



Town of Surfside Emergency Operations Plan

Position Specific Checklist



Contents

Operations Section Chief: Response Tasks Checklist.....	3
Public Works and Infrastructure Group: Response Tasks Checklist.....	4
Fire/EMS Group: Response Tasks Checklist	6
Law Enforcement Group: Response Tasks Checklist	7
Finance Section Chief: Response Tasks Checklist.....	8
Force Account Unit: Response Tasks Checklist.....	9
Contracted Services Unit: Response Tasks Checklist.....	10
Planning Section Chief : Response Tasks Checklist.....	11
Damage Assessment Unit: Response Tasks Checklist.....	12
Information Technology Unit: Response Tasks Checklist.....	13
Situation/Documentation/IAP Unit: Response Tasks Checklist	14
Logistics Section Chief: Response Tasks Checklist.....	15
Volunteers and Donations Unit: Response Tasks Checklist.....	16
Facilities Unit: Response Tasks Checklist.....	17
Resources/Food and Water Unit: Response Tasks Checklist	18
Responsibilities of the Public Information Officer: Response Tasks Checklist	19
Divisional EOC Liaison Response Tasks Checklist	20
Local Disaster Recovery Manager: Checklist	21
Responsibilities of The Town Commission During The Preparedness Phase.....	22
Responsibilities of the Emergency Management Coordinator During The Preparedness Phase	23



Operations Section Chief: Response Tasks Checklist

- Report to the EOC command, complete ICS Forms (list), establish and document contact information for EOC and field operations personnel
- Ensure full operational capability of the EOC equipment, communication systems, information tracking systems and supplies, verify rosters, vendor inventories, procedures are up to date
- Activate additional organizational elements based upon ICS principles, and develop staffing schedule for A/B Shifts
- Establish communication with County EOC, field command posts, emergency organizations, and other activated emergency facilities
- Deploy liaison to the County EOC and other vital response sites such as staging areas
- Approve, assign, and monitor all mission requests (Law Enforcement Group, Public Works and Infrastructure Group, Fire/EMS Group), monitor mission logs, and enter missions into WEBEOC as appropriate
- Obtain incident status information, potential impact on persons and property, deployed resources and personnel, damaged infrastructure, and other important information
- Coordinate information with responding units and the County EOC
- Implement procedures to declare a State of Emergency and notify the County EOC
- Order “rapid impact assessment” to define the impact of the event, prioritize operations and coordinate the information with the County
- Set town-wide incident operational priorities in coordination with command and assist in the development of Incident Action Plans coordinate with the Planning Section to develop Incident Action Priorities and identify human resource support needs to meet objectives (life safety, property protection, emergency restoration)
- Supervise personnel within the Operations Section and verify implementation of assigned missions including tracking within WebEOC
- Monitor and report status of all field response activities including: Law enforcement, Firefighting, Mass Care, Public Health and Medical Services, Safety & Security, Hazardous Materials, and Urban Search and Rescue,
- Determines resource shortfalls, coordinate resources needs with command and requests additional resources from the Logistics Section
- Activate incident support facilities including command post, staging areas, and others
- Coordinate operations of the EOC and conduct operational briefings in accordance with EOC schedule
- Request or release resources in coordination with the Logistics Section Chief
- Report information about special activities, events, and occurrences to the Incident Command



Public Works and Infrastructure Group: Response Tasks Checklist

- Report to the EOC Operations Section Chief, complete ICS Forms, establish and document contact i
- Information for EOC and field operations personnel
- Coordinate the protection of all Town Buildings and Town infrastructure
- Direct emergency operations related to municipal services
- Supervise and coordinate the debris removal and debris monitoring contract activities including establishment of transfer sites
- Provides the required staff and equipment, through in-house resources, outside vendors, and mutual aid agreements to assist in emergency debris clearance (first push) and permanent debris removal in accordance with the Debris Management Plan
- Resume normal trash pick-up as soon as possible
- Maintain and coordinate all financial records related to protective measures and debris management with the Finance Section Chief to ensure FEMA reimbursement
- Coordinate the public assistance damage assessment and damage survey reporting process and ensure all town property and equipment are assessed and recorded
- Provide status information related to water mains, storm water flooding, sewer systems, traffic, and communications, power to the Operations Section Chief
- Coordinates and maintains usage of generators both stationary and mobile
- Coordinates storm water recovery efforts
- Coordinates restoration efforts for water services, storm water, sewer systems, traffic, and communications systems
- Coordinate FPL's response to electrical power outages and support rapid restoration of energy system with consideration to priority locations
- Identify and allocate all local government interim energy sources to support continuation of critical services, governmental restoration efforts, and public buildings
- Identify personnel who have the technical expertise to acquire and implement alternate emergency communications
- Identifies their recovery projects through damage assessment as soon as practicable
- Prepares a list of damaged sites and emergency work performed
- Prepares project worksheets to restore each site/facility to pre-disaster conditions
- Provides needed information to the Finance/Administration Section Chief
- Coordinates the necessary documentation for project worksheets with project officers
- Coordinates field inspections of recovery work



- Provides a contact person who accompanies the Public Assistance Coordinator or Project Officers for site damage surveys
- Provides cost breakdowns and documentation for all completed work
- Coordinates with the Finance Department for any appeal processes



Fire/EMS Group: Response Tasks Checklist

- Report to the EOC Operations Section Chief, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Update the Operations Section Chief with the status of fire fighting, emergency medical service, and search and rescue operations
- Coordinate Rapid Impact Assessment with the Miami Dade County Divisional EOC
- Provide trained personnel and equipment for specialized services to protect lives and property throughout the response and recovery period
- Direct resources and personnel in the suppression of fires within the Town
- Provide paramedics and EMT's for the provision of medical treatment and transport
- Provide personnel and equipment to support search and rescue operations within the Town
- Provide mutual aid in accordance with mutual aid agreements
- Attend Operations briefings and provide input to the Incident Action Plan for the next operational period
- Detect, characterize, monitor and control significant hazardous materials releases within the Town or potentially impacting the Town
- Secure and coordinate support for the Town's on-scene personnel responding to an incident involving hazardous materials
- Advise EOC Command regarding the need for protective actions for the threatened public and the level of personal protection to be utilized by emergency response personnel
- Securing resources and assistance for post-exposure operations in the Town such as decontamination or environmental remediation
- Securing services and expertise regarding hazardous materials needed by other emergency response and disaster recovery operations implemented by the Town, such as advising on the management of contaminated debris



Law Enforcement Group: Response Tasks Checklist

- Report to the EOC Operations Section Chief, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Directs emergency related operations of the Police Department
- Implement protective actions and executive orders including evacuation, re-entry, curfews, and quarantine actions
- Maintain a current list of traffic control points and related security activities for inclusion in the Incident Action Plan
- Coordinate traffic control and reentry measure with neighboring jurisdictions in order to facilitate reentry procedures for response and recovery personnel as well as returning residents and business owners
- Participates in initial rapid damage assessment and damage survey reporting
- Implement anti-looting measures and maintain perimeter control during the recovery phase
- Provide additional security personnel at critical facilities and vital incident sites including command post, distribution sites, staging areas, and others
- Coordinate the provision of additional law enforcement and security resources needed for response and recovery operations



Finance Section Chief: Response Tasks Checklist

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

- Coordinate with the Logistics Section on the acquisition of resources to support field response and recovery operations through mutual aid, private vendors, volunteers, or donation resources
- Monitor and track all disaster response and recovery related expenditure of funds including personnel time and equipment in accordance with FEMA guidelines
- Maintain accurate tracking and documentation of acquired, leased, and mutual aid equipment, supplies, and personnel
- Supply emergency funds to the incident command
- Provide regular status update to the Incident Commander for the status of financial resources, expenditures, and departments
- Provide technical assistance related to emergency purchasing procedures, and FEMA reimbursement requirements
- Provide input in the development of Incident Action Plans and assist in long-term recovery planning
- Prepares and authorizes emergency contracts and agreements
- Participate in preparation of Incident Action Plans by review IAP and estimating financial needs of each Section needs for next operational period
- Incorporate all financial management and documentation issues in the Demobilization Plan for Planning Section
- Supply emergency funds to the Incident Command and Department Directors up to \$20,000; Commission approval is required for additional monies
- Coordinate the compilation of all Town project worksheets by departments
- Interfacing with County, State and Federal personnel throughout the public assistance grants process
- Functioning as the coordination point for State Public Assistance Coordinator (PAC) and FEMA PAC
- Coordinates appropriate financial resources for permanent work project options; and coordinating appropriate financial resources for all improved or alternative projects
- Attending the Applicant Briefing (Kick-Off Meeting)



Force Account Unit: Response Tasks Checklist

- Report to the EOC Finance Section Chief, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Ensure that appropriate insurance coverage and employee policies are in place to support post disaster response and recovery operations, file appropriate insurance claims in a timely manner
- Identify and coordinate the provision of additional human resources in support of response and recovery operations from within the town's governmental structure, from external sources, through mutual aid, and/or volunteers
- Participates in the cost recovery process by tracking personnel hours
- Assists in recovery planning and strategies
- Tracks human resources time sheets: employees, volunteers, and mutual aid
- Ensures that appropriate insurance coverage is in place
- Participates in the cost recovery process for cost recovery process
- Ensures appropriate insurance claims are filed in a timely manner
- Coordinate with all organizations to ensure adequate documentation of employee related time reports in accordance with local, state, and federal reimbursement requirements
- Participates in the cost recovery process



Contracted Services Unit: Response Tasks Checklist

- Report to the EOC Finance Section Chief, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Coordinate with local jurisdiction on plans and supply sources
- Prepare and authorize contracts and agreements
- Interprets contracts and agreements; resolve disputes within delegated authority
- Establish contracts and agreements with supply vendors
- Complete final processing of contracts and send documents for payment
- Briefs Finance Chief on current problems, recommendations, outstanding issues, and follow-up requirements
- Coordinate with the Operations and Planning Section Chiefs to identify resource shortfalls
- Coordinate procurement of facilities, equipment, and supplies to meet incident objectives
- Ensure appropriate resource tracking and documentation
- Completes final processing of contracts and sends documents for payment



Planning Section Chief : Response Tasks Checklist

- Report to the EOC Incident Command, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Coordinate with Operations Section Chief in advance of operational briefings and document reports from Section Chiefs, conduct/facilitate Planning Meetings, establish information requirements and reporting schedules for units
- Supervise and direct preparation of the Incident Action Reports for each incident operational period, collect input from Command, Operations, and Logistics through the use of the Planning P see Figure 3
- Maintain status boards within the EOC, maintain message system and operational logs
- Monitor Conference Calls and disseminate information to emergency responders as necessary
- Log and distribute information provided by the Miami-Dade County EOC, the State EOC, neighboring jurisdictions, as well as other activated response or recovery locations throughout the Town EOC
- Collect, evaluate, and disseminate incident information and resources situation status
- Develop regular situation reports summarizing the impacts of the event, the Town's response and recovery operations and the open and completed missions and transmit to the Divisional EOC. Prepare the Miami Dade Situation Report (See Appendix XX)
- Compile information regarding rapid impact assessment, preliminary damage assessment, and damage assessment data
- Maintain accurate, up-to-date incident files: forms, reports, emergency declarations, press releases, and all other official documents. Incident files will be stored for post-incident use. Collect and manage all incident-relevant operational data
- Maintain the status of all assigned resources (primary and support) and ensure relevant information is exchanged during briefings and debriefings



Damage Assessment Unit: Response Tasks Checklist

- Report to the EOC Planning Section Chief, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Coordinate and document damage assessments immediately following a disaster after Police and Fire have completed their “life-safety” process
- Coordinate with all Town Departments to document damage to residential structures (Individual Assistance), public infrastructure (Public Assistance), and businesses after the disaster to ensure FEMA criteria are met
- Consolidate and tally the estimates of the type and the extent of damages, following FEMA protocols; complete and consolidate appropriate FEMA damage assessment forms for each type of assistance
- Calculate total dollar estimated damages to the town following the federal guidelines
- Verify and report that the damage is beyond local response capability
- Review all work product for consistency with FEMA requirements and ensure quality control procedures are followed
- Consolidate, organize, and store recorded damage after the disaster in written form and with pictures utilizing the federally required forms
- Coordinate with the Public Works Unit Leader regarding emergency repairs of critical Infrastructure as prioritized by the Incident Commander
- Forward all damage assessment summary data to the County/Divisional Emergency Operations Center
- Conducts post-disaster habitability inspections to ensure that all structures are safe for entry and that water, electric, and gas services may be reconnected to the structure. These inspections are not conducted until the FEMA required damage assessment process has been completed



Information Technology Unit: Response Tasks Checklist

- Report to the EOC Planning Section Chief, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Coordinate with Planning Section and PIO for information to update the Town's website with recovery information such as PODs, Situation Reports, locations of Disaster Recovery Centers, important numbers, closures
- Provide network maintenance, including coordinating and setting access security, setting up and managing data replication and data transformation activities, documenting system configuration, excluding HTE and Police Department
- Responsible for analyzing, and modifying computer systems
- Restore IT systems processing capabilities to normal operations at the primary location or the new location
- Make certain coordination with other public and private organizations is conducted, as it relates to the Town's internal network
- Provide technical support to the Town staff; and insure compliance with network, procedures, and standards
- Identify communications shortfalls in response operations and acquire additional communications equipment for response and recovery operations, including radios, telephones, data systems, and satellite
- Ensures that all software and hardware systems are functioning in the countywide network as well as connectivity infrastructure. This unit establishing protocols policies and procedures and coordinates with all communications related vendors and corporate pieces of infrastructure
- Provide network maintenance, including coordinating and setting access security, setting up and managing data replication and data transformation activities
- Restore IT systems processing capabilities to normal operations at the primary location or the new location
- Responsible for the coordination and support of all network, telephone, copier, and fax technology
- Provide technical support to the Town staff and insure compliance with network procedures and standards



Situation/Documentation/IAP Unit: Response Tasks Checklist

- Report to the EOC Planning Section Chief, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Compile, maintain, disseminate and display current incident status information for Unified, Command using the Incident Briefing Form (ICS 201), and the Miami-Dade County Situation Report (Appendix)
- Supervise Technical Specialists as assigned (on very complex incidents)
- Provide photographic services and maps through coordination with the GIS unit
- Provide situation evaluation, prediction and analysis for Command and Operations; prepare information on alternative strategies:
 - Review current and projected incident and resource status;
 - Develop alternative strategies;
 - Identify resources required to implement contingency plan; and
 - Document alternatives for presentation to Incident Commander and Operations and inclusion in the written IAP, using the Contingency Plan Form (ICS 204)
- Maintain Unit/Activity Log (ICS 214)
- Coordinate ongoing incident objectives with EOC Unified Command and Section Chiefs
- Collect, evaluate, and disseminate incident information and resources situation status
- Organize and maintain accurate, up-to-date incident files, forms, reports, emergency declarations, press releases, and all other official documents
- Develop and distributes Incident Action Plan (ICS Form 202)
- Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process
- Establish duplication services, and respond to requests
- Accept and file reports and forms submitted by incident personnel and check the accuracy and completeness of records submitted for files
- Document all activity on Unit Log (ICS Form 214)



Logistics Section Chief: Response Tasks Checklist

- Report to the EOC Incident Command, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Ensure full operational capability of EOC and other facility equipment, communication systems, information tracking systems and supplies, vendor inventories, and logistics procedures are up to date
- Monitor resource status during response and recovery operations including municipal equipment, facilities and supplies
- Identify resource shortfalls in coordination with Operations Section
- Identify additional personnel to staff emergency response and recovery operations logistics operations
- Identify resources to support field response and recovery operations through mutual aid, private vendors, volunteers, or donation resources
- Support the acquisition and management of resources
- Document and track through WebEOC all resource requests, staging, and deployments; provide documentation to Finance Section Chief in accordance with financial procedures
- Coordinate the provision of food and water to all emergency personnel at emergency operating sites
- Coordinate communication assets from government, volunteer groups, the telecommunications industry, federal and state agencies, and private vendors to meet all response and recovery communication needs
- Support the rapid restoration of energy system with consideration to priority locations
- Once local resource capabilities have been exhausted, coordinate mutual aid and private vendor resource needs through the proper resource request procedure and maintain documentation.



Volunteers and Donations Unit: Response Tasks Checklist

- Report to the EOC Logistics Section Chief, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Coordinate the utilization of the CERT Team members in disaster response and recovery efforts (pre-response or convergent)
- The CERT Team will coordinate activities prior to a disaster to help residents prepare for a disaster, i.e., by assisting residents with the installation of hurricane shutters
- The CERT Coordinator will assist assignment of volunteers
- Coordinate with the North Miami Divisional EOC and the County's volunteer reception center to identify available skill sets and employ volunteers to support the Town's response and recovery operations
- Coordinate the referral of donated items to county collection points and /or identify potential ability to utilize donated items in the recovery and reconstruction effort
- Assist in the identification, preparation, and management of distribution sites at appropriate locations within the Town
- Coordinate the utilization of volunteers in disaster response and recovery efforts (pre-response or convergent)
- Identify procedures for prioritizing needs of affected area
- Coordinate the registration, classification, and assignment of volunteers
- Coordinate the delivery and distribution of donated goods to impacted areas and survivors, including the tracking, consolidation, and distribution of relief supplies and donated goods that arrive in, or are made available to, the Town
- Coordinate with existing volunteer and disaster relief agencies serving the Town to ensure efficient resource utilization and to avoid duplication of services
- Volunteer organizations and unsolicited volunteers will be coordinated through the County's Volunteer Reception Center (VRC). The activities of the VRC are coordinated through CEOC Logistics Section. This will ensure that proper background checks are conducted, safety briefings are held to reduce injury and liability, and a skills inventory is performed to ensure the most efficient and effective use of volunteers. Donated goods, materials, services and financial resources will be also overseen and coordinated through the CEOC Logistics Section. This will ensure efficient and effective distribution of these donated items, services, and funds.



Facilities Unit: Response Tasks Checklist

- Report to the EOC Logistics Section Chief, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Securing fuel supplies, vehicle repair, and equipment repair operations for field equipment. The Town maintains three fuel storage tanks. One tank is capable of holding 2500 gallons of gasoline. The remaining two contain diesel, one of which holds 1000 gallons and the other holds 500 gallons. The Town contracts with Dagam Oil Company for its fuel supplies
- Coordinate communication assets from government, volunteer groups, and private vendors to meet all response and recovery communications needs
- Ensure communication and coordination is maintained with all recovery sites supporting the Town's citizens including shelters, feeding sites, points of distribution, staging areas, and other vital recovery sites
- Organize physical layout of warehouse supply area
- Identify alternate storage area(s) and have in place pre-arranged agreements
- Establish procedures for operating supply area
- Set up filing system for receiving and distribution of supplies and equipment
- Maintain inventory of supplies and equipment
- Develop security requirement for supply area
- Develop procedures for receiving supplies and equipment
- Submit necessary reports to Supply Unit Leader
- Identify need for facilities to support response operations, i.e., warehouse, storage, staging, temporary housing, government relocation
- Acquire resources and services to support facilities operations
- Ensure that all facilities are maintained in a safe condition
- Ensure appropriate documentation



Resources/Food and Water Unit: Response Tasks Checklist

The Town of Surfside has no supplies of food or water to distribute to citizens. The Town will coordinate with the North Miami Division Emergency Operations Center for the provision of supplies and will consider augmenting resources through private vendors and donated items as resources permit.

- Report to the EOC Finance Section Chief, complete ICS Forms, establish and document contact information for EOC and field operations personnel.
- Monitor and coordinate the county's distribution and transportation of food and water, at county identified points of distribution and feeding sites
- Keep an inventory of supplies purchased, donated, stored, and maintain inventory of support and transportation resources within the town and available to the town
- Direct relief supplies to the affected area
- Assess warehouse needs to ensure ongoing supplies
- Develop Plans for the effective use of incident communications equipment and facilities, maintain records on all communications equipment as appropriate
- Ensure the Incident Communications Center and Message Center are established
- Monitor restrictions/work requirements for each resource to maximize safe and efficient assignments and Demobilization
- Coordinate with Finance/Administration, Logistics, and Operations Sections to verify status of current resources
- Submit completed original documents as appropriate (e.g., each operational period, final package)
- Establish data collection standards for check-in (e.g., data format, calculation of data), Evaluate check-in information and ensure established standards are being met
- Determine and address logistical needs for field personnel (e.g., electricity, shade, transportation, communication)
- Transport of personnel, equipment, food, and supplies via Ground Transport, Air Transport, Rail Transport
- Ensure appropriate documentation



Responsibilities of the Public Information Officer: Response Tasks Checklist

- Report to the EOC Incident Commander / Unified Command, complete ICS Forms, establish and document contact information for EOC and field operations personnel
- Consult with the Incident Commander and the Operations Section Chief to determine the need for immediate public protective action releases (evacuation or shelter in place) and formulate the emergency instructions or assist the field command staff)
- Coordinate with field command staff to warn the public at risk and to give the emergency instruction
- Request assistance from the Miami Dade County Division of Emergency Management to activate the Emergency Alert System
- Provide the emergency warning and instruction to broadcast media outlets serving the Town and request its broadcast if the JIC is not activated
- Coordinate all press releases with the Miami Dade County Joint Information Center to ensure consistent releases
- Obtain the location of evacuee shelters to be opened and disseminate information
- Activate and update the emergency information hotline (305-993-1070), internet website, and social media, Town's Cable Channel 77
- Coordinate with media representatives to schedule press interview with Town officials and elected officials. If the situation warrants, schedule press briefings at regular intervals and notify the Incident Manager
- Issue official press credentials to media representatives at the EOC Operations
- Monitor media broadcasts and publications regarding the Town's response and recovery operations for accuracy; Take corrective actions to address misinformation, rumors, and other issues of concern.
- In the recovery phase, prepare public information regarding recovery programs and reentry procedures within the Town
- Conduct public information activities and outreach to the private sector
- Participate in Miami-Dade County's public information and outreach programs
- Coordinate request for assistance and additional resources related to public information needs
- Hearing Impaired: Address the needs of the hearing impaired to receive emergency public information through open/closed captioning provided by the local television stations. Enlist the Deaf Services Bureau and the Florida Relay Service to provide with updated emergency information for dissemination to their clients
- Release Emergency Public Information English, Spanish and Creole to television and radio stations. All radio and television stations dedicated to the service of the Creole and Spanish communities are included in the Miami-Dade EOC Broadcast Fax System



Divisional EOC Liaison Response Tasks Checklist

- Coordinate response and recovery activities from the Town of Surfside EOC to the County/Divisional EOC
- Submit, monitor, track resource requests and resource deployments with the County/Divisional EOC and monitor status of missions through the WebEOC mission tracking website
- Monitor status of response and recovery operations on the County level and notify the Command of emergency information and status items
- Monitor and forward County Incident Action Plans, Situation Reports, Flash Report, and Media Releases to the Town EOC's Planning Section. Provide updates related to scheduling of conference calls, website information, federal financial assistance, and related activities.
- If conditions warrant, coordinate the implementation of the Continuity of Operations Plan
- Upon request of the Town command staff, coordinate with appropriate county ESF personnel to achieve response and recovery missions. Coordinate status of public and private utilities including ESF 1: Transportation, ESF 2: Communications, ESF 3: Public Works and Engineering, ESF 8: Health and Medical Care, ESF 12: Energy. Table XX details the Surfside Organizational Units (Planning Section, Operations Section, Logistics Section, and Finance Sections) that will coordinate with the organizational units at the Divisional EOC and/or County Emergency Operations Center. The Section Chiefs should have an understanding of the ESF terminology and the ESF Organizational Units they will be assigned to coordinate activities.



Local Disaster Recovery Manager: Checklist

- FEMA required Damage Assessments
- In coordination with the County EOC, identify facilities which may be utilized for response and recovery operations such as Disaster Recovery Centers, storage sites, temporary housing sites, Points of Distribution, etc.
- Evaluate the need for long-term housing within the community and coordinate with county, state, and federal officials to meet victim housing needs
- Evaluate critical infrastructure and structures which may be eligible for hazard mitigation funding
- Evaluate unmet needs among the victims in the community
- Support outreach efforts to publicize the availability of federal disaster funding including Individual Assistance and SBA loans



Responsibilities of The Town Commission During The Preparedness Phase

- Approve the emergency management plan
- Approve pre-disaster and emergency contracts and vendor agreements for emergency services
- Approve state and federal emergency preparedness grants
- Approve mutual aid agreements
- Establish and update policies and local ordinances necessary to support Town agency development and implementation of the EOP, and its annexes
- Approve Miami-Dade County local mitigation program participation
- Maintain preparedness for meetings to endorse a Declaration of a Local State of Emergency and to promulgate emergency ordinances when necessary
- Approve protective actions including evacuations and shelter in place, curfews, and other protective policies
- Resolve policy issues which arise during the disaster event, which may include enacting emergency ordinances
- Provide budgetary support for the Town's emergency preparedness, response, and recovery programs



Responsibilities of the Emergency Management Coordinator During The Preparedness Phase

- Assess and conduct studies, report, regulations, and technical guidance relevant to the Town's EM program
- Ensure compliance with NIMS, Miami-Dade County, the State of Florida and other regulatory and statutory bodies
- Coordinate with the Town's PIO to conduct public information activities and outreach to the private sector within the municipality and or participating in Miami-Dade County's public information and outreach programs
- Analyze staffing, equipment and facility resources to determine their adequacy for plan implementation and planning corrective actions where indicated
- Direct Town agencies to update and maintain the EOP and its annexes, and to maintain readiness to implement the EOP and update associated operational procedures by the responsible organizations
- Develop and/or implement municipal training programs in emergency plan implementation and in NIMS compliance. Monitor and track the completion of NIMS training by all Town employees, contracted personnel, and volunteers
- Develop an exercise program for the municipality and ensure municipal participation in county, regional and statewide exercises
- Chair and support the Town's Emergency Preparedness Committee (EPC)
- Periodically evaluate the Town's response capabilities and identify areas of shortfall. Ensure "after action" evaluations as well as the updating and maintenance of the Town's "preparedness improvement plan"
- Coordinate the Town's efforts to classify and certify personnel and equipment used in the emergency operations, as well as tracking the licensure/certification status of personnel
- Evaluate and document the Town's response and recovery capabilities in accordance with NIMS and the Target Capabilities List
- Represent the Town in Miami-Dade County's inter-jurisdictional emergency preparedness efforts
- Participate as Primary Member of the Command Group
- Monitor and track completion of NIMS training requirements and town wide implementation compliance
- Participate in town, county, and regional all hazards exercises of the EOP, activation of the EOC and the operations of the Command
- Maintain, annually update, and distribute a list of special needs clients
- Coordinate with local residential health care facilities