other condition occurs that causes conditions to change.
  - Key Biscayne Office of Emergency Management will maintain a formal distribution list of individuals and organizations that have copies of the plan. Those on this list will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated to show where changes have been made.

**D. ATTACHMENTS.**

1. Miami-Dade County Letter of Review.
2. Record of Changes.

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**Attachment 1**  
**MIAMI-DADE COUNTY LETTER OF REVIEW**

*Insert County Letter.*

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**CEMP**

**Basic Plan**

## **II. Situation**



*Village of Key Biscayne Office of Emergency Management*



## Comprehensive Emergency Management Plan (CEMP)

### Basic Plan II. Situation

#### II. SITUATION.

##### A. POTENTIAL EMERGENCY CONDITIONS.

1. A major natural, technological or terrorism related emergency will overwhelm the capabilities of the Village of Key Biscayne to provide prompt and effective emergency response and emergency short-term recovery measures. Transportation infrastructure may be damaged and local transportation services could be disrupted. There is the potential for widespread damage to commercial telecommunications facilities which would impair the ability of governmental response and emergency response agencies to communicate.
2. Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged. Debris may make streets and highways impassable. The movement of emergency supplies and resources could be seriously impeded. Public utilities may be damaged and either fully or partially inoperable. Some municipal (and county) emergency personnel would be victims of the emergency, preventing them from performing their assigned emergency duties. Numerous separate hazardous conditions and other emergencies as a result of the major event can be anticipated.
3. Thousands of emergency victims may be forced from their homes and large numbers of dead and injured could be expected. Many victims will be in life-threatening situations requiring immediate rescue and medical care. There could be shortages of a wide variety of supplies necessary for emergency survival. Hospitals, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed. Medical and health care facilities that remain in operation will be overwhelmed by the number of victims requiring medical attention. Medical supplies and equipment will be in short supply.

#### Hazards Affecting the Village of Key Biscayne

Natural	Technological	Human/Societal
<ul style="list-style-type: none"><li>• Epidemic, Human</li><li>• Flood, Coastal/Intercoastal</li><li>• Hurricane (Cat 1)/Tropical Storm (74-95 mph)</li><li>• Hurricane, Category 2, 3, 4 and 5</li><li>• Storm, Lightning/Thunder</li><li>• Storm, Surge</li><li>• Tornado</li><li>• Water Shortage</li></ul>	<ul style="list-style-type: none"><li>• Communications Failure</li><li>• Fire, Explosion/Structural</li><li>• Fuel/Resource Shortage</li><li>• Power/Utility Outage</li><li>• Radiological, Fixed Facility</li><li>• Transportation Accident: Aircraft, Marine and Motor Vehicle</li></ul>	<ul style="list-style-type: none"><li>• Civil Disturbance: Demonstration/Illegal Assembly</li><li>• Mass Immigration</li><li>• Political Unrest</li><li>• Terrorism: Explosion</li><li>• Terrorism, WMD: Biological, Chemical, Nuclear</li></ul>

4. Damage to fixed facilities which generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials in to the environment. Food processing and distribution capabilities

## II. SITUATION

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may be severely damaged or destroyed. There could be minimal to total disruption of energy sources and prolonged electric power failure.

### B. HAZARD ANALYSIS.

1. A Village "Hazard Vulnerability Analysis (HVA)" is published separately. It describes the potential threats to the Village of Key Biscayne, identifies hazard effects and impacts, and proposes mitigation strategies.
2. Hazard Overview:
  - Due to its location and geological features, the Village of Key Biscayne is vulnerable to the damaging effects of certain hazards. A list of these hazards is found in the chart below.
3. Disaster response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors. In the event of an emergency or disaster that exceeds the available resources; the public should expect and be prepared for a minimum 72 hour delay for emergency response services.

### C. VULNERABILITY ANALYSIS.

1. Key Biscayne has a population estimated at approximately 10,532 people (2000 Census). Key Biscayne could easily experience a loss of life and property of catastrophic proportion from a series of potential hazards.
2. Specific hazard impacts to people, property, the economy and environment are detailed in the Village HVA.

### D. PERSONS WITH SPECIAL NEEDS.

1. Currently, there are approximately 5 persons registered as people with special needs for evacuation assistance throughout the Village. It is anticipated that there will be more people actually requiring assistance than are currently registered.

**E. KEY BISCAIYNE GEOGRAPHICAL INFORMATION**

Key Biscayne is a prestigious, residential community which is seven miles long, two mile wide barrier island only minutes from downtown Miami and is in Miami-Dade County. It is the southern most barrier island in the United States of America. Two ocean resorts attract visitors throughout the year. Local retail business activity serves the needs of the community residents and visitors to the island.

Key Biscayne is located on Key Biscayne Island and lies south of Miami Beach and east of Miami. It and nearby Virginia Key, while named *keys*, are not geologically part of the Florida keys, but are barrier islands composed of sand moved down the coast from the north by coastal currents.[2] Visitors can reach Key Biscayne from the mainland by driving over the Rickenbacker Causeway, a roadway and series of bridges that span Biscayne Bay.

The Key (from the Spanish word *cayo*, for "island") is connected to Miami via the Rickenbacker Causeway, originally built in 1947. Because of its low elevation and direct exposure to the Atlantic Ocean, it is usually among the first Miami areas to be evacuated before an oncoming hurricane.

The Key is home to Crandon Park (Miami-Dade County) and Bill Baggs Cape Florida State Park, and is adjacent to Biscayne National Park, one of the two national parks in Miami-Dade County.

Since 1985, a major professional tennis tournament for both men and women has been held annually in Key Biscayne at the Tennis Center in Crandon Park. Currently known as the NASDAQ-100 Open, the event was formerly the Lipton Tennis Championships from 1985 to 1999 and the Ericsson Open from 1999 to 2002.

**F. DEMOGRAPHICS.**

GENERAL INFORMATION			
<i>Form of Government</i>	Council-Manager		
<i>Governing Body</i>	<ul style="list-style-type: none"> <li>• Village Council:                             <ul style="list-style-type: none"> <li>- 6 Council members and 1 Mayor</li> <li>- Elected at large through non-partisan elections.</li> <li>- Mayor and Council members have two year terms.</li> </ul> </li> </ul>		
<i>Date of Incorporation</i>	June 18, 1991		
<i>Population</i> <i>(Estimate provided by the University of Florida)</i>	1995: 8,892	1999: 9,689	2010: 10,759 Est.
	1997: 8,937	2000: 10,532 Census	
	1998: 9,471	2005: 10,165 Est.	
<i>Village Services</i>	Full Service including Police, Fire Rescue, Recreation, Building, Zoning and Planning, refuse collection and disposal and storm water management.		
<i>Services provided by Miami-Dade County</i>	Library, schools, water and sewer, and certain public works functions.		
LOCATION			
<i>Area</i>	1.25 Square Miles		
<i>Location</i>	Latitude 25.42 North Longitude 80.16 West		
<i>Elevation</i>	5 ft. above sea level		
<i>Miles of Streets</i>	22.4 miles		

<b>FIRE PROTECTION</b>	
<i>Number of Stations (Class 3)</i>	1
<i>Fire Hydrants</i>	169
<i>Emergency Response Time</i>	Less than 3 minutes
<i>Number of Rescue Trucks (Ambulances)</i>	2
<b>POLICE PROTECTION</b>	
<i>Number of Stations</i>	1
<b>ECONOMICS</b>	
<i>Average Age</i>	40.1 years
<i>Average Household Income</i>	\$92,604
<i>Area Historic Sites (5)</i>	Florida Lighthouse, Calusa Park, Bear Cut, Key Biscayne Archeological Zones, and 1855 U.S. Coast Guard Monument Marker
<b>PUBLIC EDUCATION</b>	
<i>Attendance Centers</i>	1
<i>Number of Students</i>	1,035
<i>Number of Teachers</i>	75
<b>UTILITIES</b>	
<i>Electricity</i>	Florida Power & Light
<i>Telephone</i>	BellSouth Telephone Company
<b>REFUSE COLLECTION &amp; RECYCLING SERVICES</b>	
<i>Participants</i>	Single Family Homes
<i>Customers</i>	1,300 @ \$420 per annum
<b>STORM WATER UTILITY FEE</b>	
<i>Single Family Home Rate</i>	\$7.50 per month
<i>Multi-Family Unit Rate</i>	\$5.00 per month
<i>Commercial Rate</i>	Varies according to impervious area
<b>RECREATION AND CULTURE</b>	
<i>Number of Parks</i>	Four (15.5 acres) <ul style="list-style-type: none"> <li>• Village Green 9.5 acres (Best Park in County);</li> <li>• Oceanfront Park 2.0 acres;</li> <li>• Lake Park 1 acre;</li> <li>• Calusa Park 3.76 acres</li> </ul>
<i>Master Plan</i>	2.5 acres per 1,000 population (25 acres)
<i>Community Center</i>	38,000 Square feet
<i>Number of Libraries - Miami-Dade Branch</i>	1 299 Crandon Boulevard
<b>HOUSES OF WORSHIP</b>	
<i>Churches</i>	4
<b>HOUSING</b>	
<i>Units</i>	6,378
<i>Single Family Homes</i>	1,280
<i>Multi-Family Units</i>	5,098
<b>COMMERCIAL PROPERTY</b>	
<i>Shopping Centers</i>	232,682 square feet (7 Centers)
<b>COMMUNICATIONS</b>	
<i>Newspaper (Weekly)</i>	Islander News, La Isla Times and La Isla
<i>Adelphia Cable Communications</i>	5,606 customers
<i>Local Cable Channel</i>	Channel 16
<i>World Wide Web Site</i>	<a href="http://keybiscayne.fl.gov">http://keybiscayne.fl.gov</a>

**G. ECONOMIC PROFILE.**

HISPANIC OR LATINO AND RACE		HOUSING OCCUPANCY	
<i>Hispanic or Latino (of any race)</i>	5,231	<i>Total Housing Unites</i>	6,378
<i>Mexican</i>	193	<i>Occupied Housing Units</i>	4,259
<i>Puerto Rican</i>	116	<i>Vacant Housing Units</i>	2,119
<i>Cuban</i>	1,632	<i>For Seasonal, Recreational, or Occasional Use</i>	1,283
<i>Other Hispanic or Latino</i>	3,290		
<i>Not Hispanic or Latino</i>	5,276	<i>Average Per Capital Income*</i>	37,629
<i>White Alone</i>	5,058		
<b>UNEMPLOYMENT RATES ** (2000)</b>			
	<i>Miami-Dade County</i>	5.6%	
	<i>Village of Key Biscayne</i>	2.6%	

HOUSEHOLDS BY TYPE			
<i>Total Households</i>	4,259		
<i>Family Household (Families)</i>	2,900	<i>Female householder, no husband present</i>	328
<i>With Own Children Under 18 Years</i>	1,375	<i>With Own Children under 18 Years</i>	188
<i>Married-Couple Family</i>	2,469	<i>Nonfamily Households</i>	1,359
<i>With Own-Children Under 18 Years</i>	1,141	<i>Householder living alone</i>	1,187
<i>Householder 65 Years and Over</i>	403	<i>Households with individuals under 18 years</i>	1,411
		<i>Households with individuals 65 years and over</i>	1,192
<i>Average Household size</i>	2.47	<i>Average Family size</i>	2.99
<i>Total Residents</i>	10,507		

Source: Bureau of Census, 2000 Census

\*Source: Bureau of Census, Income Division, 2000 Census Info Not Available At this Time

\*\* Source: State Department of Labor

**H. EMERGENCY MANAGEMENT SUPPORT FACILITIES.**

1. The elements listed on the "Essential Services, Critical Facilities and Infrastructure" chart, comprise the likely available emergency management support facilities. Key Biscayne has identified certain "critical facilities" that may be either emergency incident sites due to disaster impacts, or could be used as emergency management support facilities given that they are not impacted. Key Biscayne will strive to maintain certain "essential services" and maintain/restore the community's "infrastructure" during times of disaster.
2. This chart provides a "situation summary" of the Village of Key Biscayne's essential services, critical facilities and infrastructure. These are defined as follows:
  - Essential Services: Community services normally provided on a daily basis. Each of these services is dependent upon certain critical facilities and infrastructure. Key Biscayne will also strive to provide these services during disasters through activation of Emergency Support Functions (ESFs) as appropriate.

- **Critical Facilities:** Specific Key Biscayne structures or facilities that support the delivery of essential services.
  - Critical facilities can also be defined as locations having large concentrations of people either temporarily or permanently such as high occupancy structures, special population facilities, or special community events. These situations can cause an "overload" on the community's essential services (special events themselves could be considered a hazard), or cause an immediate focusing of essential services when disaster occurs (response to schools, day care centers, hospitals, etc.). We have included community support to these situations as an "essential service."
- **Infrastructure:** "Systems" upon which critical facilities, and hence, essential services are dependent.

<b>MASTER LIST ESSENTIAL SERVICES, CRITICAL FACILITIES AND INFRASTRUCTURE</b>	
<b>Essential Services</b>	<b>Critical Facilities</b>
<ul style="list-style-type: none"> <li>• Alert and Warning</li> <li>• Commodities Distribution</li> <li>• Communications</li> <li>• Community EOC</li> <li>• Continuity of Government Services</li> <li>• Emergency Medical Services</li> <li>• Emergency Public Information</li> <li>• Energy; Utilities</li> <li>• Financial Services</li> <li>▪ Fire</li> <li>▪ Food; Water Distribution</li> <li>• Health</li> <li>• Law Enforcement</li> <li>▪ Mass Care</li> <li>▪ Public Works; Engineering</li> <li>• Search and Rescue</li> <li>• Shelter</li> <li>• Support to Special Populations or High Occupancy Structures, Facilities, Special Events</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Banks; ATMs; Credit Unions</li> <li>• Bridges</li> <li>• Business Establishments</li> <li>• Campgrounds; Parks; Recreation Areas</li> <li>• Computer Data Bases; Service Centers</li> <li>• Emergency Operations Center (EOC) Room; Building</li> <li>• Fire Stations</li> <li>• Food Storage Facilities</li> <li>▪ Fuel Storage</li> <li>▪ Government Offices</li> <li>• High Occupancy Structures</li> <li>▪ Clinics; Pharmacies</li> <li>▪ Hotels; Motels; Resort Complexes</li> <li>• Microwave Towers; Satellite Ground Terminals</li> <li>• Public Assembly Areas: Civic Center</li> <li>• TV Station</li> <li>▪ Police Station; Jail; Dispatch Center</li> <li>• Power Plant; Sub Stations</li> <li>• Restaurants</li> <li>• Schools</li> <li>• Shopping Areas</li> <li>▪ Telephone Switching; Relay Stations</li> <li>▪ Pumping Stations</li> </ul>
<b>Infrastructure</b>	
<ul style="list-style-type: none"> <li>• Computer Systems Electrical</li> <li>• Natural Gas</li> <li>• Radio; TV; Print Media</li> <li>• Roads; Highways</li> <li>▪ Telephone</li> <li>• Water; Sewer</li> <li>• Waterways, Navigable: Salt &amp; Fresh Water</li> </ul>	

**CEMP**

**Basic Plan**

# **III. Concept of Operations**



*Village of Key Biscayne Office of Emergency Management*



## Comprehensive Emergency Management Plan (CEMP)

### Basic Plan

# III. Concept of Operations

## III. CONCEPT OF OPERATIONS.

### A. GENERAL.

1. The primary objective for emergency management in the Village of Key Biscayne is to provide a coordinated effort from all supporting Village departments in the preparation for, response to, and relief from injury, damage and suffering resulting from either a localized or widespread disaster. The Key Biscayne Emergency Manager is the focal point for Village emergency management activities. However, emergency management responsibilities extend beyond this office, to all Village government departments, and ultimately, to each individual citizen.
2. Citizen and Government Roles. Basic responsibility for emergency planning and response lies with individuals and heads of households. When the situation exceeds the capabilities of individuals, families and volunteer organizations, a Village emergency exists. Village officials will implement the Village's and/or department's emergency plans and procedures to alleviate the emergency and relieve suffering and protect lives, property and resources. Pre-existing mutual-aid agreements between the various government jurisdictions within and adjacent to Village boundaries may be invoked as appropriate. Village officials may declare a civil emergency (Florida Statutes, Chapter 252.38 (2)) to expedite access to local resources needed to cope with the incident. If the needed response exceeds these local capabilities, a disaster situation exists. Village officials may declare a state of local emergency under Florida Statutes, Chapter 252.38 (2) and/or Florida Statutes 870.043 (see Basic Plan, Attachments: Section D, for details). The Village may further ask for county assistance, or a gubernatorial declaration and state assistance through the county. The Governor, in turn, has the option of asking for federal aid when it appears that the combined resources of Village, other local, county and state agencies will be inadequate.
3. Relationship Between Emergency and Daily Operational Functions. In addition to the Emergency Manager, emergency management is the day-to-day function of certain Village departments, such as the Police and Fire/Rescue Departments. While the routine functions of most Village departments are not of an emergency nature, pursuant to this plan, all officers and employees of the Village will plan to meet emergencies threatening life or property. This entails a day-to-day obligation to assess and report the impact of an emergency or disaster event. It requires monitoring conditions and analyzing information that could signal the onset of one of these events. Disasters will require Village departments to perform extraordinary functions (as per Florida Statutes 252.38 (3)). In these situations, every attempt will be made to preserve organizational integrity and assign tasks which parallel the norm. However, it may be necessary to draw on people's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required to perform those functions may be redirected to accomplish emergency tasks.
  - a. The Mayor and Village Council, through the Director of Emergency Management (Village Manager) and Village department heads, are responsible for the direction, control, and coordination of emergency management activities in Key Biscayne.

**B. EMERGENCY MANAGEMENT PHASES.**

The Village will meet its responsibility for protecting life and property from the effects of hazardous events by acting within each of the following four phases of emergency management.

1. **Mitigation.** Mitigation efforts include activities that will prevent or reduce the impact of emergency/ disaster results on people, property and environment. Efforts include building codes, land use planning, training and education, structural and non-structural safety measures. Any actions accomplished to prevent an emergency/disaster from occurring or to reduce the effects of an emergency/disaster is mitigation. Village departments will enforce all public safety mandates of the Key Biscayne Village Code to include land use management and building codes; and recommend to the Mayor and Village Council, legislation required to improve the "disaster resistance" of the community. (See Annex I; Mitigation Programs.)
2. **Preparedness.** Village departments will remain vigilant to crises within their areas of responsibility. Village emergency service departments will prepare for emergencies by maintaining existing or developing detailed emergency plans and procedures to enable first responders to accomplish the tasks normally expected of them. All Village departments will prepare for disasters by developing departmental plans and procedures to accomplish the extraordinary tasks necessary to integrate the department's total capabilities into a Village disaster response. Village departments will ensure that their employees are trained to implement emergency and disaster procedures and instructions. Departments will validate their level of emergency readiness through internal drills and participation in exercises selected by the Village. Other government jurisdictions within and outside Village boundaries will also be encouraged to participate in these exercises. Exercise results will be documented and used in a continuous planning effort to improve the Village's emergency readiness posture. This joint, continuous planning endeavor will culminate in revisions to this plan in the constant attempt to achieve a higher state of readiness for an emergency or disaster response.
  - Preparedness consists of almost any pre-disaster action which is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. (See Annex II; Preparedness Programs.)
3. **Response.** The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase. This phase is the focus of department emergency and disaster standing operating procedures and instructions, mutual-aid agreements, and this plan. Emergency and disaster incident responses are designed to minimize suffering, loss of life, and property damage, maintain essential government services (continuity of operations) and to speed recovery and restoration of essential services. When any Village department receives information about a potential emergency or disaster, it will conduct an initial assessment, determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts. Emergency response activities will be as described in departmental plans and procedures, and may involve activating the Emergency Operations Center (EOC) for coordination of support. Village departments will support first responders by providing warnings and emergency public information, and helping to save lives and property, supply basic human needs, maintain or restore essential services, and protect vital resources and the environment. Responses to declared emergencies and disasters will be guided by this plan. (See Annex III; Response - Emergency Support Functions.)
4. **Recovery.** Emergency and disaster recovery efforts aim at returning to pre-disaster community life. Recovery activities include detailed damage assessments, debris management, restoration of essential services, critical facilities and infrastructure, rebuilding of homes and businesses and financial assistance. There is no definite point at which response ends and recovery begins. However, generally speaking, most recovery efforts will occur after the emergency organization is deactivated and Village departments have returned to pre-disaster operation, and will be integrated with day-to-day functions. (See Annex IV; Recovery.)

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**C. EMERGENCY / DISASTER RESPONSE AND MANAGEMENT OBJECTIVES.**

The objectives of Key Biscayne's Office of Emergency Management program are to protect public health and safety and preserve public and private property. During emergencies and disasters, the Village will endeavor to:

1. **Save Lives:** Save human lives; Treat the injured; Warn the public to avoid further casualties; Evacuate people from the effects of the emergency; direct people to shelter and congregate care; save animals.
2. **Protect Property:** Save property from destruction; Take action to prevent further lose; Provide security for property, especially in evacuated areas; Prevent contamination to the environment.
3. **Restore the Community to Normal:** Restore essential utilities; Restore community infrastructure; Help restore economic basis of the community.

**D. ORGANIZATION.**

1. **Daily Operations (pre-disaster).** The Village is governed by an elected Mayor and Village Council. A Village Manager administers the daily routine business of Village Government in a manner consistent with policy established by the Mayor and the Village Council. The Village government is organized into functional departments and divisions, created for the delivery of essential governmental services. (See section VII Attachment: Village of Key Biscayne Organizational Chart.)
2. **Emergency Organization.**
  - a. The Key Biscayne Emergency Manager implements, manages and reports on all actions authorized and taken pertinent to any emergency action.
  - b. The Emergency Manager duties shall include the ongoing planning for and coordination of those actions necessary for the creation and maintenance of an effective emergency response capability to prepare for and manage emergency conditions.
  - c. By Village Government Code and Council policy, the Mayor is delegated executive authority for all emergency operations and powers of emergency government.
    - The line of succession for the Mayor's emergency powers is:
      - (1) Vice Mayor.
      - (2) Mayor's Designee.
    - The line of succession for the Village Manager's emergency powers is:
      - (1) Emergency Management Coordinator.
      - (2) Police Chief (man-made disaster); Acting Fire Chief (natural or technological disaster).
  - d. The Mayor and Village Manager or his/her designee may order special, temporary personnel assignments that require individuals to work outside their regular department or job classifications.
  - e. In the event the Village of Key Biscayne is involved in a disaster, the chain of authority shall be as follows:
    - (1) Emergency Management Coordinator.

### III. CONCEPT OF OPERATIONS

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- (2) Police Chief (man-made disaster); Acting Fire Chief (natural or technological disaster).
  - f. All appointments and work assignments in an emergency situation shall be documented. Department Heads will submit a complete emergency operational plan as to staffing allocation, equipment distribution, and other emergency related needs as requested by the Office of Emergency Management.
  - g. This plan establishes the Village emergency management program. All officers and employees of the Village are part of the emergency organization.
3. Incident Command System. This plan formalizes the Incident Command organization and structure.
  4. Emergency Management Board (EMB). A Village Emergency Management Board is established through promulgation of this plan. The Board shall be composed of representatives or alternates from major Village departments, plus other agencies or organizations as may be necessary. The Board shall formulate emergency management policy recommendations to the Village Manager. Major Village Departments include:
    - a. Police
    - b. Fire Rescue
    - c. Building & Zoning
    - d. Finance
    - e. Recreation
    - f. Attorney

#### E. CONTINUITY OF GOVERNMENT.

1. As per the Village Charter, the line of succession for the Mayor due to absence or death is:
  - a. Temporary absence or disability:
    - (1) Mayor's designee.
  - b. Absence caused by death, resignation, or forfeiture. [Village Charter, Article 2, Section 2.02 (a,b):
    - (1) Vice Mayor.
  - c. If the Mayor dies and circumstances are such (widespread disaster) that the Village Council cannot meet and act, the Governor appoints a temporary replacement.
2. As per the Village Charter, the line of succession for the Village Manager is:
  - a. Appointment by Village Council majority vote.
3. The line of succession for the Emergency Manager is:
  - a. Acting Fire Rescue Chief.
  - b. Police Chief.
4. The lines of succession for each Village department and agency heads shall be in accordance with the SOPs established by those departments and agencies.
5. Preservation of Records.

- a. All Village Departments will develop plans and procedures to guarantee the preservation of vital public records, to include their reconstitution if necessary, during and after emergencies.
- b. In general, vital public records include those: considered absolutely essential to the continued operation of Village government; considered absolutely essential to the Village's ability to fulfill its responsibilities to the public; required to protect the rights of individuals and the Village; and, essential to restoration of life support services. Documentation of actions taken during an emergency or disaster is a legal requirement.
- c. Specific vital public records include: vital statistics, deeds, corporation papers, operational plans, planning records, resources data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, laws, charters and financial records.
- d. All appointments and work assignments in an emergency situation shall be documented. Department Heads will submit a complete emergency operational plan as to staffing allocation, equipment distribution, and other emergency related needs as requested by the Emergency Management Coordinator.

**F. LEVELS OF DISASTER.**

1. **Emergency.** Per Village Code Section 9-1, Emergency shall mean a condition which threatens or adversely affects the public health, safety, general welfare or security and which is or threatens to be beyond the control of those public and private agencies normally responsible for the management of such a condition, resulting from an act or imminent threatened act of war, riot, terrorism, mob or other acts of violence; from conflagration, explosion, hazardous materials incident or release; from a weather event such as a flood, hurricane or tornado; from a disruption in the Village's utility, or other utility system; or from any other cause, reason, condition or circumstance.
2. **Minor Disaster.** As per Florida Statutes 252.35(a), a minor disaster is defined as 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. The initial response will be from emergency personnel dispatched by normal procedures. Their assessment of the situation will determine if additional resources are needed. Village departments may be called upon to provide additional resources. Mutual aid and the Miami-Dade County EOC may provide additional support if resource needs are beyond existing Key Biscayne capability (see Sections M and N). Activation of the EOC may not be necessary during a "minor" disaster.
3. **Major Disaster.** Defined as any disaster that will likely exceed Village capabilities and require a broad range of county, state and federal assistance. The Department of Homeland Security/Federal Emergency Management Agency will be notified and potential federal assistance will be predominantly recovery oriented. Hurricanes are considered the most probable major disaster which could impact the entire Village and adjacent areas. It is anticipated that a full activation of the EOC will be required to coordinate the Village's response.
4. **Catastrophic Disaster.** Defined as any disaster that will require massive State and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs.
5. **Graduated Response.** Most disasters will require a graduated response involving only those persons necessary to handle the situation. For this purpose, the three levels of response utilized in the county and state Emergency Operation Centers, will be used in Key Biscayne:
  - a. **Level 3.** This is typically a "monitoring" phase and stand-by for higher activations if indicated. Level 3 reflects a continuation of normal operations and an ongoing awareness of the potential for emergencies

to arise. -The responsibility for control of any incident rests with the responding department. The Emergency Operations Center is at normal monitoring condition. Notification will be made to those agencies and ESF's who would need to take action as part of their everyday responsibilities.

- b. Level 2. A limited department/emergency response team activation. All primary or lead ESF's are notified. The EOC will be staffed by Emergency Management personnel, key staff and selected ESF personnel as needed. EOC may require 24 hour a day staffing. Contact is made with City of Miami EOC.
  - c. Level 1. Full activation with all EOC positions staffed and functional. A Village representative is sent to the City of Miami EOC within 4 hours of activation. A declaration of a local state of emergency may be in effect or anticipated.
6. The EOC may be activated directly to level 2 or level 1 whenever sequential activation is not indicated. The levels of activation of the EOCs of adjacent jurisdictions and Miami-Dade County will be considered when deciding the City's level of activation.

#### **G. DEFINING DISASTER SEVERITY.**

Defining the Disaster Severity. These categories were developed based on the Village's capabilities. One of the "Categories of Severity" is chosen if the hazard results in one or more of the qualifiers found within the level chosen.

1. Negligible: Minor injuries, no deaths; Shutdown of critical facilities for less than 3 days; Less than 10% property damage; No effect on economy; No effect on ecological system; No effect on response system.
2. Limited: Less than 10 deaths/injuries; Shutdown of critical facilities for 3-7 days; 10-25% property damage; Temporary effect on economy; Temporary/minimal effects on ecological systems; No effect on response system.
3. Critical: 10-50 deaths/injuries; Shutdown of critical facilities for 8-30 days; 25-50% property damage; Short-term effect on economy; Short term effects on ecological systems; Temporarily (24-48 hours) overwhelms response resources.
4. Catastrophic: More than 50 deaths/injuries; Complete shutdown of critical facilities for 30 days or more; More than 50% property damage; Severe long-term effects on economy; Severe effects on ecological systems; Severely affects state/local/private sectors capabilities to begin or sustain recovery activities; Overwhelms local and state response resources.

#### **H. EMERGENCY SUPPORT FUNCTIONS (ESFs).**

1. Emergency Support Functions (ESFs) represent groupings of types of assistance activities that Key Biscayne's citizens are likely to need in times of emergency or disaster. During emergencies, the Village Emergency Management Coordinator, Emergency Management Board and/or EOC determine which ESFs are activated to meet the disaster response needs. See Annex III: Response Functions, for further details.
2. The county and state Comprehensive Emergency Management Plans, and the National Response Plan, are organized by related emergency functions, commonly known as "Emergency Support Functions (ESFs)." The county, state, and federal governments will respond to Key Biscayne requests for assistance through the Divisional EOC following the ESF structure. Within the county and state EOCs, requests for assistance will be tasked to the particular ESFs for completion. A lead agency/department for each ESF is indicated, and will be responsible for coordinating the delivery of that ESF to the emergency area. The lead agency/department will be responsible for identifying the resources within the ESF that will accomplish the

mission, and will coordinate the resource delivery. State and federal ESF efforts will be in "support" of the Village.

3. This plan is based upon the concept that the emergency support functions (ESFs) for the various Village organizations involved in emergency operations will generally parallel their normal day to day functions. To the extent possible, the same personnel and material resources will be employed in both cases. The day to day functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency.
  - a. Only those Village departments performing essential functions will be required to remain on duty during the period of some emergencies. This determination will be made and announced by the Village Manager or Emergency Management Coordinator.
  - b. All Village Departments, including those with functions declared nonessential to emergency operations, will secure their facilities, records, and equipment against possible loss or damage, and take such action as is necessary to insure the safety of assigned personnel.
4. A Village department or agency is designated as "the lead or co-lead" for an Emergency Support Function (ESF) due to a statutory responsibility to perform that function, or through its programmatic or regulatory responsibilities, the agency may have developed the necessary expertise to lead the ESF. In some agencies, a portion of the agency's mission is very similar to the mission of the ESF; therefore, the skills to respond in a disaster can be immediately translated from the daily business of that agency. The "lead" agency also has the necessary contacts and expertise to coordinate the activities of that support function.
5. Upon activation of the Village EOC, the activated ESF lead agencies will designate representatives in the EOC to coordinate the ESF. It is up to the lead agency's discretion as to how many, if any, support agencies should be represented in the EOC.
6. The lead department for the ESF will be responsible for obtaining all information relating to ESF activities and requirements needed by the emergency and disaster response.
7. The Village will respond to requests for assistance through the ESF process. Within the EOC, requests for assistance will be tasked to the appropriate ESFs for completion. The lead agency will be responsible for coordinating the delivery of that assistance.
  - a. The lead department or agency for that ESF will be responsible for identifying the particular resource or resources that will accomplish the mission and coordinate the delivery of that resource.

#### **I. EMERGENCY AUTHORITIES.**

1. Attachment C to Section VII to the Basic Plan is a Declaration of Emergency comparison of Florida Statutes:
  - a. FS 252.38(3) defines a "State of Local Emergency" with a duration of seven (7) days, extended in seven (7) day increments. A State of Local Emergency authorizes the Village to request county and state assistance and/or to invoke emergency related mutual aid. FS 252 is the "Emergency Management" Chapter.
  - b. FS 870.043 defines a "State of Emergency" with a duration of 72 hours, extension of 72 hours by resolution or ordinance. FS 870 is the Law Enforcement Chapter and protects citizens from clear and present danger.

### III. CONCEPT OF OPERATIONS

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- Note: There is no clear guidance from the State Division of Emergency Management as to which emergency declaration to declare. General practice is to declare a "State of Local Emergency" which, by practice has implied the inclusion of FS 870 (Law Enforcement) provisions. The Village Attorney should advise the Village Manager on these issues.
- 2. In the event of an emergency/disaster affecting the Village, the Mayor issues an emergency declaration and the Village Manager assumes direct operational control over all or any part of the emergency management functions within the Village, delegating emergency authorities as he/she may deem prudent.
- 3. The Village Manager or his/her designee may issue an order or proclamation declaring a local state of emergency if he/she finds an emergency affecting the Village has occurred or that the occurrence or the threat of an emergency affecting the Village is imminent. The duration of each state of local emergency declared is limited to 7 days; it may be extended, as necessary, in 7-day increments until the Mayor finds that the threat or danger has been dealt with to the extent that the emergency conditions no longer exist and he/she terminates the state of local emergency by order or proclamation.
- 4. An order or proclamation of Local State of Emergency by the Village Manager activates the emergency management plan.
- 5. Emergency management structure.
  - a. The Village Manager shall perform the functions of Director of Emergency Management and shall implement, manage and report on all actions authorized and taken under the provisions of the Village Code Section 9.
  - b. The Village Manager or the Village Manager's designee shall plan for the coordination of those actions necessary for the creation and maintenance of an effective emergency response capability to prepare for and manage emergency conditions. (Ord. No. 2005-16, § 2, 10-11-05)
- 6. Powers, duties and responsibilities. The Village Manager, when acting as the Director of Emergency Management, shall have the following powers, duties and responsibilities.
  - a. To declare a state of emergency pursuant to section 9-5 of the Village Code and to inform the Mayor and the Village Council of the reasons for and status of events requiring the declaration.
  - b. To direct the creation, revision and the exercise of emergency response plans consistent with State and County emergency plans for the mitigation of, preparation for, response to, and recovery from emergencies, and to exercise all powers permitted by F.S. ch. 252.
  - c. To recommend funding to the Village Council for the creation and maintenance of an emergency response capability as provided in this chapter.
  - d. To issue emergency regulations necessary for the protection of life and property, establishment of public order, and control of adverse conditions affecting public welfare resulting from an emergency.
  - e. To plan for and develop an emergency operations control center to include equipment, manning, and operational procedures necessary to the management and control of emergency conditions.
  - f. To develop and manage the Village's emergency awareness public information program.
  - g. To apply for public assistance or other disaster relief funding.

- h. ~~To expend necessary Village funds for emergency relief and for disaster recovery from the Reserve Fund authorized by section 25-3 of the Village Code. The Village Council may, by resolution, establish procedures which apply to this subsection (8). (Ord. No. 2005-16, § 2, 10-11-05)~~
7. Declaration of a State of Emergency.
- a. The Village Manager shall have the sole authority to declare a State of Emergency hereunder.
- b. Any declaration of a state of emergency and all emergency regulations activated under the provisions of the Village Code and any emergency expenditures made hereunder pursuant to subsection 9-4(8) shall be confirmed by the Village Council by resolution no later than at the next regular meeting, unless the nature of the emergency renders a meeting of the Village Council impossible. Confirmation of the emergency declaration shall disclose the reasons for actions proposed and taken to manage the emergency, and other pertinent data relating to the emergency requiring the declaration.
- c. Emergency resolutions or orders authorized by this article may include, but are not limited to, the following subjects:
- (1) Evacuation;
  - (2) Curfews; declaration of areas off limits;
  - (3) Suspension or regulation of the sale of, or offer to sell, with or without consideration: alcoholic beverages; ammunition; firearms; explosives; or combustibles;
  - (4) Prohibiting the sale of merchandise, goods or services at more than the average retail prices;
  - (5) Water use restrictions;
  - (6) Suspension of local building regulations;
  - (7) Regulating the use of and rationing of fuel, ice and other essentials;
  - (8) Emergency procurement procedures.
- (d) A declaration of a state of emergency shall activate the emergency plans applicable to the Village. A declaration of a state of emergency shall automatically invoke the emergency measures listed in F.S. § 870.044, if the emergency relates to overt acts of violence or the imminent threat of such violence.
- (e) A state of emergency, when declared, shall continue in effect from day to day until declared to be terminated by the Village Manager or Village Council, in accordance with section 9-6 of the Village Code.
- (f) Upon the declaration of a state of emergency, the Village Manager shall post a written notice of such declaration upon the main bulletin board in Village Hall, and shall, as promptly as practicable, file in the office of the Village Clerk a notice of a declared state of emergency, or emergency measure declared or ordered and promulgated by virtue of Florida Statutes. The Village Manager shall notify the local media and residents as soon as possible and in the manner most practicable and expeditious.
- (g) The Village Manager may issue orders pursuant to this chapter and may elect to adopt orders issued by County or State emergency management agencies. (Ord. No. 2005-16, § 2, 10-11-05)
8. Termination of a state of emergency.
- a. A state of emergency shall be terminated by a vote of the Village Council if practicable or upon the certification of the Village Manager that the conditions leading to or causing the emergency no longer exist and the Village's agencies and departments are able to manage the situation without extraordinary assistance; provided, that a state of emergency established under F.S. §§ 870.041--870.046 shall terminate at the end of a period of 72 consecutive hours after the declaration of the emergency, unless, prior

to the end of the 72-hour period, the Village Manager or the Village Council has terminated such state of emergency. Any extension of the 72-hour time by the Village Manager must be confirmed by the Village Council by resolution at the next regular meeting, unless the nature of the emergency renders a meeting of the Village Council impossible. Notice of termination of the emergency declaration shall be made to the public by the Village Manager by the same means as the notice of the declaration of the state of emergency. (Ord. No. 2005-16, § 2, 10-11-05)

9. Police emergencies.

- a. An emergency may be declared because of civil unrest or imminent threat to public peace or order when the Chief of Police, or if unavailable, the next highest ranking officer in the Police Department chain of command certifies to the Village Manager that an emergency condition arising from hostile actions of others, armed or unarmed or other imminent threat to public peace or order, requires extraordinary measures for control, including, but not limited to curfew; blockade; proscription of the sale of firearms, other weapons or alcohol beverages; explosives and combustibles; evacuation; and other similar actions. The Village Manager may issue a declaration of a state of emergency in accordance with section 9-5, of the Village Code.
- b. The declaration of a state of emergency because of civil unrest or imminent threat to public peace or order, shall authorize the issuance of emergency resolutions or orders and other appropriate resolutions or orders, as may be required and may, if applicable, require automatic emergency measures pursuant to F.S. § 870.044. In addition, additional discretionary emergency measures pursuant to F.S. § 870.045 may be issued. (Ord. No. 2005-16, § 2, 10-11-05)

10. Fire and hazardous materials emergencies.

- a. An emergency may be declared because of fire or a hazardous materials incident emergency when the Fire Chief or the designee of the Fire Chief certifies to the Village Manager that an actual or potential condition arising from fire, explosion, chemical spill or release, building or bridge collapse, or plane, train or other vehicle accident, requires extraordinary measures for control, including, but not limited to calling out of off-duty and reserve personnel; assistance by outside agencies; evacuation; and other similar actions. The Village Manager may issue a declaration of a state of emergency in accordance with section 9-5, of the Village Code.
- b. The declaration of state of emergency because of fire and hazardous material emergency shall authorize the issuance of emergency resolutions or orders and other appropriate resolutions or orders, as may be required. (Ord. No. 2005-16, § 2, 10-11-05)

11. Utility emergencies.

- a. An emergency may be declared because of utility conditions when the Public Works Director or the designee of the Public Works Director or the Chief Operating Officer or the designee of the Chief Operating Officer of the relevant county or public utility certifies to the Village Manager that:
  - (1) A condition exists or is imminent that endangers the safety, potability, quantity, availability, collection, conveyance, transmission, distribution, treatment, or storage of water or waste water through or within the water or waste water utility system serving the Village; or
  - (2) A condition exists or is imminent that endangers the safety, quality, quantity, availability, transmission, distribution, or storage of gas or electricity through or within the Village area of the electrical or gas utility system(s); and

- (3) Extraordinary actions to control and correct the situation are required, including, but not limited to emergency purchase; call-in of off-duty personnel; assistance by other communities and agencies; and other similar actions.
  - b. The declaration of a state of emergency because of utility conditions shall authorize the issuance of emergency resolutions or orders, and other appropriate resolutions or orders, as may be required. (Ord. No. 2005-16, § 2, 10-11-05)
- 12. Weather emergencies.
  - a. An emergency may be declared because of weather conditions when the national weather service or a State, County or local emergency management agency informs the Village or the public that emergency conditions resulting from meteorological conditions are present or imminent. Meteorological conditions covered by this section shall include, but are not limited to hurricane, floods, tornados, or other severe weather conditions and the results there from. The Village Manager may issue a declaration of a state of emergency in accordance with section 9-5, of the Village Code.
  - b. The declaration of a state of emergency because of weather conditions shall authorize the issuance of emergency resolutions or orders and other appropriate resolutions or orders, as may be required. (Ord. No. 2005-16, § 2, 10-11-05)
- 13. Suspension of local building regulations.
  - a. The Village Manager may authorize a suspension of local building regulations during and following a declared state of emergency when the Chief Building Official certifies to the Village Manager that such action is necessary for the expeditious restoration of property damaged by the emergency event, unless terminated by the Village Council. Such suspension of building regulations may be applied on a case-by-case basis as required to remedy specific conditions and to facilitate the provision of emergency housing to disaster victims. The Chief Building Official shall specify the provisions of the building code to be suspended and the reasons therefore, when certifying the necessity of such suspension to the Village Manager. (Ord. No. 2005-16, § 2, 10-11-05)
- 14. Sec. 9-12. Certification of emergency conditions.
  - a. A certification of emergency conditions to the Village Manager may be verbal, but each verbal certification shall be confirmed in writing within 24 hours following an emergency declaration. (Ord. No. 2005-16, § 2, 10-11-05)

**J. DIRECTION AND CONTROL.**

- 1. General.
  - a. The Village Manager (when acting as the Emergency Manager) is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. During disasters, he/she may carry out those responsibilities from the EOC.
  - b. The Emergency Manager will provide overall direction of the response activities of Village departments. During major emergencies and disaster, he/she will normally carry out those responsibilities from the EOC.
  - c. The Incident Commander(s), assisted by a staff sufficient for the tasks to be performed, will manage the

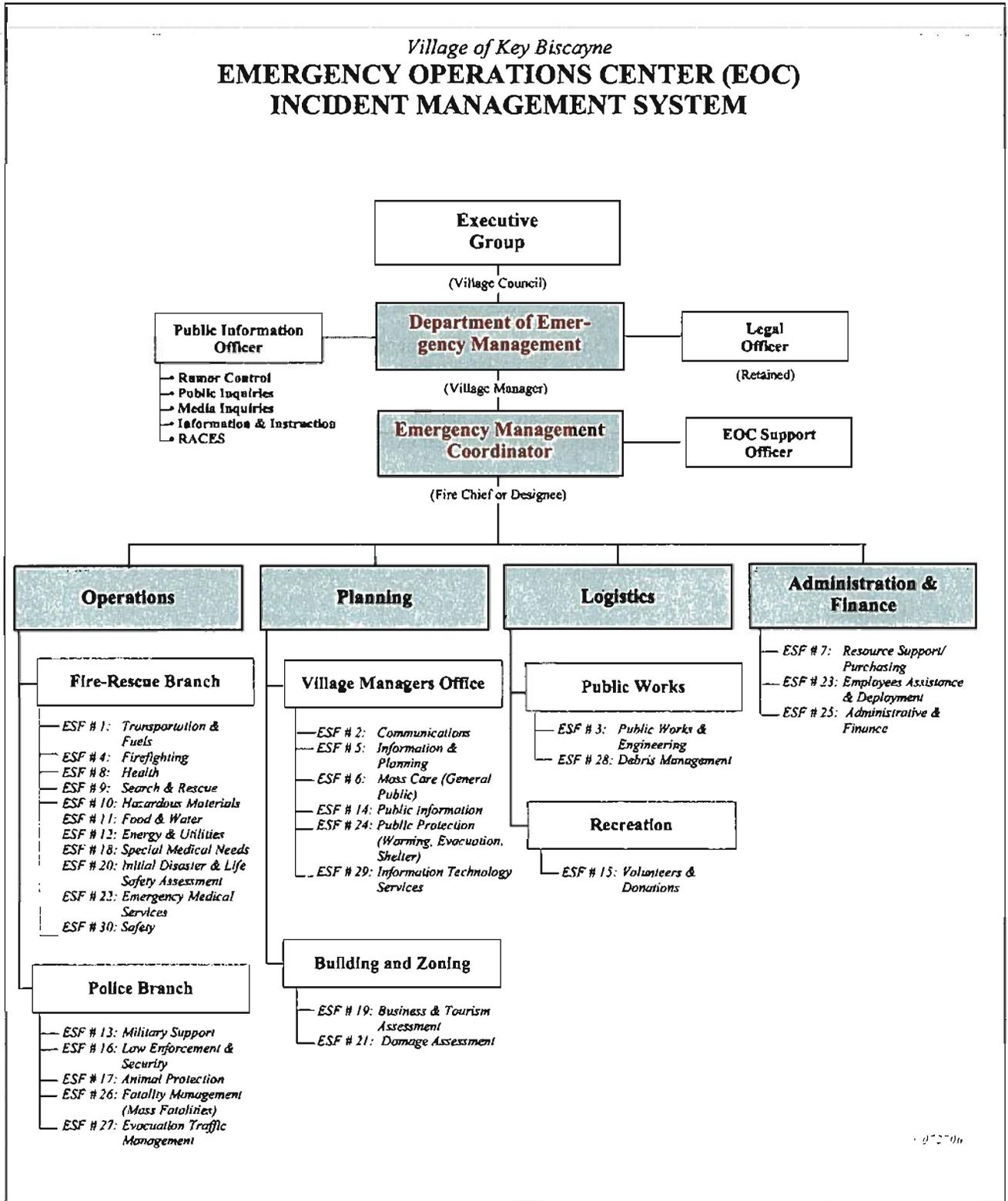
emergency response at an incident site(s).

- d. The Emergency Management Coordinator (EMC) is responsible for the proper functioning of the EOC and will also serve as a liaison with state and federal emergency agencies and neighboring jurisdictions. The EMC will advise other emergency officials on courses of action available for major decisions.
  - e. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander (IC) or Emergency Management Coordinator. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.
  - g. Level of Authority is as follows:
    - (1) Village Manager (Emergency Manager).
    - (2) Emergency Management Coordinator.
    - (3) Acting Fire Rescue Chief.
    - (4) Chief of Police.
  - h. The City of Miami EOC serves as the liaison and coordinating agency between the Village and Miami-Dade County EOC, as well as other local governments, private not for profit (PNP) agencies, state government and federal government.
  - i. If county, state and/or federal resources are made available to the Village, they will be under the operational control of the Village's Emergency Manager and Incident Commanders.
2. Emergency Management Board (EMB).
- a. The Key Biscayne Emergency Management Coordinator (EMC) is responsible for monitoring and analyzing any situation that may threaten public safety. As emergency situations threaten or occur, the EM may convene the EMB.
  - b. The EMB is an organizational unit that will have responsibility for assisting with Crisis Monitoring and Emergency and COOP plan activations.
  - c. Members of the EMB are responsible for monitoring and analyzing any situation that may threaten public safety, Village property or the Village's reputation. As emergency situations threaten or occur, the Emergency Manager may convene the EMB to facilitate the process of incident evaluation and planning, and possible activation and implementation of emergency functions and resources. The EMB will also be used to support Incident Commanders in forward or field command posts.
  - d. The EMB is a flexible, supporting/coordinating service that could be:
    - One person at home facilitating the coordination of personnel and resources to an incident scene;
    - Several people convening to review an evolving threat; or,
    - Many people in the Emergency Operations Center (EOC) or on-scene to assist the Incident Commander as needed.
  - e. Core members of the EMB are drawn from the departments who provide primary support to emergency functions (see primary support matrix.) However, any Village of Key Biscayne department could be called upon to provide a representative to the EMB. Exactly who is called and ultimately how many

people will serve on the EMB is dependent upon the situation and the functions that will be activated.

- f. During EOC operations, EMB members will serve in a policy and planning role, providing policy guidance and direction to the EOC and Incident Managers.
  - g. EMB members should be people at the "operational level" of the primary departments. Each department should appoint a primary member and two alternates who can act in the absence of the primary member.
  - h. Instantaneous events may trigger immediate full EOC activation through first responder departments, such as the fire-rescue or police departments.
3. Key Biscayne On-Scene Management Incident Command System (ICS).
- a. The Village's on-scene response to emergencies follows the concepts of the National Incident Management System (NIMS).
  - b. The person in charge at the incident is the on-scene Incident Commander who is responsible for ensuring each agency on scene can carry out its responsibilities.
  - c. Key Biscayne emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from county, state and federal agencies and industry where appropriate.
  - d. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the Incident Commander until relieved by a more senior or more qualified individual.
  - e. Upon arriving at an incident scene, the Incident Commander shall:
    - Establish an incident command post, and direct the on-scene response.
    - Isolate the scene.
    - Assess the situation and identify hazards.
    - Warn the population in the area of the incident; provide emergency instructions.
    - Determine and implement protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident.
    - Implementing traffic control arrangements in and around the incident scene.
    - Develop objectives (tasks to be done).
    - Ensure appropriate safety and personnel protective measures.
    - Develop an action plan and priorities.
    - In coordination with the EMB and/or EOC, contact appropriate agencies or personnel with expertise and capability to carry out the incident action plan.
    - Coordinate, as appropriate, with other first responder agencies.
    - Request additional resources from the EOC.
  - f. When more than one agency is involved at an incident scene, the agency having jurisdiction and other responding agencies shall work together to ensure that each agency's objectives are identified and coordinated.

- g. Team problem solving should facilitate effective response. Other agency personnel working in support of the Incident Command system will maintain their normal chain of command, but will be under control of the Village on-scene Incident Commander.
  - h. The on-scene Incident Commander may designate a Public Information Officer to work with the news media at an incident. This may include coordinating agency media releases and arranging contacts between the media and response agencies. If additional support is needed, the EMB and/or the EOC may be activated.
  - i. During widespread emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. Incident command will be established at each site. When this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC. Incident Command Post(s) will link to the EOC via radio, telephone or cell phone.
  - j. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. Principles of Area Command or Multi-agency Coordinated Systems may also apply. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.
4. Emergency Operations Center - Activation.
- a. The Emergency Operations Center (EOC) is an essential tool for successful response and recovery operations. With decision and policy makers located together, personnel and resources can be used efficiently. Coordination of activities will ensure that all tasks are accomplished, minimizing duplication of efforts.
  - b. Depending upon the severity and magnitude of the disaster, activation of the EOC may not be necessary, may only be partially required, or may require full activation. Partial activation would be dictated by the characteristics of the disaster and would involve only those persons needing to interact in providing the Village's coordinated response.
  - c. The following individuals are authorized to activate the EOC:
    - Village Manager.
    - Emergency Management Coordinator.
    - Acting Fire Rescue Chief.
    - Chief of Police.
  - d. When the decision is made to activate the EOC, the Emergency Management Coordinator will notify the appropriate staff members to report to the EOC. The EOC Management staff will take action to notify and mobilize the appropriate organizations and operations centers which they are responsible for coordinating.
  - e. Additional notifications are made to the county and state as appropriate.



f. When the EOC is activated, it is essential to establish a division of responsibilities between the Incident Command Post and the EOC. It is essential that a precise division of responsibilities be determined for specific emergency operations. Common EOC tasks include:

- Assemble accurate information on the emergency situation and current resource data to allow Village officials to make informed decisions on courses of action.
- Work with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
- Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
- Provide resource support for the incident command operations.
- Issue community-wide warning.
- Issue instructions and provide information to the general public.
- Organize and implement large-scale evacuation.
- Organize and implement shelter and mass arrangements for evacuees.
- Coordinate traffic control for large-scale evacuations.
- Request assistance from the county, state and other external sources.

5. Emergency Operations Center (EOC) - Operations and Staffing.

*Note: Complete EOC operational details, to include detailed job descriptions and checklists of tasks, are contained in the Emergency Operations Center Operations Manual, published separately.*

a. Overview.

- The Management Structure is intended to be flexible and should be tailored by the Emergency Management Coordinator and the "EOC Section Chiefs to meet the demands of any particular situation.
- The Emergency Management Coordinator is responsible to the Village Manager and will implement policy directives, and will have overall management responsibility for the incident.
- The Emergency Management Coordinator directs EOC response actions to save lives and protect property and recommends/instigates population protective actions. Within the framework of the Emergency Management Board (EMB) or Emergency Operations Center (EOC), all available resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this priority framework.

b. Use of the National Incident Management System (NIMS) Incident Command System (ICS).

- The Key Biscayne Village EOC utilizes the scalable organizational structure of the NIMS ICS in the context of both pre-incident and post-incident management activities. The EOC organization adapts to the magnitude and complexity of the situation at hand, and incorporates the NIMS principles regarding span of control and organizational structure: management, operations, planning, logistics, and finance/administration. Although the EOC uses an ICS structure, the EOC does not manage on-scene operations. Instead, the EOC focuses on policy decisions, providing support to on-scene efforts, and conducting broader support operations that may extend beyond the incident site.

c. Mayor/Village Council (Executive Group).

- The Mayor/Village Council ensures the necessary direction and policy decisions in support of response actions to save lives and protect property and recommends/instigates population protective actions.
  - The Executive Group will develop policy and strategy, disseminate policy guidance and direction through the Village Manager, provide interface to the media and public, and liaison with state and federal officials as required.
- d. Village Manager (Emergency Manager).
- The Village Manager and his/her staff are responsible for implementing ESF # 2: Communication; ESF # 5: Information and Planning; ESF # 6: Mass Care (General Public); ESF # 14: Public Information; ESF # 24: Public Protection; and ESF # 29: Information Technology.
- e. Legal Officer.
- The "Legal Officer" function is staffed by the Village Attorney who:
    - Provides legal analysis of the emergency management program.
    - Reviews existing plans and procedures.
    - Advises on emergency declarations, resolutions, and ordinances.
    - Provides legal advice.
- f. Emergency Management Coordinator and Staff.
- The "Emergency Management Coordinator (EMC)" position is staffed by the Fire Rescue Chief and reports to the Village Manager. The EMC ensures that the EOC is adequately staffed and that the appropriate ESFs are activated to meet the emergency tasks and demands. The EMC implements the Village Manager's decisions through the EOC process and ensures that the EOC is structured to meet the emergency/disaster impacts. This element may include such staff as required to perform or support the Emergency Manager function, and includes the Public Information Officer, Safety Officer and Liaison Officer. Unless a Deputy Emergency Manager is appointed, the EMC also supervises the Section Chiefs and EOC Support Officer.
  - The "Public Information Officer (PIO)" is staffed by the Village Manager, and is in charge of implementing ESF #14: Public Information. (See Annex III: Response Functions, ESF #14). The PIO Section includes the following units: Rumor Control; Public Enquiries; Media Enquiries; Information and Instruction.
  - The "Safety Officer" advises the EMC on EOC and operational safety issues, is staffed by the Fire Rescue personnel acting as Risk Manager who is in charge of implementing ESF #30: Safety. (See Annex III: Response Functions, ESF #30)
  - The "Emergency Management Coordinator/Liaison Officer" (staffed or assigned by the Emergency Management Coordinator) is the point of contact with other agencies, and:
    - Coordinates Agency Representatives assigned to the EOC as well as handling requests from other agencies for sending liaison personnel to other EOCs.
    - Functions as a central location for incoming Agency Representatives, and will provide work space and arrange for support as necessary.

- The Deputy Emergency Manager is appointed as needed. If activated, the Deputy Emergency Manager supervises the Section Chiefs and EOC Support Officer.
  - The "EOC Support Officer" maintains the EOC readiness, is staffed by Emergency Management personnel, and provides/coordinates the EOC administrative, logistical support, and communication support required during EOC operations.
- g. EOC Section Chiefs.
- There four EOC Sections: Operations; Planning; Logistics; Administration & Finance.
  - Each of these sections will have branches or units that will generally be functionally oriented. The size and functions within this organization will be dictated by the magnitude and nature of the emergency.
- h. EOC Operations Section.
- The EOC Operations Section is responsible for all tactical command and coordination of incident response assets.
  - The Operations Chief position is staffed by either the Police Department or Fire-Rescue Department depending on the event.
  - The Operation Section consists of the following branches:
    - The "Fire-Rescue Branch," staffed by the Fire-Rescue Department, who is charge of implementing: ESF #1: Transportation; ESF #4: Firefighting; ESF #8: Health; ESF #9: Search and Rescue; ESF #10: Hazardous Materials; ESF #11: Food & Water; ESF #12: Energy & Utilities; ESF #18: Special Medical Needs; ESF #20: Initial Disaster & Life Safety Assessment; ESF #22: Emergency Medical Services; and ESF #30: Safety.
    - The "Police Operations Branch," staffed by Police Department, who is in charge of implementing: ESF #13: Military Support; ESF #16: Law Enforcement and Security; ESF #17: Animal Protection; ESF # 26: Fatality Management; ESF #27: Evacuation Traffic Management.
- i. EOC Planning Section (ESF #5: Information and Planning).
- The EOC Planning Section collects, evaluates, disseminates, and documents information about the incident, status of resources, develops the Incident Action Plans, compiles damage assessment, and develops recovery plans.
  - The Planning Chief position is staffed by the Village Manager or designee, or the Building and Zoning Department.
  - The Planning Section consists of the following units:
    - The "Situation Analysis and Incident Planning Unit" staffed by the Village Manager's Office who are in charge of implementing: ESF #2: Communication; ESF #5: Information and Planning; ESF #6: Mass Care (General Public); ESF # 14: Public Information; ESF #24: Public Protection (Warning, Evacuation, Shelter); and ESF #29: Information Technology Services.

- The "Damage Assessment Unit," staffed by the Building and Zoning Department, who are in charge of implementing: ESF #19: Business & Tourism Assessment; and ESF #21: Damage Assessment.
  - j. EOC Logistics Section.
    - The EOC Logistics Section is responsible for providing all support needs to emergency incident sites, and will order all resources, and provide facilities, supplies, and services.
    - The Logistics Chief position is staffed by Public Works or Recreation Department personnel.
    - The Logistics Section consists of the following units:
      - The "Public Works Unit", staffed by Public Works Department, who are in charge of implementing: ESF #3: Public Works & Engineering; and ESF #28: Debris Management.
      - The "Recreation" Unit, staffed by Recreation Department, who are in charge of implementing: ESF #15: Volunteers & Donations.
  - k. EOC Administration and Finance Section.
    - The EOC Administration and Finance Section is responsible for monetary, financial, and related administrative functions.
    - The Administration and Finance Chief position is staffed by the Department of Administrative Services or who are in charge of implementing ESF #7: Resource Support/Purchasing; ESF #23: Employees Assistance & Deployment; and ESF #25: Administrative & Finance.
6. Controls, Continuity of Operations.
- a. During emergencies, decision making authority and control of the emergency is retained by the Village of Key Biscayne. The field Incident Commanders are Village officials, usually fire or police officers. The local coordination and commitment authority for local resources is retained by the Village officials, and delegated as appropriate.
  - b. In a single site emergency, the Key Biscayne department with lead agency / primary operational control, being best qualified to conduct the rescue, recovery and control operations, will have jurisdiction for on-scene control. The department's Incident Commander will become the emergency on-scene commander and will be responsible for the overall operation.
  - c. The Key Biscayne EOC, once activated, directs and controls a response to an emergency or disaster.
  - d. The EOC may be activated to coordinate support for an on-scene Incident Commander, without activating the full Village emergency organization.
  - e. During the effective period of any declared emergency, the Emergency Manager directs and controls all emergency response activities and employs all necessary emergency resources according to the provisions of this plan.
  - f. Continuity of Operations.

- The EOC may be required to operate on a 24 hour basis for the duration of an incident or disaster.
- During a 24 hour operation, shifts will normally be 8-12 hours in length.
- Each position in the EOC must have a total of at least two people designated for staffing during 24 hour operations.

g. EOC Operating Procedures.

- Operating procedures for the EOC are maintained by the Emergency Management Coordinator and updated annually on the anniversary of this plan, or when needed.

7. Facilities.

a. Incident Command Post (ICP).

- The tactical-level, on-scene incident command and management organization is located at the ICP. When multiple command authorities are involved, the ICP may be led by a Unified Command, comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The Unified Command provides direct, on-scene control of tactical operations and utilizes a NIMS ICS incident management team organization, typically including Operations, Planning, Logistics, and Finance/Administration Sections.
- The ICP is usually located at or in the immediate vicinity of the incident site. The location is selected by the agency having primary jurisdictional authority for managing the incident at this level. Generally, there is one ICP established for each incident. Depending on the number and location of incidents, there may be multiple ICPs.

b. Emergency Operations Center.

- The EOC is located in the Office of the Fire Chief's Conference Room, 560 Crandon Blvd., Key Biscayne. The Emergency Management Coordinator is responsible for the readiness and support of the EOC.
- The secondary, or alternate EOC is located at City of Miami EOC which is located in the Police Department training room.

c. Department Operating Locations.

- Each Village Department will be directed by the EOC to establish a primary location and alternate location from which to establish direction and control of its respective activities in an emergency or disaster. This may be from the EOC, or other location, depending upon the circumstances.

d. Communications. (See Annex III: ESF #2, Communications.)

- Fire and Police responders involved in disaster operations will maintain operations through their Communications Centers.
- Any department operating from another location other than the EOC will maintain contact with the EOC through direct redundant communications, such as telephone, radio and fax.

- All departments are responsible to ensure that communication systems are in place between EOC representatives and their departments.
  - Each department will bring to the EOC their own portable radio, charger, spare batteries, headsets, and cellular phones. Land phones will be provided at the EOC.
  - Communications to the general public will be through the media, coordinated by the on-scene Public Information Officers (PIOs) and the EOC Information Officer. The Emergency Alert System (EAS) is accessed through the Miami-Dade County EOC.
  - A "disaster hotline" located in the Key Biscayne EOC will also be used to respond to public requests for assistance and information.
- e. Joint Field Office (JFO).
- The JFO is a federal multi-agency coordination center established locally. It provides a central location for coordination of federal, state, local, tribal, nongovernmental, and private-sector organizations with primary responsibility for threat response and incident support. The JFO enables the effective and efficient coordination of federal incident-related prevention, preparedness, response, and recovery actions.
- f. Joint Information Center (JIC).
- The JIC is a physical location where public affairs professionals from organizations involved in incident management activities work together to provide critical emergency information, crisis communications, and public affairs support. The JIC serves as a focal point for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation.
- g. Disaster Recovery Center (DRC).
- When established in coordination with state and local jurisdictions, a DRC is a satellite component of the JFO and provides a central facility where individuals affected by a disaster can obtain information on disaster recovery assistance programs from various federal, state, local, tribal, private-sector, and voluntary organizations.
8. Administration.
- a. The Village of Key Biscayne is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established Village fiscal policies and standard cost accounting procedures. See Basic Plan, Section V, Financial Management, for additional details.
- K. ALERT AND WARNING.**
1. Overview of Village Warning System.
- a. The Fire Alarm/Fire Dispatch Office is the Village's Warning Point and has a continuous 24-hour warning system to alert key officials and the public.

### III. CONCEPT OF OPERATIONS

- b. Notification of Emergency Management is through telephone, radio or pagers.
  - c. Police and Fire have radio or pager systems which are activated by the Fire Alarm/Fire Dispatch Office.
  - d. Fan Out Alert.
    - The fan out alert when initiated will be made by the Village governmental staff. It will be the responsibility of Village government ESF lead departments to notify their respective support agencies, and division director, and/or staff under their span of control.
    - Fan Out methods include: telephone, email blast list, and emergency meetings.
  - e. The Public is alerted by Emergency Alert System (EAS) broadcasts, door-to-door notification, emergency information packets, and portable speaker systems.
    - The EAS is accessed through the Miami-Dade County EOC.
  - f. In the event of an imminent or actual disaster, the Village will initiate actions to warn local residents and visitors by all means available. See ESF #24: Public Protection, for details.
2. Pre-Incident.
- a. The Village prepares facilities, systems and procedures to activate warning and communication capabilities. Systems to support these capabilities are:
    - Telephone, pagers, radio communications and email to notify public officials, EOC staff, and emergency personnel.
    - Local television, radio and newspaper services to assist in the dissemination of warning to the public.
    - Police and Fire and Rescue Services.
    - The Emergency Operations Center (EOC) Emergency Communications Center.
  - b. Emergency Management prepares SOP'S to receive and disseminate warning information to the public and Village agencies, as appropriate.
3. Notification.
- a. The Village may receive initial warning of a disaster or pending disaster from Village departments, the City of Miami EOC, the County EOC, the National Warning System, neighboring jurisdictions, the state EOC, the National Weather Service, the National Hurricane Center, the news media, or the general public.
  - b. Significant incidents include but are not limited to the following:
    - Any incident which may require a substantial evacuation and/or relocation of a given area.
    - Any event posing a potential threat for a mass casualty incident.
    - Any weather related watch or warning advisory.
    - Any formation of tropical weather systems.
    - Any incident which close or significantly block major roadways within the Village or County.

- Any large or multiple structure fires.
  - Any prolonged shutdown of public utilities.
  - Any incident where public resources within Key Biscayne or Miami-Dade County are being deployed out of the County except for emergency services mutual aid or any event posing a major environmental threat.
- c. Upon the receipt of notification of any significant event the Fire Alarm/Fire Dispatch Office will:
- Notify Emergency Management.
  - Activate the paging and/or telephone alert warning system.
  - Notify the City of Miami, County and state warning points.
  - Notify designated Village personnel and agencies.
  - Initiate a partial or full fan out alert.
4. Watch, Standby Procedures.
- a. As recommended by the Emergency Management Board or the Emergency Management Coordinator, the Village Manager will issue a standby order if a pending disaster has the potential of affecting the Village of Key Biscayne (i.e. a hurricane). Departments will take the following actions:
- Review this document.
  - Notify employees.
  - Review department emergency plans.
  - Insure that department vehicles and equipment are serviced and ready.
  - Inventory existing communication equipment. Be prepared to collect and redistribute radios, portable telephones, chargers, batteries, etc.
  - Obtain maps, drawings, and other emergency aids.
  - Continue to provide routine service to the public, but plan to change to emergency procedures upon warning notification.
- b. Recall procedures vary by department, and each department has the responsibility to inform employees of proper recall procedures. Employees who are recalled are expected to secure their families and homes, and report promptly to their assigned positions.
- c. Employees who are recalled should realize that the emergency may be several days or longer in duration. Each employee should report to his/her emergency assignment with personal items necessary for 72 hours (e.g. personal articles, toiletries, change of clothing, medications, special non-refrigerated dietary foods, blankets/sleeping bag, etc.)
- d. The public will be notified that the Village is in a "watch" situation through the media, and will be advised to take appropriate preparedness measures.
5. Warning.
- a. In the event of an imminent or actual disaster the Fire Alarm/Fire Dispatch Office will:
- Notify Emergency Management.
  - Activate the paging and/or telephone alert warning system.
  - Notify the City of Miami, County and State warning points.
  - Notify designated Village personnel and agencies.
  - Initiate a partial or full fan out alert.

- b. The Village will initiate actions to warn citizens and visitors by all means available. See Annex III: ESF 24: Public Protection, for details. The general public receives warning information by:
    - Local broadcasts (emergency alert system) or printed media.
    - Door-to-door notification by emergency services personnel.
    - Mobile sirens and public address systems.
    - Weather alert radios.
  - c. Upon notification of a warning (imminent or spontaneous event), each department will initiate internal notification actions to:
    - Alert employees assigned to emergency duties.
    - As appropriate to the situation:
      - Suspend or curtail normal business activities.
      - Recall essential off-duty employees.
      - Send non-critical employees home.
      - Secure and evacuate the department's facilities.
    - If requested, augment the Village's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going door to door, etc.
  - d. Special needs groups receive information by:
    - Door-to-door warnings for handicapped, visually and hearing impaired.
    - Foreign language media messages.
    - Closed-caption television messages.
6. Emergency Public Information.
- a. Rapid dissemination of information is essential and vital for health and safety protection during and after emergencies and disasters. The primary means to do this is by direct contact with the media through prepared statements by Emergency Management in coordination with the Village Manager using phone and fax. See Annex III: ESF #14: Public Information, for details.
  - b. It is impossible for government to do everything that is required to protect the lives and property of the Village's population. Citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. The Village will assist citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

#### L. DIVISIONAL EMERGENCY OPERATIONS CENTERS.

Note: Procedures for the Divisional EOCs and Satellite Municipalities are referenced in the Miami-Dade County Municipal Branch SOP, June 2006.

1. The Miami-Dade County Office of Emergency Management, in an effort to maintain a manageable span of control and to facilitate effective coordination and communication between Miami-Dade County Emergency Operations Center and its 34 municipalities, has grouped municipalities into seven divisions. Each division has identified a host city to serve as the liaison with the Miami-Dade EOC during times of disaster. The host cities are commonly known as "Divisional EOCs" and the cities within their division are commonly known

as "Satellite EOCs."

- a. Each of municipalities within Miami-Dade County is responsible for planning and responding to events occurring within its jurisdiction. When emergencies or disasters occur in which municipalities exhaust their resources, they may call upon the assistance of their Divisional EOC or Miami-Dade County.
  - b. Miami-Dade County encourages its municipalities to participate in the statewide mutual aid agreement for disaster response and recovery.
  - c. Municipalities must submit requests for mutual aid through the Miami-Dade EOC.
2. The Village of Key Biscayne is served by the City of Miami, a designated Divisional EOC. Other municipalities served by the City of Miami are El Portal and Miami Shores. Divisional EOC responsibilities include:
- a. Monitoring and coordinating the response and recovery activities of its assigned municipalities.
  - b. Providing or coordinating requested support for its satellite municipalities.
  - c. Anticipating upcoming needs and potential problems.
  - d. Informing satellite municipalities of executive decisions, actions, and instructions.
  - e. Establishing and maintaining a facsimile distribution network to its Satellite EOCs
3. Communications Procedures and Equipment.
- a. During a disaster or emergency that requires an activation of the Miami-Dade EOC, the Miami-Dade Office of Emergency Management (OEM) will maintain open lines of communication with the Divisional EOCs who, in turn, will serve as a conduit of information to and from their Satellite EOCs. It is the responsibility of the Divisional EOC and its satellites to access the data provided on the current situation through E-Team. E-Team is a web-based incident management tool which facilitates inter-agency coordination and communication by providing a centralized location to capture data regarding the response to a disaster, incident, or event. It collects critical data necessary to determine the overall effects of a disaster/incident as well as assists in determining the incident objectives necessary in order to respond to the disaster/incident event.
  - b. Landline telephones, landline facsimile machines and e-mails are the primary method of communication from the Miami-Dade EOC to the Divisional EOCs and from the Divisional EOCs to the Satellite EOCs. In addition, the Miami-Dade EOC will also utilize its website and Municipal Hotline.
  - c. If the Village EOC loses the capability to communicate with the Miami EOC via email, telephone, and/or fax, a representative will be sent to the Miami-Dade EOC in order to notify them of the situation.
  - d. If needed, the Village will attempt to establish RACES (Ham) radio stations as an alternate communication system with the City of Miami and/or Miami-Dade EOCs.
4. As appropriate, Key Biscayne will send a representative, capable of making key decisions, to the City of Miami Divisional EOC to facilitate communication. The representative sent to the Miami EOC will have a clear understanding of the Key Biscayne CEMP and a working knowledge of the City of Miami and the Miami-Dade County CEMPs.

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**M. EMERGENCY EVENT ESCALATION.**

## 1. Emergency Event Escalation.

- a. The initial response to any routine emergency in Key Biscayne will follow standard operating protocol for first response agencies. Emergency notifications originate through the 911 answering point and are transferred to Police and/or Fire Rescue for response action. If a routine emergency advances beyond normal response capability and meets any of the following trigger points, then the Village Emergency Management Coordinator is notified, triggering an escalation of the emergency event:
  - Local resource capabilities may be exhausted and a request for external support is anticipated.
  - An evacuation of multiple structures is required.
  - Damage caused by the emergency event warrants a damage assessment.
  - Augmentation of the command and control capability is desired to coordinate multiple responding agencies or multiple impacted jurisdictions.
  - A legal/statutory threshold has been reached that requires notification of outside agencies.
- b. Weather events that can be forecast and become a potential threat to Key Biscayne include tropical storms, hurricanes, and flooding events. Based upon the potential threat to the Village, these events also may trigger an emergency declaration, implementation of the CEMP, and activation of the Key Biscayne EOC.

## 2. Activation of Village CEMP.

- a. When an emergency/disaster has occurred or is imminent, the Village Manager may declare a State of Local Emergency, activating the emergency response, recovery, and mitigation aspects of the Key Biscayne CEMP that apply to the affected area.
- b. Portions of the CEMP (certain ESFs) may be activated in support of a field Incident Commander for smaller, single site, emergency events, without a formal emergency declaration by the Village Manager.
- c. The resources of all Village departments and agencies are considered to be available to minimize the effects of a natural disaster. Voluntary assistance to support Village efforts may come from:
  - Adjoining communities.
  - Private business and industry.
  - All other groups or individuals.
  - Any additional assistance required at the county, state or federal level. Assistance should be requested through the City of Miami Divisional EOC.

## 3. EOC Activation.

- a. See "J - Direction and Control Paragraph 4" Emergency Operations Center - Activation.
- b. When the decision is made to activate the EOC, the Emergency Management Coordinator will notify the appropriate staff members to report to the EOC. When notified, Departments assigned to an EOC function will:
  - Call-up and dispatch their personnel to the Emergency Operations Center (EOC) as per their department Standard Operating Procedure (SOPs).
  - Activate and ensure their emergency communication systems are functioning, especially internally

to their key personnel (as per their SOPs) and from their key operating locations to the EOC.

- Activate their department's emergency response plan and be prepared to carry out their responsibilities as indicated in this plan. Specific "how to" actions and tasking to perform indicated responsibilities are found within each department's SOPs.

4. Emergency Proclamation.

- a. A local "Emergency Proclamation" is the legal method which authorizes extraordinary measures to meet emergencies and/or solve disaster problems. A proclamation allows for the emergency appropriation of monies, emergency use of resources (Village personnel, supplies, equipment, materials, facilities), the by-passing of time consuming requirements such as hearings and the competitive bid process, and activates extraordinary measures as outlined in this plan. A proclamation is usually a prerequisite for state and/or federal assistance and made at the onset of a disaster to allow the Village to do as much as possible to help itself.
- b. In preparing a proclamation, a description of the event and the necessary emergency authorizations need to be documented. The City of Miami and Miami-Dade County EOCs should be informed, and a news release made as soon as possible when an Emergency Proclamation is signed.
- c. The Village Manager may declare a State of Local emergency to expedite access to local resources needed to cope with the incident. If the needed response exceeds these local capabilities, a disaster has occurred. The Village Manager may further ask for a gubernatorial declaration and state and federal assistance.

5. Request for Assistance.

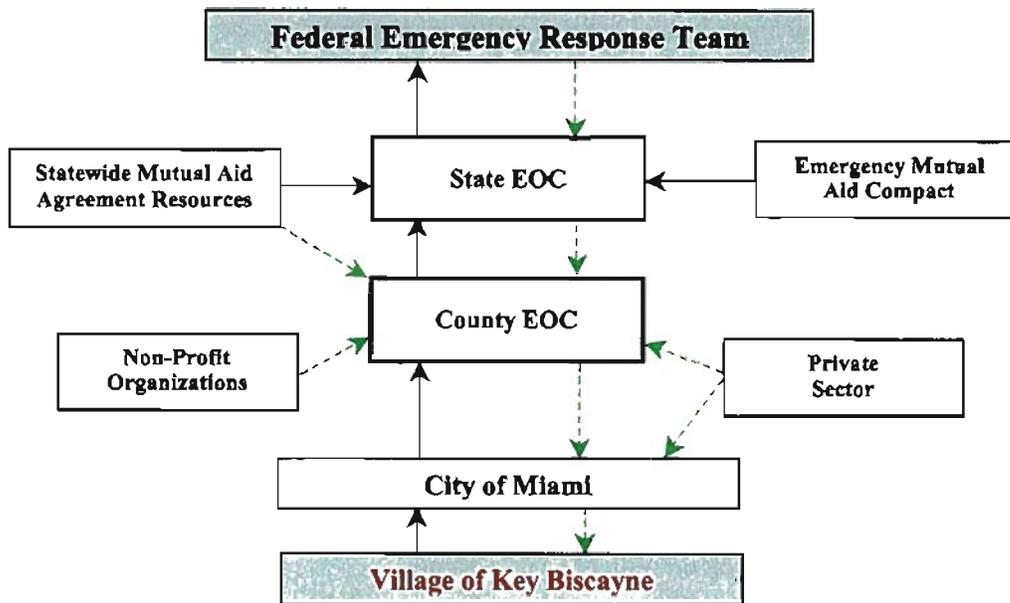
- a. In accordance with F.S. Chapter 252.38(1), Miami-Dade County Office of Emergency Management has jurisdiction over and serves the entire county during emergencies, including all municipal jurisdictions contained therein. Extensive emergency preparedness, response, and recovery resources are under the daily direction and control of municipal jurisdictions. These factors dictate an extensive coordination effort between the county and municipalities during emergency response and recovery operations.
- b. If the situation is beyond local capability, a request for state assistance, and/or federal assistance may be in the original proclamation or included in a second proclamation presented to the Governor through the Miami-Dade County EOC and the State EOC. The "Local Proclamation" and the "Request for Assistance" are two separate actions, although they may be combined. Part of this proclamation includes the Village Manager proclaiming the Village "a disaster area."
- c. The Miami-Dade County EOC serves as the liaison and coordinating agency between Key Biscayne and state government.
- d. At the state level, decision making authority and commitment of state resources is retained at the state EOC (SEOC) or by the state emergency response team (SERT) leader. The SERT leader may issue mission assignments to state agencies (state ESFs) in support of local response needs. Mission assignments and mutual aid agreements coordinated by the state, are tracked in the SEOC by staff reporting to the SERT leader.
- e. Should federal assistance be granted, a State Coordinating Officer (SCO) will be appointed to interface directly with the federal government and to coordinate federal ESFs mobilized to support local emergency operations.

f. A Federal Coordinating Officer (FCO) works with the SCO to identify requirements. A Joint Field Office (JFO) may be established to coordinate federal resources. A Principal Federal Officer (PFO) may be designated to coordinate federal interagency incident management efforts. See Section VII Attachments: Overview of Initial Federal Involvement, for further details.

6. Resource Requests.

a. The Key Biscayne EOC must validate and approve all Village resource requests and verify that local resources have been exhausted, and that resources are not available from the local private sector. The decision making and resource allocation process is illustrated on the following page.

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



*Decision making and resource allocation process.*

7. Initial Response by Village Departments.

a. It is the policy of the Village that all departments and divisions maintain Standard Operating Procedures (SOPs) as set forth in Section IV of this Basic Plan.

b. Tactical (departmental) operations are expected to be managed by the various Village Departments and Divisions controlling their personnel and resources in accordance with their Departmental SOPs. Village departments are directed to include the “Key Biscayne Departmental Initial Response Tactical Guidance and Policy” (see page III-34, this section) in their “emergency plans” to their personnel.

8. Evacuation.

- a. Evacuations within the Village will be initiated following a decision by the Village Manager, Emergency Management Board, Emergency Management Coordinator, or a Village Incident Commander.
- b. In the event of a multi-jurisdictional or regional evacuation, the Village Manager may issue a declaration of a local state of emergency and an evacuation order (in support of Miami-Dade County's or the State's evacuation orders). This decision will be made following consultation with the Village Emergency Management Board and the Emergency Management Coordinator.
- c. All Village assistance and support of such actions will be coordinated from the EOC. Decisions on issues, such as lifting tolls on toll facilities; deploying and re-deploying personnel; determining evacuation routes; Directing people caught on evacuation routes to safe shelter; ensuring the sufficiency of fuel, and addressing any matters relative to the ordered protective actions will be made by the EOC Management Team in coordination with the City of Miami and County EOCs.

9. Sheltering.

- a. In the event of a local or regional evacuation, the Village of Key Biscayne will support the County's sheltering efforts for the local community. However, since Key Biscayne is on a barrier island, evacuation orders for storm events will include the entire Village.
  - Notification is made to the Miami-Dade County Chapter of the American Red Cross if their designated shelter facilities are to be used. The opening of shelters is a coordinated effort between Miami-Dade County EOC and the American Red Cross.

10. Debris Removal.

- a. Miami-Dade County has been divided into debris removal areas and contracts are in place for the emergency removal and disposal of debris in each of these areas. Staging, sorting, and disposal sites have been identified throughout the county.

11. Mutual Aid.

- a. The Village of Key Biscayne, the City of Miami, and Miami-Dade County participate in the statewide mutual aid program. All Village requests for mutual aid will be submitted through the Miami EOC to the Miami-Dade EOC. The Village Manager or his/her designee is responsible for the administration, coordination, and monitoring of all mutual aid agreements.

**N. ROLE OF MIAMI-DADE COUNTY EOC.**

1. The Miami-Dade County Emergency Operations Center (EOC) is the county's central coordination point for a county wide response to an actual or imminent emergency or disaster. The EOC is located in the Miami-Dade Fire Rescue (MDFR) headquarters facility. The Miami-Dade Office of Emergency Management (OEM) is responsible for coordinating the county's response and may activate the EOC at any time.
2. In the event of a countywide emergency declaration, the corporate resources of the county and each of its municipalities work together for the mutual benefit of all residents of Miami-Dade County.
3. The Miami-Dade Office of Emergency Management (OEM) is responsible for the coordination of all

countywide response efforts relative to disasters. The Miami-Dade County Emergency Operations Center (EOC) is the facility in which all emergency and disaster preparations, response, and recovery activities are coordinated among the participating agencies.

4. The Miami-Dade OEM is constantly monitoring the county for threats, unusual events, or situations. An OEM Duty Officer is on-call 24 hours/day, 7-days/week, and is advised of any such events by the Miami-Dade Alarm Office, State Warning Point, concerned citizens, or other agencies. The Duty Officer also has the responsibility to monitor and follow-up on any threat, unusual event, or situation that has the potential to impact Miami-Dade County (e.g., media reports, weather advisories, etc.). It is important to note that although the OEM is constantly monitoring the progression of events within the county, the EOC is considered "activated" only when operating at a Level I or greater. Thus, during day-to-day operations where no specific situation is occurring, the EOC is not activated.
5. The Miami-Dade EOC utilizes a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest appropriate level of government. The resources of departmental, agency, municipal, county, state, and the federal governments are utilized in this sequential order to insure a rapid and efficient response.
6. Alert and Notification.
  - a. The Miami-Dade OEM maintains an emergency contact database that identifies 24-hour, primary, secondary and tertiary contacts of each municipality. The Miami-Dade OEM will make notifications to its municipal contacts first through email and then via fax, telephone, or beeper as needed. It is the responsibility of the Miami-Dade OEM to insure the Divisional EOCs received the notification and the responsibility of the Divisional EOCs to insure their respective Satellite EOCs received the notification as well.
  - b. Notifications generally will be made via email and/or fax unless the nature of the emergency requires contact via telephone or face to face. All emergency information forwarded from the Miami-Dade EOC will indicate the urgency of the situation.
  - c. During threats of tropical storms or hurricanes, the Miami-Dade EOC will distribute information obtained from the National Hurricane Center at the earliest possible time to the Divisional EOCs. The Miami-Dade OEM will include its Tentative Schedule and Planning Guideline with the weather data to assist the municipalities with their internal planning.
7. Briefing Report.
  - a. Once the Miami-Dade EOC is activated, it will hold Briefing Reports for elected officials four (4) times daily at 1 AM, 7 AM, 1 PM, and 7 PM. This report will include the most up to date official statistics, facts, and current situation of the emergency. Elected officials from Divisional and Satellite EOCs will be able to listen in on the briefings live via telephone. There will be no questions taken during the briefings. The telephone number to the Briefing Reports will be distributed via email and/or fax, and posted on E-Team. The reports will also be posted on E-Team immediately following each briefing.
8. Incident Briefing Form.
  - a. Each Satellite EOC will be required to complete and fax an Incident Briefing Form four (4) times daily to their Divisional EOC and the Miami-Dade EOC during activations by 2 AM, 10 AM, 2 PM, and 10 PM. The fax # for the Miami EOC is (305) 579-6231. The fax # for the Miami-Dade EOC is (305) 468-5401.

- b. ~~The Incident Briefing Forms should be neatly hand written or typed. All boxes should be completed and they should be faxed regardless if there is nothing new to report. An example of an Incident Briefing Form is included in the Miami-Dade County Municipal Branch SOP, June 2006.~~
9. Conference Call.
    - a. Municipal Branch Conference Calls will be facilitated by the Municipal Branch Director or the Inter-governmental Liaison on an as needed basis before or during the activation of the Miami-Dade EOC. They will provide a forum for discussion of Miami-Dade EOC's objectives and any questions or concerns any of the Divisional or Satellite EOC representatives might have about the preparation and response to an emergency.
    - b. When prompted, each municipality will be responsible for calling into the Miami-Dade EOC Municipal Branch Conference Call Line at (305) 468-5440. The password for the Miami-Dade conference call line is 9300.
  9. The Miami-Dade EOC's response to, and recovery from, a disaster is carried out through the organizational structure depicted in the Miami-Dade County Municipal Branch SOP, June 2006.
- O. INITIAL RECOVERY ACTIONS.** (See Annex IV: Recovery for detailed information.)
1. Once the emergency has passed, coordination of recovery operations will be in such as search and rescue operations, mass casualty activities, the provision of emergency supplies, preliminary damage assessment, emergency debris removal, and emergency restoration of utilities. The Village EOC will continue to direct management and coordinating of all emergency functions. The primary initial local coordinating agency for requesting resources and relief from County, State and Federal sources and allocating such supplies within the Village will be the Emergency Manager. County, State and Federal Emergency Response Teams will be established, and sent as soon as possible after the emergency. Ideally, these Emergency Response Teams will be located in Key Biscayne at or near the Village EOC and will carry out all State coordination and assistance functions until the Federal Joint Field Office (JFO) is established.
  2. When the Village has expended their resources and need additional support but are unable to locate that support on their own, the Village will submit resource requests through the Village Representative at the Miami (Divisional) EOC who will enter the resource requests into E-Team and insure coordination with the Miami-Dade EOC Logistics Section to secure the necessary resources.
  3. Miami-Dade OEM requires all municipalities who receive outside assistance to communicate this information to the Divisional EOC (Miami) who in turn will be responsible for transmitting the information to the Miami-Dade EOC Logistics Section for record keeping and for reimbursement through the Statewide Mutual Aid Network.
  4. If Miami-Dade County cannot satisfy a Village request for resources through its own inventory, the requests will be forwarded to the State EOC for assistance as outlined in the Statewide Mutual Aid Agreement.
  5. Disaster Information and Referral Centers (DIRCs).
    - a. Miami-Dade OEM has established sites that are strategically located throughout the county and will serve as Disaster Information and Referral Centers (DIRCs). The purpose of these centers is to provide disaster relief information and referral services to the affected residents of Miami-Dade County. Additionally, if the disaster is of a catastrophic nature causes widespread damage throughout several segments of the Miami-Dade County, the information and referral services may be augmented to include

other disaster relief services such as distribution of food, water, disaster relief supplies and donated goods.

- b. If a presidential declaration is issued or one is expected, DIRCs may be established for the period prior to the opening of Disaster Recovery Centers (DRCs). Whenever possible, DIRC locations will be converted to DRCs.
6. The recovery phase will begin during the response phase, and will focus on:
    - Damage assessment.
    - Recovery, restoration of the Village.
    - Administration of programs to mitigate the consequences of future disasters.
  7. Initial actions that may be taken include:
    - Assemble, brief, deploy damage assessment teams. (See Annex III: ESFs #20 and #21, for details)
    - Compile, analyze disaster impact.
    - Work with county, state, federal representatives to identify locations for the Joint Field Office (JFO) and Disaster Recovery Centers (DRCs).
    - Obtain information on current recovery program, eligibility requirements, etc.
    - Identify recovery support departments, personnel.
    - Maintain liaison with Miami-Dade County EOC.
    - Identify any mutual aid and private resources needed to support the recovery.
  8. Continuing actions may include:
    - Coordination with county, state, and federal recovery staff.
    - Support and staff JFO and DRCs.
    - Monitoring of post disaster conditions.
    - Coordinate requests for state and federal disaster assistance programs.
    - Activation of a Village Recovery Action Team and development of a Village Recovery Action Plan.

**P. OVERVIEW OF INITIAL FEDERAL INVOLVEMENT.**

This overview illustrates actions Federal agencies likely will take to assist State and local governments that are overwhelmed by a major disaster or emergency. Key operational components that could be activated include the Interagency Incident Management Group (IIMG), National Response Coordination Center (NRCC), Regional Response Coordination Center (RRCC), Emergency Response Team—Advance Element (ERT-A), National Emergency Response Team (ERT-N), Joint Field Office (JFO), and Disaster Recovery Center (DRC).

1. The Department of Homeland Security Homeland Security Operations Center (DHS HSOC) continually monitors potential major disasters and emergencies. When advance warning is possible, DHS may deploy and may request other Federal agencies to deploy liaison officers and personnel to a State Emergency Operations Center (EOC) to assess the emerging situation. An RRCC may be activated, fully or partially. Facilities, such as mobilization centers, may be established to accommodate personnel, equipment, and supplies.
2. Immediately after an incident, local jurisdictions respond using available resources and notify State response elements. As information emerges, they also assess the situation and the need for State assistance. The State reviews the situation, mobilizes State resources, and informs the DHS/EPR/FEMA Regional Office of actions taken. The Governor activates the State emergency operations plan, proclaims or declares a state of emergency, and requests a State/DHS joint Preliminary Damage Assessment (PDA) to determine if sufficient

damage has occurred to justify a request for a Presidential declaration of a major disaster or emergency. Based upon the results of the PDA, the Governor may request a Presidential declaration and defines the kind of Federal assistance needed. At this point, an initial assessment is also conducted of losses avoided based on previous mitigation efforts.

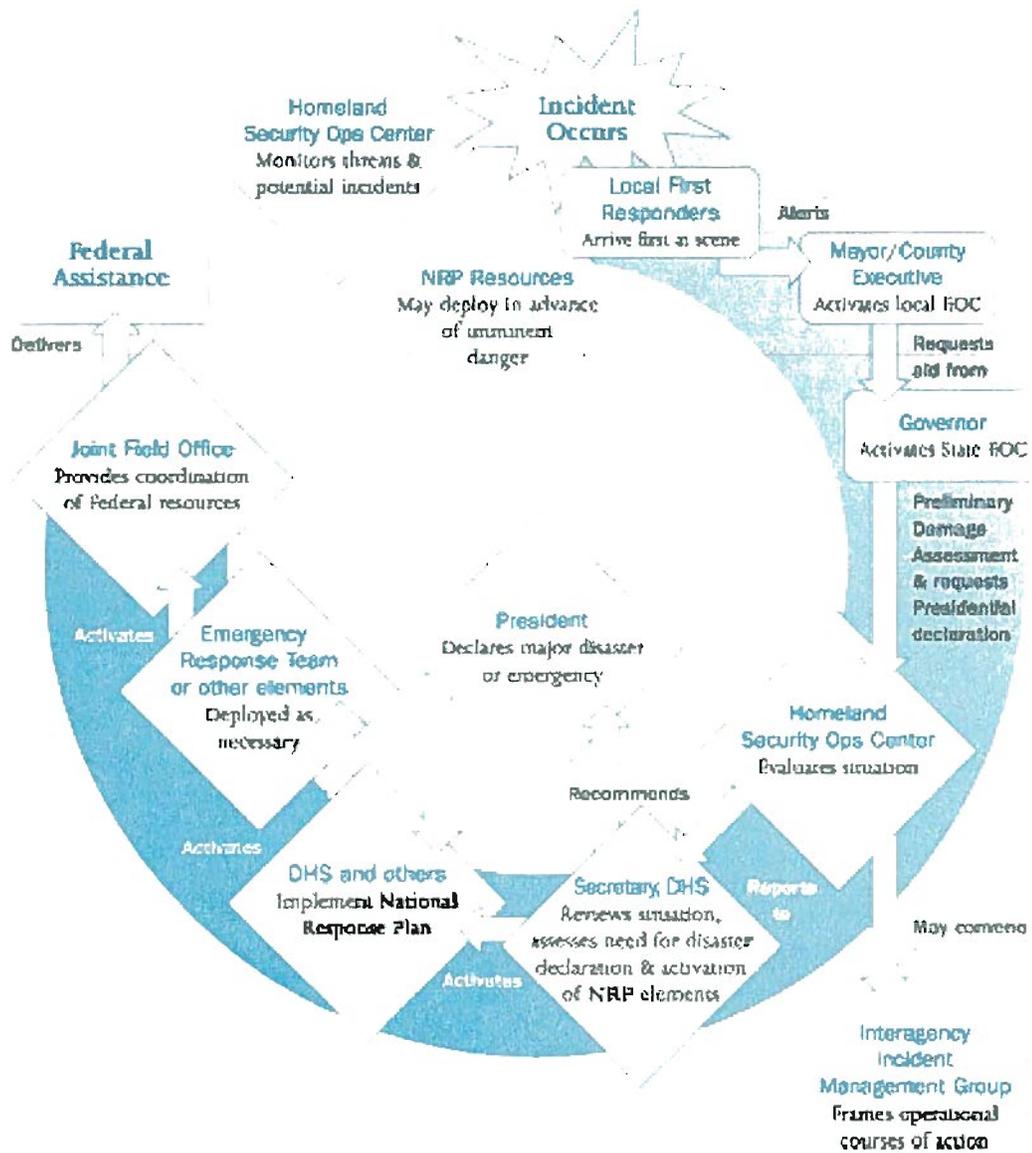
3. After the major disaster or emergency declaration, an RRCC, staffed by regional personnel, coordinates initial regional and field activities such as deployment of an ERT-A. The ERT-A assesses the impact of the event, gauges immediate State needs, and makes preliminary arrangements to set up operational field facilities. (If regional resources appear to be overwhelmed or if the event has potentially significant consequences, DHS may deploy an ERT-N.)
4. Depending on the scope and impact of the event, the NRCC, comprised of Emergency Support Function (ESF) representatives and DHS/EPR/FEMA support staff, carries out initial activation and mission assignment operations and supports the RRCC from DHS/EPR/FEMA.
5. A Federal Coordinating Officer (FCO), appointed by the Secretary of Homeland Security on behalf of the President, coordinates Federal support activities. The FCO works with the State Coordinating Officer (SCO) to identify requirements. A Principal Federal Official (PFO) also may be designated as the Secretary's representative to coordinate overall Federal interagency incident management efforts.
6. The ERT works with the affected State and conducts field operations from the JFO. ESF primary agencies assess the situation and identify requirements and help States respond effectively. Federal agencies provide resources under DHS/EPR/FEMA mission assignment or their own authority.
7. The IIMG convenes when needed to provide strategic-level coordination and frame courses of action regarding various operational and policy issues. The HSOC supports the IIMG and coordinates with the JFO.
8. Teleregistration activates a toll-free telephone number individuals can call to apply for disaster assistance. A toll-free disaster helpline is established to answer common questions. One or more DRCs may be opened where individuals can obtain information about disaster assistance, advice, and counsel. Individual applicants are processed at the DHS/EPR/FEMA National Processing Center. Inspectors verify losses and provide documentation used to determine the types of disaster assistance to be granted to individuals and families.
9. As immediate response priorities are met, recovery activities begin. Federal and State agencies assisting with recovery and mitigation activities convene to discuss State needs.
10. Public Assistance Applicant Briefings are conducted for local government officials and certain private nonprofit organizations to inform them of available assistance and how to apply. Applicants must first file a Request for Public Assistance. Eligible applicants will be notified and will define each project on a Project Worksheet, which details the scope of damage and a cost estimate for repair to a pre-disaster condition. The Project Worksheet is used as the basis for obligating funds to the State for eligible projects.
11. Throughout response and recovery, mitigation staff at the JFO examine ways to maximize mitigation measures in accordance with State hazard mitigation administrative plans. Grounded in the local risk, and with State priorities and mitigation plans in place, DHS/EPR/FEMA and State officials contact local officials to identify potential projects and suggest which ones should be included in an early implementation strategy. The strategy focuses on viable opportunities to provide funds, technical assistance, and staff support to incorporate mitigation into the overall community recovery, to include the repair and replacement of damaged or destroyed housing and infrastructure.
12. As the need for full-time interagency coordination at the JFO ceases, the ERT plans for selective release of Federal resources, demobilization, and closeout. Federal agencies then work directly with their grantees from

their regional or HQ offices to administer and monitor individual recovery programs, support, and technical services.

**Q. ATTACHMENTS.**

1. Federal Assistance Flow Chart.
2. Departmental Initial Response Tactical Guidance & Policy.
3. National Incident Management System (NIMS) Compliance Criteria.

Attachment 1  
FEDERAL ASSISTANCE FLOW-CHART



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Attachment 2

**DEPARTMENTAL INITIAL RESPONSE TACTICAL GUIDANCE & POLICY**

It is the policy of the Village of Key Biscayne that all departments and divisions maintain Standard Operating Procedures (SOPs) as set forth in Section IV of this Basic Plan, and will ensure their emergency activation procedures conform to this "Departmental Initial Response Tactical Guidance and Policy."

Tactical (departmental) operations are expected to be managed by the various Village Departments and Divisions controlling their personnel and resources in accordance with their Departmental SOPs. Village departments, divisions and / or agencies are directed to include the following in their "emergency plans" to their personnel:

1. General information to be reported from the field (or incident sites) should include:
  - What has happened?
  - What can be done?
  - What is needed?
  - Should Emergency Operations Center (EOC) be activated? Partial or full activation?

**Note:** Recommendation should be made to the Designated Emergency Manager, Fire Rescue Department, or Village Manager.

2. Additionally, immediate, specific information should include the status of all Village departments:
  - Personnel.
  - Equipment.
  - Vehicles.
  - Communications capabilities.
  - Facilities.

Key Biscayne managers and supervisors are expected to report this information (above) and information on damages, and tasks to be done (if applicable) to the Designated Emergency Manager, Fire Department, and/or to the Emergency Operations Center (EOC) by whatever means possible.

3. As soon as possible, Key Biscayne departments will do a "role call" of all personnel to determine status.
4. On duty personnel in the field shall evaluate their own condition and situation, and if possible, evaluate their surroundings by making a quick "windshield survey" of their area. Communicate this information to Department Directors and the EOC by any means available.
5. If a unit is unable to communicate with their command or dispatch, they should:
  - Attempt to contact other mobile units by any means available.
  - Contact Emergency Operations Center (EOC), by any means available.
  - OR report in person to the EOC or other pre-determined location(s).
6. If required, off-duty personnel will be recalled to duty through normal or emergency pre-determined methods.

If it is apparent that a major disaster has occurred, disrupting normal communications channels, off-duty personnel are instructed to make contact with the Village EOC by any means available, or to another pre-determined location for instructions.

**Note:** Employees are encouraged to make provisions ahead of time for the safety and well-being of their family and home.

7. Further detailed response instructions and action checklists will be found within each Key Biscayne department's response plans/procedures.
8. Mutual Aid- External. (With entities outside of the Village). It is the policy of Key Biscayne that Village personnel sent to assist other jurisdictions will maintain their own supervision and chain of command. They will accept mission assignments through a supervisor who will coordinate with the command structure of the requesting agency. It is anticipated that other jurisdiction's personnel who respond to requests for assistance from Key Biscayne will operate the same way.
9. Public Information. The various Key Biscayne information officers may act as spokespersons for their agency, but will take direction and coordinate with the Emergency Operations Center (EOC) Public Information section (ESF #14).
10. Other Issues.
  - a. The Incident Command System (ICS), will be used to manage incident sites. The person in charge of an incident site is identified as the "Incident Commander." The person in charge of the EOC is identified as the "EOC Manager."
  - b. At the incident site, if the "command" function is transferred, there must be both a formal declaration that the "command" is being transferred, and a formal acceptance by the person/agency assuming "command."
  - c. All Key Biscayne departments, divisions will track, compile documentation of their disaster costs for potential reimbursement from state or federal disaster assistance.
  - d. List/detail any operational policies specific to your department.

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**Attachment 3**  
**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**  
**COMPLIANCE CRITERIA**

**I. INTRODUCTION.**

In March 2004, the Secretary of Homeland Security, at the request of the President, released the National Incident Management System (NIMS). The NIMS is a comprehensive system that improves local response operations through the use of the Incident Command System (ICS) and the application of standardized procedures and preparedness measures. It promotes development of cross-jurisdictional, statewide, and interstate regional mechanisms for coordinating response and obtaining assistance during a large-scale or complex incident.

Local authorities, not federal, have the primary responsibility for preventing, responding to, and recovering from emergencies and disasters. The overwhelming majority of emergency incidents are handled on a daily basis by a single jurisdiction at the local level. It is critically important that all jurisdictions comply with NIMS because the challenges we face as a nation are far greater than the capabilities of any one jurisdiction; they are not, however, greater than the sum of all of us working together through mutual support. Homeland Security Presidential Directive 5 (HSPD- 5), Management of Domestic Incidents, requires all federal departments and agencies to adopt and implement NIMS, and requires state and local jurisdictions to implement NIMS to receive federal preparedness funding.

NIMS compliance should be considered and undertaken as a community-wide effort. The benefit of NIMS is most evident at the local level, when a community as a whole prepares for and provides an integrated response to an incident. Incident response organizations (to include local public health, public works, emergency management, fire, emergency medical services, law enforcement, hazardous materials, private sector entities, non-governmental organizations, medical organizations, utilities, and others) must work together to comply with NIMS components, policies, and procedures. Implementation of NIMS in every local jurisdiction establishes a baseline capability that once established nationwide, can be used as a foundation upon which more advanced homeland security capabilities can be built.

More information on NIMS, NIMS compliance, and answers to frequently asked questions are available on the NIMS Integration Center Web page (<http://www.fema.gov/nims>).

**It is the policy of the Village of Key Biscayne to adhere to current federal and state NIMS compliance criteria on or before the established deadline of September 30, 2006.**

**II. NIMS IMPLEMENTATION PHASES AND REQUIREMENTS.**

*It is important to recognize that NIMS implementation will not end in FY 2006. The NIMS is a dynamic system, and the doctrine as well as the implementation requirements will continue to evolve as prevention, preparedness, response, and recovery capabilities improve and our homeland security landscape changes. Further, new personnel will continue to need NIMS training, and NIMS processes will still have to be exercised in future years.*

- A. PHASE ONE:** Formal recognition of NIMS and adoption of NIMS principles and policies by Local Government Resolution.

**B. PHASE TWO: Personnel training.**

1. Phase Two of NIMS implementation consists of staff training. Required FY 2006 training includes:
  - a. IS-700 NIMS: An Introduction: All personnel with a direct role in emergency preparedness, incident management or response must complete this training.
  - b. IS-800 NRP: An Introduction: All local emergency managers or personnel whose primary responsibility is emergency management must complete this training.
  - c. ICS-100 Introduction to ICS: All private sector and non-governmental personnel at the entry level, first line supervisor level, middle management level, and command and general staff level of emergency management operations must complete ICS-100 level training.
  - d. ICS-200 Basic ICS: All private sector and non-governmental personnel at the first line supervisor level, middle management level, and command and general staff level of emergency management operations must complete ICS-200 level training.
2. Departmental personnel with responsibility over NIMS training requirements must ensure all employees in their respective departments complete NIMS training requirements.
  - a. Individual departments may conduct and/or participate in additional meetings, training, and exercises to facilitate NIMS compliance.
  - b. Departments must document all NIMS-related training as proof of compliance.
3. In addition to the above training program requirements, departments must enhance and modify current training programs to permanently incorporate NIMS and ensure ongoing NIMS education.
  - a. Departments must review current training programs involving emergency preparedness, incident management, and response to determine if NIMS incorporation is necessary.
  - b. All departments will identify all training programs requiring NIMS integration, and will develop a strategy and identify expected phased-in milestone dates for each training program.
  - c. Departments are to document all training, exercises, and other events related to the incorporation of NIMS into current training programs as proof of compliance.
4. Training and Testing.
  - a. Personnel should complete the IS-700 course as part of NIMS orientation. ICS training should be completed by traditional emergency response personnel, as well as those from outside organizations that may be relied upon for response or support during an emergency. In some cases, incidents may last for an extended period of time and personnel will need to be trained to prepare status briefings, and other duties associated with shift changes.
  - b. Personnel should also be trained in the implementation of operational procedures. This is especially important for personnel from support agencies. These personnel are unlikely to operate within the NIMS and ICS environment on a day-to-day basis, but they are instrumental to incident management.
  - c. Operational procedures should contain a variety of job aids and orientation materials to ensure that support personnel have the tools they need to complete the tasks assigned them. This is also useful when

support personnel arrive from other departments/agencies to augment staffing.

- d. All plans and procedures should be updated periodically according to a set schedule, implemented, and tested in the form of a drill or exercise at least once a year. There should also be an after action review associated with all drills, exercises, and actual events to incorporate lessons learned to all plans and procedures from the event. As long as NIMS is a new concept, a standing exercise goal or After Action Report (AAR) item of consideration should be NIMS compatibility and successful implementation of its principles and terminology.

<b>PERSONNEL TRAINING REQUIREMENTS</b>	
<b>Training Course/Internal Training</b>	<b>Required of (Role/Position):</b>
<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>• ICS-100: Introduction to ICS or equivalent</li> </ul>	<p><u>Entry level first responders &amp; disaster workers:</u></p> <ul style="list-style-type: none"> <li>• Emergency Medical Service personnel</li> <li>• Firefighters</li> <li>• Hospital staff</li> <li>• Law Enforcement personnel</li> <li>• Public Health personnel</li> <li>• Public Works/Utility personnel</li> <li>• Skilled Support Personnel</li> <li>• Other emergency management response, support, volunteer personnel at all levels</li> </ul>
<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>• ICS-100: Introduction to ICS or equivalent</li> <li>• ICS-200: Basic ICS or equivalent</li> </ul>	<p><u>First line supervisors</u>, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</p>
<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>• FEMA IS-800: National Response Plan - (NRP), An Introduction*</li> <li>• ICS-100: Introduction to ICS or equivalent</li> <li>• ICS-200: Basic ICS or equivalent</li> <li>• <b>ICS-300: Intermediate ICS or equivalent (FY07 Requirement)</b></li> </ul>	<p><u>Middle management</u> including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</p>
<ul style="list-style-type: none"> <li>• FEMA IS-700: NIMS, An Introduction</li> <li>• FEMA IS-800: National Response Plan (NRP) - An Introduction*</li> <li>• ICS-100: Introduction to ICS or equivalent</li> <li>• ICS-200: Basic ICS or equivalent</li> <li>• <b>ICS-300: Intermediate ICS or equivalent (FY07 Requirement)</b></li> <li>• <b>ICS-400: Advanced ICS or equivalent (FY07 Requirement)</b></li> </ul>	<p><u>Command and general staff</u>, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/emergency operations center managers.</p>

<b>INCORPORATION OF NIMS INTO CURRENT TRAINING PROGRAMS</b>			
<b>Current Training Program</b>	<b>Strategy for NIMS Incorporation into Training Programs</b>	<b>Required of (Role/Position)</b>	<b>Milestone Date</b>
<p>EXAMPLE</p> <p>Emergency Operations Center (EOC) Training</p>	<p>EXAMPLE</p> <ul style="list-style-type: none"> <li>• Incorporate NIMS terminology into training materials.</li> <li>• Deliver NIMS training to the EOC Staff.</li> <li>• Exercise EOC to test enhanced, NIMS-compliant procedures.</li> <li>• Make necessary adjustments.</li> </ul>	<p>EXAMPLE</p> <p>All EOC staff members</p>	<p>EXAMPLE</p> <p>June 1, 2006</p>
<p>EXAMPLE</p> <p>Continuity of Operations Plan (COOP) Training</p>	<p>EXAMPLE</p> <ul style="list-style-type: none"> <li>▪ Update COOP materials to reflect NIMS terminology and structure.</li> <li>• Train COOP Team on changes.</li> <li>▪ Exercise COOP to test viability of changes.</li> <li>• Make necessary adjustments.</li> </ul>	<p>EXAMPLE</p> <p>COOP Team members</p>	<p>EXAMPLE</p> <p>May 15, 2006</p>

**C. PHASE THREE:** Establishment of a NIMS baseline.

1. Emergency response departments will utilize the NIMS Capability Assessment Support Tool (NIMCAST) to determine the current status of their respective department's incident preparedness against the requirements outlined in NIMS. Baselines will assist departments in determining additional actions and resources necessary to effectively implement NIMS.
  - a. NIMCAST is a web-based self-assessment tool designed to aid local jurisdictions in determining present capabilities and compliance against Federal DHS-established NIMS requirements. Although NIMCAST is not required of departments other than emergency leads at this time, all other departments may utilize this tool to determine their capabilities and compliance against NIMS requirements.
  - b. NIMCAST is available on the FEMA NIMCAST website at: <http://www.fema.gov/nimcast/index.jsp>.

<b>NIMS BASELINE</b>	
<b>Department/Agency</b>	<b>Required/Recommended</b>
Emergency Management	Required
Emergency Lead Departments (LIST)	Required
All Other Departments	Recommendation ONLY

**D. PHASE FOUR: NIMS compliance documentation.**

1. Key Biscayne will establish procedures and methods to document and validate city-wide NIMS compliance by developing a NIMS Compliance Tracking database.
  - a. The Information Technology (IT) departmental staff will work with the designated departmental account user(s) in developing individual departmental databases within the tracking system.
  - b. All departments must document all compliance requirements in the NIMS compliance tracking database. Departments should document additional meetings, training, and exercises as they occur.
2. The NIMS implementation strategy for compliance tracking includes the following steps:
  - Incorporate a NIMS compliance tracking database that can be accessed by departments.
  - Develop NIMS compliance tracking training materials.
  - Test NIMS compliance tracking procedures.
  - Make necessary adjustments.
  - Develop individual departmental databases within the tracking system.
  - Provide NIMS Compliance tracking training to departments.
3. All departments will access the tracking program to document all NIMS implementation requirements as proof of compliance.
4. *Departments must complete all NIMS compliance documentation by September 30, 2006.*
  - a. Each department will designate a staff member to document completion of all NIMS compliance requirements, including training, meetings, exercises, and NIMCAST completion.
5. Departments will utilize NIMS compliance data when: (1) verifying departmental compliance with established deadlines; and (2) as proof of compliance when applying for Federal funding.

**E. PHASE FIVE: Modification of existing plans, policies, and procedures for NIMS compliance and resource "typing" and "credentialing".**

1. Modification of Plans.
  - a. This includes all emergency response plans in support of the CEMP and any internal emergency plans. Modification includes departmental testing, refinement, and implementation of plans, procedures, and policies.
  - b. All departments will identify all plans, policies, and procedures requiring NIMS integration, and will develop an integration strategy and identify expected phased-in milestone dates for each plan, policy, and procedure.
    - In particular, departments will evaluate and revise its Emergency Operations Center Standard Operating Guidelines and the Comprehensive Emergency Management Plan (CEMP).

- Departments will identify, evaluate and revise their emergency response plans and procedures for NIMS compliance. Other departmental emergency response plans in support of CEMP and any internal emergency plans will also require revision.
- Additionally, all departments will enhance and modify relevant training programs associated with these plans, procedures, and policies.
- All departmental plans, policies, and procedures are to be NIMS compliant by September 30, 2006.

## 2. Resource Management.

- The National Mutual Aid and Resource Management Initiative supports the National Incident Management System (NIMS) by establishing a comprehensive, integrated national mutual aid and resource management system that provides the basis to type, order, and track all (Federal, State, and local) response assets. The Resource Typing Definitions and Mutual Aid Glossary of Terms and Definitions promote common terminology of descriptions, standards, and types of local, State, and Federal response assets.
- So far, 120 resource definitions have been established. Through the initiative, many more definitions will be developed in the near future. The current definitions can be found at: [http://www.fema.gov/nims/mutual\\_aid.shtm](http://www.fema.gov/nims/mutual_aid.shtm).
- a. All departments must integrate resource typing and the certification and credentialing of both equipment and personnel into departmental plans, procedures, and policies.
- b. Resource Typing.
  - All departments will integrate resource typing into modified response plans, procedures, and policies in accordance with typed definitions. For resources not yet typed by Federal DHS, departments will define resources by capacity and capability in accordance with Federal DHS-established resource typing methodology. Up-to-date response asset inventories are critical for effective NIMS implementation.
- c. Resource Credentialing.
  - The creation of a nationwide credentialing system is a fundamental component of the NIMS and the National Mutual Aid and Resource Management initiative. This system recognizes the availability and capability of response personnel and equipment, including qualifications, certifications and accreditations. This system will reinforce state-to-state relationships in existing mutual aid systems. In addition, a national credentialing system will incorporate existing standards of all disciplines into a "national standard". This will allow the nation to adopt a uniform credentialing system that facilitates immediate and routine identification and dispatch of appropriate and qualified personnel and equipment resources to any incident. The credentialing initiative will focus initially on the following disciplines:
    - Emergency Management
    - Emergency Medical Services
    - Fire Fighting and Hazardous Materials Response
    - Law Enforcement
    - Health Care

- Public Health
  - Public Works
  - Search and Rescue
- Departments will integrate employee and equipment certification and credentialing into modified response plans, procedures, and policies.

<b>MODIFICATION STRATEGY OF PLANS, PROCEDURES, AND POLICIES</b>		
<b>Plan, Policy, or Procedure</b>	<b>Strategy for NIMS Incorporation</b>	<b>Milestone Date</b>
<p>EXAMPLE</p> <p>EOC/ Departmental SOPs</p>	<p>EXAMPLE</p> <ul style="list-style-type: none"> <li>• Change terminology, as appropriate, to reflect NIMS terminology for key incident management components.</li> <li>• Ensure deployment and operations procedures incorporate the NIMS ICS structure.</li> <li>• Determine additional strategies based on further guidance from NIC.</li> </ul>	<p>EXAMPLE</p> <p>May 1, 2006</p>
<p>EXAMPLE</p> <p>CEMP/Annexes</p>	<p>EXAMPLE</p> <ul style="list-style-type: none"> <li>• Change terminology, as appropriate, to reflect NIMS terminology for key incident management components.</li> <li>• Ensure deployment procedures incorporate the NIMS ICS structure.</li> <li>• Determine additional strategies based on further guidance from NIC.</li> </ul>	<p>EXAMPLE</p> <p>June 1, 2006</p>
<p>EXAMPLE</p> <p>Continuity of Operations Plan (COOP)</p>	<p>EXAMPLE</p> <ul style="list-style-type: none"> <li>• Change terminology, as appropriate, to reflect NIMS terminology for key incident management components.</li> <li>• Ensure deployment procedures incorporate the ICS structure.</li> <li>• Determine additional strategies based on further guidance from NIC.</li> </ul>	<p>EXAMPLE</p> <p>April 1, 2006</p>



<b>EMERGENCY OPERATIONS PROCEDURES COMPONENTS CHECKLIST (ALL FORMATS)</b>		
<b>Procedural Component</b>	<b>Check if Adoption</b>	<b>Applicable Date</b>
Has the local or tribal jurisdiction completed policies for requesting Federal assistance through the State?	<input type="checkbox"/>	
Does the local or tribal jurisdiction have policies regarding assistance through mutual aid agreements that may exist?	<input type="checkbox"/>	
Does the local or tribal jurisdiction have established orders of succession or a continuity of operations plan?	<input type="checkbox"/>	
Does the local or tribal jurisdiction have established policies on when to activate their EOC, to include levels of activation based on the event in progress?	<input type="checkbox"/>	
Does the local or tribal jurisdiction have policies for requesting resources from the State?	<input type="checkbox"/>	
Do written policies comply with legal statutes for risk-based, hazard-specific programs that require them?	<input type="checkbox"/>	
Are there policies regarding EOC access during emergencies and access to incident scenes?	<input type="checkbox"/>	
Has the local or tribal jurisdiction established reporting mechanisms in coordination with State governmental officials and EOCs to communicate information regarding actual or potential Incidents of National Significance to the Homeland Security Operations Center (HSOC), as outlined on pg. 47 of the NRP?	<input type="checkbox"/>	
Does the local or tribal jurisdiction have policies in place for rapid needs assessment, and coordinating with the State and Federal damage assessment teams after an event?	<input type="checkbox"/>	
Does the local or tribal jurisdiction have documented policies for requesting post disaster assistance from the Federal government including public assistance and individual assistance from FEMA?	<input type="checkbox"/>	
Does the local or tribal jurisdiction have policies in place to handle mass care?	<input type="checkbox"/>	
Does the local or tribal jurisdiction have policies to support evacuations or sheltering in place operations?	<input type="checkbox"/>	
Does the local or tribal jurisdiction have policies for search and rescue operations?	<input type="checkbox"/>	
Does the local or tribal jurisdiction have policies to handle casualties and mass fatalities?	<input type="checkbox"/>	
Has the local or tribal jurisdiction completed policies for requesting Federal assistance through the State?	<input type="checkbox"/>	

<b>EMERGENCY OPERATIONS PLAN COMPONENTS CHECKLIST</b>		
<b>EOP Component</b>	<b>Check if Applicable</b>	<b>Adoption Date</b>
1. Does your EOP define the scope of preparedness and incident management activities necessary for your local or tribal jurisdiction?	<input type="checkbox"/>	
2. Does your EOP describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support?	<input type="checkbox"/>	
3. Does your EOP facilitate response and short-term recovery activities?	<input type="checkbox"/>	
4. Is your EOP flexible enough to use in all emergencies?	<input type="checkbox"/>	
5. Does your EOP have a description of its purpose?	<input type="checkbox"/>	
6. Does your EOP describe the situation and assumptions?	<input type="checkbox"/>	
7. Does your EOP describe the concept of operations?	<input type="checkbox"/>	
8. Does your EOP describe the organization and assignment of responsibilities?	<input type="checkbox"/>	
9. Does your EOP describe administration and logistics?	<input type="checkbox"/>	
10. Does your EOP contain a section that covers the development and maintenance of your EOP?	<input type="checkbox"/>	
11. Does your EOP contain authorities and references?	<input type="checkbox"/>	
12. Does your EOP contain functional annexes?	<input type="checkbox"/>	
13. Does your EOP contain hazard-specific appendices?	<input type="checkbox"/>	
14. Does your EOP contain a glossary?	<input type="checkbox"/>	
15. Does your EOP pre-designate functional area representatives to the Emergency Operations Center/Multi-agency Coordination System?	<input type="checkbox"/>	
16. Does your EOP include pre-incident and post-incident public awareness, education, and communications plans and protocols?	<input type="checkbox"/>	

**F. PHASE SIX:** Departments and Agencies verification of achievement of the NIMS Integration Center's (NIC) standards.

1. Departments will conduct and/or participate in exercises to demonstrate compliance with NIC standards.
2. Departments will participate in all available state-wide and county-wide exercises designed to demonstrate NIMS compliance.

<b>VERIFICATION OF NIC STANDARDS ACHIEVEMENT</b>			
<b>Department/Agency Name</b>	<b>Exercise</b>	<b>Date</b>	<b>NIC Standard(s) Tested</b>
All Departments	To be determined		
(INSERT NAME OF LOCAL GOVERNMENT)	To be determined		

**G. PHASE SEVEN: Institutionalization of the Incident Command System (ICS) by Key Biscayne and all departments.**

The Village of Key Biscayne will formally adopt ICS as a component of Key Biscayne's Emergency Management System for use by every emergency response organization at both the policy, organizational and operational ICS levels.

**III. NIMS IMPLEMENTATION TIMETABLE.**

**Note:** Use this timetable to indicate milestones and due dates.

TIMELINE: NIMS IMPLEMENTATION													
	Sep 2005	Oct 2005	Nov 2005	Dec 2005	Jan 2006	Feb 2006	Mar 2006	Apr 2006	May 2006	Jun 2006	Jul 2006	Aug 2006	Sep 2006
<b>Phase I: NIMS Resolution</b>													
Resolution Adopted													
<b>Phase II: Personnel training.</b>													
IS-700													
IS-800													
ICS-100													
ICS-200													
Incorporate NIMS into current training programs													
Identify training programs requiring NIMS integration													
Revise current training programs													
<b>Phase III: Establish NIMS baseline.</b>													
NIMCAST completed by departments													
Jurisdiction "roll up" completed													
<b>Phase IV: NIMS compliance documentation.</b>													
Procedures, methods established													
Compliance tracking database established													
Departments utilize tracking program													
NIMS compliance documentation completed													
<b>Phase V: Modification of plans, policies, and procedures, and resource typing and credentialing.</b>													
Identification of plans, policies, and procedures requiring NIMS integration													
Integration strategy developed													
Plans, policies, and procedures NIMS compli-													

ant														
Resource typing, certification, credentialing integrated														
<b>Phase VI: Departmental verification of NIMS achievement</b>														
Conduct and/or participate in exercises														
<b>Phase VII: Institutionalization of the Incident Command System (ICS) by all departments.</b>														
Formal adoption of ICS														
ICS use at policy, organizational and operational levels.														

**IV. RELATION TO OTHER FEDERAL GUIDANCE.**

The following NIMS-related documents were examined to determine their relevance to emergency operations planning:

- Guide for All-Hazard Emergency Operations Planning—State and Local Guide (SLG) 101, September 1996. This Guide is meant to aid State and local emergency managers in their efforts to develop and maintain a viable all-hazard emergency operations plan (EOP). The Guide is a “toolbox” of ideas and advice, not a sample EOP. Each jurisdiction’s EOP must reflect what will be done to protect itself from potential hazards with the resources it has or can obtain.
- March 1, 2004, publication of the National Incident Management System (NIMS). Local and tribal jurisdictions establish programs that address the requirements for each step of the preparedness cycle (planning, training, equipping, exercising, evaluating, and taking action to correct and mitigate). These programs should adopt relevant NIMS standards, guidelines, processes, and protocols. NIMS institutionalizes these programs and makes certain that common vocabulary and command and control structures exist across States and local and tribal jurisdictions.
- The National Response Plan (NRP), December 2004. The NRP is built on the template of the National Incident Management System (NIMS), which provides a consistent doctrinal framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident. The NRP, using the NIMS, is an all-hazards plan that provides the structure and mechanisms for national-level policy and operational coordination for domestic incident management.
- Target Capabilities List: Version 1.1, April 6, 2005. This document provides a list and description of the capabilities needed to perform critical homeland security tasks. Critical tasks are defined as those that must be performed during a major event to prevent occurrence, reduce loss of life or serious injuries, mitigate significant property damage, or are essential to the success of a homeland security mission.
- September 8, 2004, letter from Secretary Ridge to Governors. This letter outlines minimum compliance.

**V. NIMS IMPLEMENTATION AND COMPLIANCE RESOURCES**

<b>General</b>	More information on NIMS, NIMS compliance, and answers to frequently asked questions are available on the NIMS Integration Center Web page:	<a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>
	The NIMS Integration Center will feature best practices on the NIMS Web page. See	<a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a> .
<b>Phase I – NIMS Resolution</b>	See Attachment 1	
<b>Phase II – Personnel Training</b>	IS-700	<a href="http://training.fema.gov/EMIWeb/IS/is700.asp">http://training.fema.gov/EMIWeb/IS/is700.asp</a>
	NIMS National Standard Curriculum Training Development Guidance:	<a href="http://www.fema.gov/pdf/nims_trainingdevelopment.pdf">www.fema.gov/pdf/nims_trainingdevelopment.pdf</a>
	IS-800:	<a href="http://www.training.fema.gov/emiweb/IS/is800.asp">http://www.training.fema.gov/emiweb/IS/is800.asp</a>
	ICS 100:	<a href="http://www.training.fema.gov/emiweb/IS/is100.asp">http://www.training.fema.gov/emiweb/IS/is100.asp</a>
	ICS 100:	<a href="http://www.usfa.fema.gov/training/nfa">http://www.usfa.fema.gov/training/nfa</a>
	ICS 200:	<a href="http://www.training.fema.gov/emiweb/IS/is200.asp">http://www.training.fema.gov/emiweb/IS/is200.asp</a>
	ICS 200:	<a href="http://www.usfa.fema.gov/training/nfa">http://www.usfa.fema.gov/training/nfa</a>
	NIMS training information:	<a href="http://www.fema.gov/nims/nimstraining.shtm">www.fema.gov/nims/nimstraining.shtm</a>
<b>Phase III – NIMS Baseline</b>	The NIMS Capability Assessment Support Tool (NIMCAST) is available at:	<a href="http://www.fema.gov/nimcast/index.jsp">http://www.fema.gov/nimcast/index.jsp</a>
<b>Phase IV – Compliance Documentation</b>	NIMS Integration Center Web page:	<a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>
<b>Phase V – Modification of Plans</b>	National Preparedness Goal and National Preparedness Guidance:	<a href="http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm">http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm</a>
	Emergency Operations Plan (EOP) guidance is posted on the NIMS Integration Center Web page at:	<a href="http://www.fema.gov/nims">http://www.fema.gov/nims</a>
	Resource typing definitions:	<a href="http://www.fema.gov/nims/mutual_aid.shtm">http://www.fema.gov/nims/mutual_aid.shtm</a>
<b>Phase VI – Verification</b>	DHS ODP Exercise Information:	<a href="http://www.ojp.usdoj.gov/odp/exercises.htm">http://www.ojp.usdoj.gov/odp/exercises.htm</a>
<b>Phase VII – ICS Institutionalization</b>	Institutionalize ICS: Terms and definitions:	<a href="http://www.fema.gov/txt/nims/institutionalizing_ics.txt">www.fema.gov/txt/nims/institutionalizing_ics.txt</a>

VI. NIMS GLOSSARY and ACRONYMS

A. GLOSSARY.

<b>Emergency</b>	Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
<b>Emergency Operations Centers (EOCs)</b>	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be 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 (fire, law enforcement, and medical services), by jurisdiction (Federal, State, regional, county, city, tribal), or some combination thereof.
<b>Emergency Operation Plan</b>	The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.
<b>Emergency Response Provider</b>	Includes state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.
<b>Event</b>	A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.
<b>Federal</b>	Of or pertaining to the Federal Government of the United States of America.
<b>Hazard</b>	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
<b>Incident</b>	An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
<b>Jurisdiction</b>	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (city, county, tribal, State, or Federal boundary lines) or functional (law enforcement, public health).
<b>Local Government</b>	A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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<b>Major Disaster</b>	<p>As defined under the <u>Robert T. Stafford Disaster Relief and Emergency Assistance Act</u> (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.</p>
<b>Mitigation</b>	<p>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, often formed by lessons learned from prior incidents involve 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.</p>
<b>Multi-jurisdictional Incident</b>	<p>An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents are managed under Unified Command.</p>
<b>Mutual-Aid Agreement</b>	<p>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.</p>
<b>National</b>	<p>Of a nationwide character, including the state, local, and tribal aspects of governance and policy.</p>
<b>National Incident Management System</b>	<p>A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.</p>
<b>National Response Plan</b>	<p>A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-disciplines, all-hazards plan.</p>
<b>Non-governmental Organization</b>	<p>An entity with an association based on interests of its members, individuals, or institutions and not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.</p>
<b>Preparedness</b>	<p>The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel</p>

-	<p>qualification and certification, equipment certification, and publication management.</p> <p>Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.</p>
<b>Prevention:</b>	
<b>Private Sector:</b>	<p>Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).</p>
<b>Processes</b>	<p>Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.</p>
<b>Qualification and Certification:</b>	<p>This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.</p>
<b>Recovery:</b>	<p>The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, 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.</p>
<b>Recovery Plan</b>	<p>A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.</p>
<b>Resources:</b>	<p>Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.</p>
<b>Resource Management:</b>	<p>Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special state, local, and tribal teams; and resource mobilization protocols.</p>
<b>Response</b>	<p>Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting,</p>

or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**State:**

When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Supporting Technologies:**

Any technology that is used to support NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Tribal:**

Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type:**

A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

### III. CONCEPT OF OPERATIONS

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#### B. ACRONYM LIST.

<b>BCP:</b>	Business Continuity Plan
<b>CEOP:</b>	County Emergency Operations Center
<b>DHS:</b>	Department of Homeland Security
<b>DOC:</b>	Department Operations Center
<b>ESF:</b>	Emergency Support Function
<b>EMI:</b>	Emergency Management Institute
<b>EMIS:</b>	Emergency Management Information System
<b>EOC:</b>	Emergency Operations Center
<b>EOP:</b>	Emergency Operations Plan
<b>FEMA:</b>	Federal Emergency Management Agency
<b>FOUO:</b>	For Official Use Only
<b>FFY:</b>	Federal Fiscal Year
<b>HSEEP:</b>	Homeland Security Exercise and Evaluation Program
<b>HSPD-5:</b>	Homeland Security Presidential Directive-5
<b>IC:</b>	Incident Commander
<b>ICS:</b>	Incident Command System
<b>IS-700:</b>	Independent Study – 700
<b>NIC:</b>	NIMS Integration Center
<b>NIMS:</b>	National Incident Management System
<b>NIMCAST:</b>	NIMS Capability Assessment Support Tool
<b>NRP:</b>	National Response Plan
<b>UC:</b>	Unified Command

**CEMP**

**Basic Plan**

# **IV. Responsibilities**



*Village of Key Biscayne Office of Emergency Management*



## Comprehensive Emergency Management Plan (CEMP)

### Basic Plan

## IV. Responsibilities

### IV. RESPONSIBILITIES.

#### A. GENERAL PREPAREDNESS RESPONSIBILITIES. (All Key Biscayne Departments.)

1. Many Village Departments may have emergency-related functions in addition to their normal daily functions. Each Department Director is responsible for the development and maintenance of their respective Emergency Management Plan and Procedures for each Division and Section, and performing such functions as may be required to effectively cope with and recover from any disaster affecting their respective areas of responsibility. Specifically, the following common responsibilities are assigned to each department listed in this plan.
  - Create an emergency plan for their department.
  - Create and maintain a department "Calling Tree" for notification.
  - Establish department and individual responsibilities (as indicated in this plan); identify emergency tasks.
  - Work with other Village departments to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
  - Establish education and training programs so that each division, section, and employee will know exactly where, when and how to respond.
  - Develop site specific plans for department facilities as necessary.
  - Ensure that employee job descriptions reflect their emergency duties.
  - Train staff to perform emergency duties/tasks as outlined in the CEMP or individual department plans.
  - Identify, categorize and inventory all available department resources.
  - Develop procedures for mobilizing and employing additional resources.
  - Ensure communication capabilities with the EOC.
  - Fill positions in the emergency organization as requested by the Emergency Manager (Village Manager) or the Emergency Management Coordinator, acting in accordance with this plan.
  - Prepare to provide internal logistical support to department operations during the initial emergency response phase.

**B. GENERAL RESPONSE RESPONSIBILITIES. (All Key Biscayne Departments.)**

1. The following common responsibilities are assigned to each department listed in this plan.
  - Upon receipt of an alert or warning, initiate notification actions to alert employees on assigned response duties.
  - As appropriate:
    - Suspend or curtail normal business activities.
    - Recall essential off-duty employees.
    - Send non-critical employees home.
    - Secure and evacuate departmental facilities.
  - As requested, augment the EOC's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going from door to door, etc.
  - Keep the EOC informed of field activities, and maintain a communications link to the EOC.
  - Activate a control center to support and facilitate department response activities, maintain events log, and report information to the EOC.
  - Report damages and status of critical facilities to the EOC.
  - If appropriate or requested, send a representative to the EOC.
    - During response and recovery phases of an incident, Department Directors may be assigned by EOC Management to serve in an Emergency Operations Center function not otherwise assigned during normal everyday operation.
    - ENSURE STAFF MEMBERS TASKED TO WORK IN THE EOC HAVE THE AUTHORITY TO COMMIT RESOURCES AND SET POLICIES.
  - Coordinate with the EOC to establish protocols for interfacing with county, state, federal responders.
  - Coordinate with the EOC Public Information Officer before releasing information to the media.
  - Submit reports to the EOC detailing departmental emergency expenditures and obligations.
2. Additionally, Department Directors will:
  - Be responsible for the call back of all personnel they intend to use in both their routine and assigned functions and directing such personnel where to report and their respective assignment.
  - Be responsible for the safety of records, files and equipment assigned to their respective department/divisions.
  - Ensure that records are maintained upon the announcement of a "Watch" (i.e. Hurricane) or following a major disaster (i.e., tornado). These records are normally comprised of time sheets, supplies and equipment, and include expenses over and above normal operating expenses that are directly related to an incident or when the "Watch" is announced.

- Ensure that activity logs are initiated as a matter of record upon announcement of a Hurricane "Watch" or following a major disaster.
- Coordinate, where appropriate, with Facilities Management to ensure that each of their buildings are secure before a disaster strikes.
- Assign a safety coordinator for each division or section of their respective department.

### C. SPECIFIC RESPONSIBILITIES BY DEPARTMENT.

*Note: This Section provides a general summary emergency responsibilities. See Annex III, Emergency Support Functions (ESFs) for specific details and tasks.*

#### 1. Administrative Services.

- Emergency Support Function (ESF) duties include: Lead department for ESF #7, ESF #23, and ESF #25.
- Maintains an inventory of emergency resources.
- During emergency operations, locates supplies, equipment, and personnel to meet specific needs; Procures supplies and services.
- Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
- Establishes emergency purchasing procedures and coordinate emergency procurements.
- Coordinates transportation, sorting, temporary storage, and distribution of resources during emergency situations.
- Establishes staging areas for resources, if required.
- Maintains records of emergency-related expenditures for purchases and personnel.
- Assists Village Departments with expediting emergency purchasing procedures and maintaining records.
- Processes orders and facilitates emergency purchases.
- Facilitates emergency contracting of goods and services.
- Maintains records.
- Provides security and protection of records and equipment.
- Establishes and maintains a single cost center system whereby emergency/disaster costs are identified and accumulated for state and federal reimbursements.
  - Maintains accurate records of funds, materials, and man-hours expended as a direct result of the disaster.
  - Directs Departments to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: Logs, formal records and file copies of all expenditures, receipts, personnel time sheets.
  - Ensures that Departments keep records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.
- Assists Village Departments with impending emergency purchasing procedures and maintaining records.
- Ensures supply of vouchers, receipts, and other forms.
- Establishes and maintains a system to meet finance, payroll and other payment obligations during emergency/disasters.
- Coordinates financial relief efforts with County, State and Federal agencies.
- Coordinates reimbursement efforts with County, State and Federal agencies.

- Determines which administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property.
  - Normal procedures which do not interfere with timely accomplishment of emergency tasks, will continue to be used.
  - Determines need to depart from "business-as-usual" and issue emergency administrative procedures as appropriate
- Administers insurance programs and claims.
- Notifies insurance carriers of damages.
- Assists with damage assessment of Village properties.
- Provides information and assistance to Village supervisors regarding the Key Biscayne's personnel policies during emergencies.
- Provides coordination for employees working the disaster, and for those who return following the event.
- Assists Village departments to accomplish their mission during an emergency by maintaining a roster of available Village employees in non-essential positions who can be assigned to perform tasks required in other departments.
- Assists Village departments by soliciting the appropriate human resources (volunteers) to meet the needs identified by those departments.
- Maintains a list of employee volunteers to assist in disaster recovery efforts.
- Coordinates efforts to provide shelter and mass care for Village Employees and their families.
- Distributes information to employees regarding Red Cross and FEMA individual assistance programs.

## 2. Building & Zoning.

- Emergency Support Function (ESF) duties include: Lead department for ESF #19, and ESF #21.
- Encourages the business and industry community to develop emergency plans, and to participate in community mitigation and preparedness activities.
- Provides information on emergency assistance and recovery programs for businesses and their employees
- Develops system and forms for tabulating damage assessment.
  - Conducts damage assessment of public and private property to determine the extent of damage.
  - Activates, deploys damage assessment teams.
  - Receives, records and consolidates all damage reports.
- Provides personnel and equipment as needed.
- Coordinates with other Village departments to establish a building priority list for the repair/servicing of air/heat systems.
- Coordinates the repair of damaged Village facilities.
- Determines unsafe facilities.
- Conducts inspections and enforces fire safety regulations and laws.
- Survey construction sites for control of debris hazards.
- Determines the geographical and monetary extent of damage to public and private property.
- Maintains a plan for emergency permitting.
- Coordinates emergency repair process and related building codes and standards procedures.
- Makes available building plans and records.
- Provides personnel and equipment as needed.
- During the recovery phase, provides land use and policy planning services.

## 3. Departments, All.

- See A and B, this section. General PREPAREDNESS and RESPONSE Responsibilities (All Key Biscayne Departments), this section.
- Provides personnel and equipment as needed.

#### 4. Emergency Management.

- Responsible for the Village's Emergency Management Program.
- Develops and maintains the Village of Key Biscayne Comprehensive Emergency Management Plan (CEMP).
- Prepares and maintains a resource inventory.
- Performs day-to-day liaison with the City of Miami and County emergency management staff and other neighboring local emergency management personnel.
- Coordinates local planning and preparedness activities; Provides emergency preparedness information.
- Provides information on hazard mitigation.
- Develops and presents emergency training programs.
- Arranges appropriate training for local emergency management personnel and emergency responders.
- Coordinates periodic emergency exercises to test the plan and training.
- Recommends a declaration of emergency pursuant to the Village Code and State Statutes. Informs the Mayor, Village Council, Village Manager, Fire Rescue Department and Police Chief of the reasons for the status of events requiring the declaration.
- Coordinates requests for emergency assistance.
- Plans, develops, maintains an emergency operations center (EOC) to include equipment, staffing, and operational procedures necessary for the management and control of emergency conditions.
- Activates the EOC when required.
- Develops incident action plans during EOC operations.
- Provides coordination among local, state, federal, private and volunteer organizations.
- Coordinates dissemination of emergency warning information; Disseminates emergency warning information from state and federal agencies; Disseminates warnings initiated at local government level.
- Coordinates with businesses regarding emergency operations.
- Coordinates the implementation of locally ordered and county and state ordered evacuations.
- Identifies and publicizes shelter locations.
- Activates, deploys damage assessment teams.
  - Receives, records and consolidates all damage reports.

#### 5. Fire-Rescue.

- Emergency Support Function (ESF) duties include: Lead department for ESF #1, ESF #4, ESF #8, ESF #9, ESF #10, ESF #11, ESF #12, ESF #18, ESF #20, ESF #22, and ESF #30.
- Coordinate all response operations for fire, search, rescue, emergency medical services and hazardous materials response. Emergency tasks to be performed include:
  - Fire prevention activities.
  - Fire detection and control.
  - Hazardous material and oil spill response.
  - Terrorist incident response.
  - Evacuation support.
  - Post-incident reconnaissance and damage assessment.
  - Fire safety inspection of temporary shelters.
  - Prepare and maintain fire resource inventory.
  - Coordinate emergency medical services.
- Determines areas at risk and which public protective actions, if any, should be implemented.
- Initiates evacuation orders when necessary.
- Assists with evacuation operations.
- Directs on-scene evacuations as a result of fire, hazardous materials spill, transportation accidents, etc., as necessary, whenever there is immediate threat to life and safety; Assists with other evacuation operations.

#### IV. RESPONSIBILITIES

- Orders Shelter In-Place (Hazardous Material Incidents).
- Performs those support duties and functions required to assist Village emergency operations as appropriate.
- Recommends course of action including activation of the Village Emergency Operations Center.
- Coordinates initial public disaster assessment.
- Assists with transportation, damage assessment, information and planning, and mass care.
- Stages and places vehicle and equipment resources in effective positions throughout the community as determined by Emergency Management Coordinator.
- Provides the Village EOC with updated comprehensive lists of Village equipment.
- Stages and places vehicle and equipment resources in effective positions throughout the community as determined by EOC Management.
- Operates Village fleet repair facility.
- Provides motor fuels for all Village vehicles and fuel driven equipment.
- Stores equipment and vehicles in a safe place.
- Obtains and coordinates fuel resources.
- Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations.
- Obtains and coordinates energy resources.
- Provides assistance to local providers in locating and acquiring equipment necessary to restore local electrical and gas capabilities, and to restore the water/wastewater systems.
- Coordinates special care requirements for disaster victims such as the aged, special needs individuals, and others.

#### 6. Police Department.

- Emergency Support Function (ESF) duties include: Lead department for ESF #13, ESF #16, ESF #17, ESF #26, and ESF #27.
- Coordinates all law enforcement activities in the affected area(s) to include: maintenance of law and order; crowd control; traffic control; curfew enforcement.
- Responds to terrorist incidents.
- Provides security for Village facilities, evacuated areas, shelters.
- Provides access control to damaged or contaminated areas.
- Orders and conducts evacuations when necessary to save lives and property.
- Provides law enforcement support to emergency response activities to include: rescue operations; damage assessment; mobile units for public address warning.
- Advises Mayor, Village Council, Village Manager and Fire Chief on need for curfews, area closures, and other considerations
- Prepares and maintains law enforcement resource inventory.
- Stages and places vehicle and equipment resources in effective positions throughout the community as determined by the Village Manager and/or Emergency Management Coordinator.
- Establishes traffic control routes for both evacuation and reentry; maintains Evacuation Traffic Management Plan.
- Provides personnel and equipment as needed.
- Requests assistance through the state law enforcement mutual aid system as necessary.
- Determines and requests present and future need for military support resources.
- Provides a Military Liaison as required.
- Liaison with City of Miami EOC and Miami-Dade County in the management of animal issues.
- Liaison and works with Medical Examiners in event of mass fatality events.

**7. Public Works.**

- Emergency Support Function (ESF) duties include: Lead department for ESF #3 and ESF #28.
- Obtains and coordinates public works response teams/personnel, equipment, and vehicles to the emergency scene, staging area, or other location(s), as appropriate.
- Supports damage assessment.
- Assesses damage to streets, bridges, traffic control devices, and other public facilities.
- Provides temporary repair of critical facilities.
- Restores damaged roads and bridges.
- Provides building inspection support.
- Provides specialized equipment to support emergency operations.
- Supports traffic control and search and rescue operations.
- Coordinates (with Solid Waste) emergency road clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes.
- Secures essential Village facilities.
- Provides personnel and equipment as needed.
- Provides the Village EOC with updated comprehensive lists of Village equipment.
- Stages and places vehicle and equipment resources in effective positions throughout the community as determined by EOC Management.
- Coordinates with other Village departments to establish a building priority list for the repair/servicing of air/heat systems.
- Coordinates the repair of damaged Village facilities.
- Stores equipment and vehicles in a safe place.
- Develop and maintain a debris management plan.

**8. Recreation.**

- Emergency Support Function (ESF) duties include: Lead department for ESF #15.
- Assists with the utilization of parks and recreational facilities as staging areas and/or mass care sites.
- Responsible for the security and protection of Village parks and recreational facilities.
- Provides personnel and equipment as needed.
- Develops and implements a Village volunteer management plan for coordinating the influx of volunteers offering their services to the Village in time of disaster.
  - Develops and implements procedures to solicit, register, screen, receive, and deploy volunteers.
- Develops a Village plan for the management of donations.
  - Develops and implements procedures for receiving, storing, sorting and distributing donated goods.
  - Solicits donations to meet known needs.
  - Provides instructions to donors of needed goods.
  - Establishes a facility to receive, sort, and distribute donated goods.

**9. Village Attorney.**

- Advises the Mayor, Village Council, Village Manager, Fire Chief and Police Chief on legal options for emergency operations, emergency powers of Village government and procedures for invoking those measures.
- Prepares Emergency Proclamations.
- Prepares emergency ordinances, resolutions and executive orders.
- Reviews emergency proclamations, agreements, contracts, and disaster related documents.
- Advises Emergency Management and EOC Management during EOC operations.
- Provides legal advice, assistance as required to Village Departments.

- Reviews and advises Village officials on possible legal issues arising from disaster operations.
- Advises Village officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.
- Reviews mutual aid and recovery contracts.

**10. Village Clerk.**

- Provides personnel and equipment as needed.
- Provides for the securing of Village records.

**11. Village Council.**

- Responsible for the safety and protection of the people and property located within the Village per Village Code and Florida Statutes, Chapter 252.
- Monitors situations and developments that would alter the normal functions of Village government.
- With the Mayor, serves as the EOC "policy/executive group."
- Ratifies agreements with state and federal disaster relief agencies, as required.

**12. Village Manager's Office.**

- Emergency Support Function (ESF) duties include: Lead department for ESF #2, ESF #5, ESF #6, ESF #14, ESF #24, and ESF #29.
- Administrates emergency proclamations.
- Keeps the public informed during emergency situations (with the assistance of the Public Information Officer).
- Makes emergency policy decisions and issues executive orders related to an in-progress emergency operation.
- When necessitated by localized disaster, authorizes the evacuation of sections of the Village to protect the lives of citizens.
- Enters into agreements with the county, state and federal disaster relief agencies, as required.
- Provides overall direction and control and for continuance of effective and orderly governmental control required for emergency operations.
- In coordination and cooperation with the City of Miami, Miami-Dade County or the State of Florida Division of Emergency Management, supports the timely evacuation of citizens from any stricken or threatened area within the Village, for the preservation of life or other disaster mitigation, response or recovery.
- Orders the activation of the Village EOC and emergency plans.
- EOC: The Village Manager, is in charge of the incident, and is responsible for making decisions necessary to meet the emergency/disaster impacts to include management of incident activities, development and implementation of strategic decisions, and approving the ordering and releasing of resources.
- Ensures participation of all necessary Village departments; Assigns emergency management program tasks to departments and agencies.
- Responsible to the Mayor and Village Council for the coordination and operation of all services of all municipal department and agencies.
- Approves public information bulletins and broadcasts released from within Village government.
- Administers and coordinates all disaster preparations and activities within the Village.
- Ensures that the Village continues to function administratively.
- Directs Village agencies in recovery operations.
- Executes agreements with Federal and State Disaster Relief Agencies.
- Authorizes return of population to evacuated zones.
- Establishes and maintains a public information center within the Emergency Operations Center (EOC); Coordinates activities with City of Miami and Miami-Dade County PIOs.

- Interfaces with media; arranges for media briefings.
- Disseminates accurate and timely emergency information and instructions to the general public.
- Coordinates activities with Village Manager and Emergency Management Coordinator.
- Disseminates public policy statements to the media.
- Coordinates rumor control activities with Emergency Management/EOC.
- Compiles and maintains print documentation of event from all media sources.
- Coordinates on-going hazard awareness and public education programs.
- Develop emergency action checklists.
- Provide for scheduled written Incident Action Plans.
- Develop procedures for After Action Report, critique and debriefings.
- Provide for security and back-up of Village computer hardware, software, and data.
- Performs emergency shelter and mass care planning.
- Coordinates general public mass care (feeding, potable water, shelter, sanitation facilities, clothing, medicine, commodities) with Red Cross, Salvation Army, Churches and other relief agencies, and volunteer groups.

**13. Village Mayor.**

- Performs duties of Chief Elected Official as determined and required by State Law.
- With the Village Council, supports and assists the Village Manager in time of Emergency per Village Code.
- With the Village Council as a legislative body, establishes policy.
- When necessitated by localized disaster, authorizes the evacuation of sections of the Village to protect the lives of citizens.
- Declares the Village a disaster area and requests state and federal assistance.
- Enters into agreements with the county, state and federal disaster relief agencies, as required.
- Makes emergency policy decisions relative to in-progress emergency operations.
- Authorizes the Village Manager to ensure appropriate orders.
- Authorizes the Village Manager to execute agreements with federal and state relief agencies.

**14. City of Miami.**

- Provides services to the Village as a Miami-Dade County Divisional EOC.
- Provides support to all Key Biscayne Emergency Support Functions (ESFs) as requested and within capabilities.
- Provides GIS support to EOC operations.

**15. Miami-Dade County.**

- Provides support to all Key Biscayne Emergency Support Functions (ESFs) as requested through the City of Miami EOC (Divisional EOC) and within capabilities.
- Receives and processes mutual aid requests from the Village.
- Facilitates and coordinates all requests for state and federal assistance.

**16. CERT/Citizen Corps.**

- Establishes contact with the Village EOC as soon as possible.
- Advises Village EOC of CERT availability and capabilities.
- Provides personnel and equipment as needed.
- Provides Initial Impact Assessment observations to the Village EOC.

**17. Chamber of Commerce.**

- Encourage member businesses and organizations to prepare for emergency response.
- Utilizes chamber communications, if feasible, to work with chamber member businesses and organizations.
- Assists Village EOC with damage assessments of businesses.
- Provides a chamber liaison to work with the EOC as required.

**18. Private Vendor Contract.**

- Provide contracted services as required.
- Coordinates activities with the Village EOC staff.

**CEMP**

**Basic Plan**

# **V. Financial Management**



*Village of Key Biscayne Office of Emergency Management*



## Comprehensive Emergency Management Plan (CEMP)

### Basic Plan

## V. Financial Management

### V. FINANCIAL MANAGEMENT.

#### A. GENERAL.

1. During and after emergency/disaster events normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.

**Note:** Specific responsibilities and tasks during emergency operations are detailed in Annex III: ESF #25: Administrative and Finance.

#### B. POLICIES.

1. All departments will make every effort possible to assure the safety of cash, checks, accounts receivable, and assist in the protection of other valuable documents/ records.
2. Departments will designate personnel to be responsible for documentation of disaster operations and expenditures. Emergency expenditures will be incurred in accordance with existing Village emergency purchasing procedures.
3. During the emergency operations, non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.
4. Each department will keep an updated inventory of its personnel, facilities, and equipment resources as part of their emergency plans and procedures.

#### C. ADMINISTRATION.

1. During an emergency or disaster, administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Departments are authorized to take necessary and prudent actions in response to disaster emergency incidents. Emergency Service / Public Safety officers have independent authority to react to emergency situations.
2. Normal procedures which do not interfere with timely accomplishment of emergency tasks, will continue to be used. Those emergency administrative procedures which depart from "business-as-usual" will be described in detail in department emergency and disaster policies, procedures, and instructions or in their incident action plan during an EOC activation.
3. Departments are responsible for keeping records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the

injuries, lost or damaged equipment, and any extraordinary costs.

#### D. FISCAL.

1. Purchasing personnel shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of Key Biscayne departments.
2. When circumstances dictate, emergency response field personnel may be given purchasing authority after coordination with the Village's Purchasing Department. A record of all purchases shall be reported to Purchasing in accordance with Village purchasing policies. A complete and accurate record of all purchases, a complete record of all properties commandeered to save lives and property, and an inventory of all supplies and equipment purchased in support of the emergency response shall be maintained.
3. Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Departments will identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: logs, formal records and file copies of all expenditures, receipts, personnel time sheets. Department Directors will be held responsible for deviations from the emergency purchasing procedures.
4. A separate Emergency Operations Center (EOC) "Finance Section" may be formed to handle the monetary and financial functions during large emergencies, disasters.
5. Key Biscayne may qualify for reimbursement of certain emergency costs from state, federal disaster recovery programs. Key Biscayne may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that the Village and its citizens will receive. All Key Biscayne departments and agencies are expected to include requirements for emergency fiscal record keeping in their emergency plans and procedures.

#### E. LOGISTICS.

1. Departments responding to emergencies and disasters will first use their available resources. When this plan is implemented, the EOC becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. Scarce resources will be allocated according to established priorities and objectives of the Incident Commander(s).
2. Logistics will be needed to support the field operations, the Emergency Operations Center (EOC) operations, and disaster victims.
3. All departments are expected to maintain an inventory of all non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in Village inventory as an asset will not be eligible for reimbursement.

#### F. INSURANCE.

1. The Village of Key Biscayne maintains the following insurance coverage through a policy with the Florida Municipal Insurance Trust:
  - Public Officials Liability – Limit \$5,000,000.
  - General/Professional Liability – Limit \$5,000,000.
  - Extra contractual legal expense – Limit \$25,000.
  - Fire Legal Liability – Limit \$250,000.

- Medical Attendants/Medical Director's Malpractice Liability – Limit \$5,000,000.
- Errors and Omissions Liability – Limit \$5,000,000.
- Law Enforcement Liability – Limit \$5,000,000.
- Automobile – Limit \$5,000,000 with a \$1,000 deductible. Personal Injury Protection \$10,000.
- Real Property – At appraised values, updated every 2 years.
- Business Income Interruption – Limit \$250,000.
- Inland marine – Limit \$90,000.
- Workers compensation - \$1,000,000 each incident.

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**CEMP**

**Basic Plan**

# **VI. References and Authorities**



*Village of Key Biscayne Office of Emergency Management*



## Comprehensive Emergency Management Plan (CEMP)

### Basic Plan

## VI. References and Authorities

### VI. REFERENCES AND AUTHORITIES.

#### A. STATUTES, AUTHORITIES.

##### 1. Village of Key Biscayne.

- a. Comprehensive Emergency Management Plan 2006.
- b. Village Code, Chapter 9.
- c. Departmental Plans, SOPs.

##### 2. City of Miami.

- a. Comprehensive Emergency Management Plan 4/2005.

##### 3. Miami-Dade County Authorities.

- a. Miami-Dade EOC Municipal Branch SOP 6/30/2006.
- b. Comprehensive Emergency Management Plan 3/2006.
- c. Local Mitigation Strategy 12/31/2005.
- d. Miami-Dade County Code.
- e. Department Emergency Plans, SOPs.

##### 4. State of Florida.

- a. Chapter 14, F.S., Governor.
- b. Chapter 23, Florida Mutual Aid Act, as amended by Chapter 93-211, Laws of Florida.
- c. Chapter 90-6, Florida Administrative Code.
- d. Chapter 90-7, Florida Administrative Code.
- e. Chapter 125, County Government; Chapter 162, County or Municipal Code Enforcement.
- f. Chapter 161, Beach and Shore Preservation; Part III, Coastal Zone Preservation.
- g. Chapter 163, Intergovernmental Programs; Part I, Miscellaneous Programs.
- h. Chapter 166, Municipalities; and Chapter 553, Building Construction Standards.
- i. Chapter 187, State Comprehensive Plan.
- j. Chapter 252, Emergency Management.
- k. Chapter 380, Land and Water Management.
- l. Chapter 870, Affrays, Riots, Routs, Unlawful Assemblies.

##### 5. Federal.

- a. Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, allows for federal assistance through a Presidential Disaster Declaration.

- b. Public Law 93-288, as amended, which provides authority for response assistance under the Federal Response Plan, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.
- c. Public Law 81-920, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability-building at the federal, state and local levels for all hazards.
- d. Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.
- e. Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986 (SARA), which governs hazardous materials planning and right-to-know.
- f. Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- g. Public Law 95-510, Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- h. Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in pollutants.
- i. Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.
- j. Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.
- k. Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- l. Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- m. Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management Food and Shelter Program.
- n. National Flood Insurance Act of 1968, 42 USC 4001 et seq.

**B. ADMINISTRATIVE RULES.**

1. State of Florida.
  - a. Florida Department of Community Affairs Administrative Rules 9G-2, 6, 7, 11, 12, 14, 16, and 17.
  - b. Florida Department of Community Affairs Administrative Rules 9J-2 and 5.
2. Federal.
  - a. 44 CFR Parts 59-76, National Flood Insurance Program and related programs.
  - b. 44 CFR Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
  - c. 44 CFR Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
  - d. 44 CFR Part 10, Environmental Considerations.
  - e. 44 CFR Part 14, Audits of State and Local Governments.

**C. EXECUTIVE ORDERS.**

1. State of Florida.
  - a. Executive Order No. 30-29, Disaster Preparedness.
  - b. Executive Order 80-29 (Disaster Preparedness), dated April 14, 1980.
  - c. Executive Order 87-57 (State Emergency Response Commission), dated April 17, 1987; as updated by Executive Order 093-242.

2. Federal.

- a. Executive Order 11988, Floodplain Management.
- b. Executive Order 11990, Protection of Wetlands.
- c. Executive Order 11795 dated 7/11/1974, as amended by Executive Order 11910, dated 4/13/1976

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