



## **Community/Neighborhood Emergency Preparedness Program (NEPP)**

# **SMITH WILLIAMS SERVICE CENTER FOUNDATION**

*Draft Plan April 23, 2012*



**DRAFT**

**April 23, 2012**

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## **Executive Summary**

The Smith Williams Service Center Foundation/NEPP Plan outlines the community's emergency management framework to be utilized in response to any natural or man-made threat or emergency. The plan's focus is to protect the health and safety of all people in the community/neighborhood. The community coordinates ongoing discussions with local partners to validate and improve the community's emergency capabilities and capacities.

## **Plan Approval**

The Smith Williams Service Center Foundation/NEPP Plan outlines the community's all-hazard approach to emergency management, in alignment with the county emergency management plan.

Questions and comments regarding this document should be directed to your County Health Department (CHD) NEPP Coordinator.

Reviewed and adopted this date \_\_\_\_\_

by: \_\_\_\_\_

## I. INTRODUCTION

### A. Plan Organization

The Plan is divided into four sections:

- Base Plan,
- Incident Annexes and Appendices,
- Support Annexes and Appendices, and
- Attachments

The following is a brief description of the major plan sections:

**Base Plan** (or Basic Plan) is part of a Community/NEPP that details emergency response policies, describes response activities and assigns tasks. It sets the foundation for all-hazards response operations and supports the annexes. The base plan provides broad, overarching information that applies to all components of the emergency operations plan including annexes, appendices, and other supporting documentation.

**Incident Annexes and Appendices** provide more detailed guidance in preparing for, responding to, and recovering from specific hazards to which the community is vulnerable. These annexes include specific responsibilities to address contingency or hazard situations requiring specialized application of the NEPP. Appendices are developed to better delineate various hazards while maintaining alignment to a single incident annex. For example, the community may develop and maintain a biological incident annex. Because of the diverse nature of biological events, there are individual appendices that address events such as pandemic influenza or smallpox.

**Support Annexes and Appendices** address key functional processes and requirements necessary to effectively implement NEPP objectives. Support annexes address crucial processes that are essential to multiple incident annexes. Similar to incident annexes, support annexes are subdivided into appendices and other supporting documentation to enhance the information organization and rate of retrieval.

**Attachments** provide documentation that clarifies or supports the base plan, annex, or appendix. Examples of attachments are acronyms, abbreviations, terms, definitions, table of organizations, notification/call-down lists, and activity checklists.

### B. Purpose

The Smith Williams Service Center Foundation/NEPP Plan establishes a comprehensive community wide, all-hazards approach to assure that pertinent issues are addressed effectively and efficiently during any emergency threat or event. The plan provides a framework to align emergency activities and supporting documentation throughout the community.

### C. Scope

The Smith Williams Service Center Foundation/NEPP Plan will be activated in accordance to attachment "L"; in response to any natural or man-made hazard that overwhelms, or has the potential to overwhelm, day-to-day activities in an impacted area.

This plan:

- Establishes a concept of operations that spans the direction and coordination of an emergency from initial monitoring through post-disaster response, recovery, and mitigation;
- establishes operational goals and objectives for the preparedness, response, recovery and mitigation phases of the community's plan management process;
- establishes policies, strategies, and assumptions for a comprehensive integrated response to incidents of significance; and
- denotes specific functions and responsibilities of appropriate/pre-designated community/neighborhood leads.

## **II. SITUATION**

### **A. Planning Assumptions**

- A disaster may occur with little or no warning, and may escalate more rapidly than the ability of any single local response organization or jurisdiction can manage.
- Any disaster may involve widespread sickness, casualties, fatalities, missing or displaced people, property loss, and disruption of life support systems, damage to essential public services and infrastructure, and other impacts to the environment, culture, and economy.
- Emergency actions must be prioritized to address life-threatening situations. The top priority during any disaster is to save lives and protect the health and safety of the residents.
- Effective emergency management activities prioritize and address the needs of vulnerable populations in a threatened and/or impacted area. The focus is to mitigate adverse health consequences of vulnerable populations such as:
  - Persons that require medical services (dialysis, chemoprophylaxis, radiation treatment, etc);
  - infants, children, pregnant women, the elderly, the homeless; and
  - people served by hospice, home health agencies, and/or outpatient medical services.
- Whenever appropriate, disaster management is coordinated locally. Emergencies and incidents that involve multiple geographic areas and or complex events; shall be managed at the lowest possible geographic, organizational, and jurisdictional level.
- Communities will use available local resources while requesting county assistance.
- Achieving and maintaining effective community preparedness reduces demands on response organizations. This level of preparedness requires continual public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial 72-hours after disaster impact.

- Normal lines of communication may not be available.
- Natural or man-made biological disasters may call for the application of strict quarantine measures.

## **B. Community Sites and Demographic Information**

The Smith Williams Service Center Foundation service area has approximately 50,078 residents living in its area according to the 2010 Census. For more information go the Tallahassee/Leon County Planning Departments website for current statistics at: [http://www.talgov.com/planning/support/stat\\_digest.cfm](http://www.talgov.com/planning/support/stat_digest.cfm)

## **C. Hazards Vulnerability Assessment**

In Florida, there are many hazards that can create emergency situations. The systematic identification of potential hazards and vulnerabilities in the community is a valuable step in the establishment of appropriate preparedness measures. A long-term goal of the NEPP is to include a comprehensive vulnerability and risk assessment that is updated regularly.

Leon County Comprehensive Emergency Management Plan has been developed to address community-specific risks and hazards. Where needed, hazard specific appendices and/or standard operating guidelines will be developed at the local level to identify and address these unique activities.

# **III. CONCEPT OF OPERATIONS**

## **A. Emergency Management Roles and Responsibilities**

### **1. Overview**

- a. During emergencies, a key role for the community is to provide active public support/augmentation to community members.
- b. Community emergency roles are often aligned with day-to-day responsibilities, existing knowledge, skills, and abilities. However, depending on the nature, scale, and scope of an event, members throughout the community may be required to perform tasks outside their regular role.
- c. Day-to-day tasks and operations that do not contribute directly to the emergency may be suspended or redirected for the duration of any emergency or disaster.
- d. The following expectations help the community optimize emergency response efforts:
  - 1) All community members:**
    - a) Are considered essential for providing basic emergency and disaster assistance to neighbors during emergencies.

- b) Will have a working knowledge of the NEPP Plan and their responsibilities within the plan.
  - c) Shall receive appropriate emergency training/orientation.
    - i. New members will receive preparedness awareness level training as part of their orientation in accordance with the plan.
    - ii. It is recommended that community members complete the web-based Independent Study 100 course. Command team leaders are also required to complete the course. Independent Study100 is an Incident Command System and is available free of charge at <http://www.training.fema.gov/IS/crslist.asp>.
    - iii. Additional trainings related to individual emergency responsibilities are available through the Federal Emergency Management training website at: <http://training.fema.gov/IS/crslist.asp>
  - d) Between emergency events:
    - i. Maintain and exercise current personal preparedness plan.
    - ii. Assure NEPP Team Leaders/ Incident Commander Members and other emergency coordinators have current 24/7 contact information, emergency contact information, and other information that can restrict response responsibilities; e.g. caretaking responsibilities for people with special needs, or health issues.
    - iii. Individual(s) are identified with Point Of Contact information to deliver or pick up materiel from Points of Distribution (POD), for the community.
  - e) During emergency events:
    - i. Assure the NEPP Team Leader/Incident Commander or designee has current information regarding the community residents' location and status.
    - ii. Promptly respond to requests for information and/or action.
- 2) **All community and central reporting units, field sites, etc share the following emergency management roles and responsibilities:**

- a) To optimize plan activations, community members shall utilize the appropriate chain of command to communicate accurate, prompt situational updates regarding instances in which their capacity may be compromised.
  
- b) Between emergency events:
  - i. Maintain operating procedures necessary to implement the responsibilities assigned in the Community/NEPP.
  
  - ii. Provide community members with personal preparedness plan resources.
  
  - iii. Designate community/neighborhood residents to serve as the following:
    - Incident Commander/NEPP Team Leader
    - Public Information Officer
    - Safety
    - Liaison
    - Planning
    - Logistics
    - Operations
    - Finance

Additional courses (IS 200, 700, 800 and ICS 300) may be beneficial for those who serve in these positions.
  
  - iv. Maintain a current roster of community member availability and contact information necessary to ensure emergency activations in a timely manner.
  
  - v. Maintain and test a call-down/notification procedure. The plan should include methods to notify key players and partners via e-mail, office phone, cell phone, home phone, and fax. Each unit is responsible for maintaining listings and notification groups within their community.
  
- c) During emergency events:
  - i. Provide prompt updates to neighbors or community (situation awareness and tasks).

- ii. Provide prompt responses to requests from the NEPP Incident Commander/Team members and designees.

### 3) **Communities:**

When an incident occurs, community members are the first to provide response services; e.g. providing health monitoring, and environmental health surveillance. The NEPP Leader/Incident Commander will designate individuals responsible for sending alerts within their community. When the NEPP Plan has been activated, communications will be aligned with guidance provided by emergency management through the NEPP Leader/IC.

Community health community emergency duties include:

- Between activations;
  - Developing, testing, maintaining, and exercising emergency plans that align with their county emergency operations plan,
  - Maintaining personnel rosters for incident operations,
  - Coordinating appropriate training for all personnel, and
  - Exercising and improving response plans.
- During activations;
  - Providing resources to other impacted communities as needed, when not directly impacted by an incident,
  - Coordinating with local emergency management organizations, and
  - Providing current event status to NEPP Leader/IC and county liaison.

## 2. **Additional Resources:**

Additional community emergency roles and responsibilities resources are provided as attachments, as appropriate:

- a. **Attachments E contain the Smith Williams Service Center Foundations Organizational Chart, as appropriate.**
- b. **“Community Emergency Management Team” can be found, as appropriate, in Attachment D, which provides a table summary of key community emergency responsibilities.**

## B. **Alert, Notification, Activation, Mobilization, Deactivation, Demobilization**

Each Community/NEPP – The Alert, Notification, Activation and Deactivation instructions, adhering to the planning assumptions noted in Attachment F.

## 1. Alert and Notification

The following are key planning assumptions associated with effective alert and notifications:

- As incidents occur and/or escalate, the need for a timely, accurate, and comprehensive alert and notification system becomes imperative for the community.
- Current situation awareness is a cornerstone of effective emergency alert and notification activities.
- It is imperative that information be validated prior to any alert/notification activities. Upon receiving information of either the occurrence of, or the Potential for an event of significance, there shall be a defined responsibility for conducting a verification and validation process prior to any additional reporting of the event.
- An alert and notification system must be resilient and include redundancy.
- There are several levels of activation. The levels, as defined by Leon County, are:
  - Monitoring Phase; An event has developed which might become a threat
  - Alert Phase; An event poses a threat
  - Mobilization Phase; An event has a high probability of impacting
  - Response Phase; All or a portion of Leon County is in imminent danger from an event. A portion of, or all of the EOC staff will direct the appropriate governmental actions
  - Recovery Phase; when all necessary response activities have been completed and the threat to the County has diminished

## 2. Activation and Mobilization

Activation is defined as the initiation of response and recovery activities; escalating the level of information dissemination from a passive notification to an active request for emergency response actions to begin; e.g. the NEPP Team members to report to specified location.

- All reasonable attempts will be made to assure emergency activation periods are as short as possible.
- All messages involving community emergency activations will include:
  - Staging and/or Reporting Date, Time and Location
  - Emergency Position/Duty
  - Rotation: Estimated Duration of Emergency Duty

- Who/How to Contact for Additional Information
- Work documentation, Equipment or Supplies Needed

**3. Deactivation**

Deactivation is defined as a de-escalation of response and recovery activities. Based on the nature and scope of the event, the preparedness, response and/or recovery efforts will be scaled down in an appropriate and proportionate way in accordance with the appropriate protocols.

**4. Demobilization**

Based on the nature and scope of the event, the preparedness, response and/or recovery efforts will be scaled down in an appropriate and proportionate way.

**C. Communications**

**1. Crisis & Risk Communications**

Risk assessments involve the timely forecasting of potential hazards and related needs. To be effective, risks and vulnerabilities must be shared with interdependent entities within appropriate sectors.

**Risk Communication Goals**

- a. Identify interested, affected or influential people early in the communication planning process to speak on behalf of the community
- b. Anticipate questions and concerns before they are asked
- c. Identify common concerns
- d. Ensure that messages are consistent

**2. Internal and External Community Communications**

Especially for large scale or catastrophic events, it is imperative that communication systems incorporate:

- a. formal and informal agreements between communities
- b. a diverse list of communication scenarios
- c. working back-up systems that are tested/exercised regularly

Emergency communications internal to the community and with other agencies will be conducted in accordance with the Alert, Notification, Activation and Deactivation section of the plan.

## **D. Emergency Management Phases**

The Community/NEPP concept of operations is organized around the four phases of emergency management: preparedness, response, recovery, and mitigation.

### **1. Preparedness**

Preparedness is everyone's responsibility. It is a foundational step for developing and maintaining operational readiness for emergency management and incident response. Effective preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts among all those involved in emergency management and incident response activities ensure coordination during times of crisis. Preparedness pre-event efforts validate and maintain plans, policies, and procedures. These pre-event activities optimize efficient and effective emergency management and incident response activities; e.g. prioritization, coordination, and management of information and resources.

#### **a. Planning**

Effective disaster planning is based on historical expectations and projected future events and needs. Plans document key activities needed to meet operational objectives, with an overall goal of reducing illnesses, injuries, and deaths.

Community preparedness planning priorities are established, disseminated and monitored by Smith Williams Service Center Foundation/NEPP. Emergency planning at the community level will include pre-identification of vulnerable populations requiring special medical needs, determination of resource gaps, and identification of related contingencies.

#### **b. Equipping**

A critical component of operational preparedness is assuring that appropriate equipment is available and functional to address emergency needs. Associated with this is the need to have a common understanding of the abilities of distinct types of equipment, to allow for better planning before an incident and rapid scaling and flexibility in meeting the needs of an incident.

#### **c. Training/Education**

Community members with roles in emergency management and incident response must be appropriately trained and educated to optimize all hazards capabilities. Effective training and exercise activities tailor to and evaluate key incident management responsibilities and resource needs. Mentoring or shadowing opportunities, to allow less experienced community members to observe those with more experience during an actual incident enhances training and exercising.

Community preparedness training/education priorities are established, disseminated and monitored by the county health department (CHD), and monitored by the community/NEPP Team.

**d. Exercise**

Effective preparedness exercise activities test the level of operational readiness of a related emergency planning and training processes. Exercises of different types and varying complexity illuminates what in the plan is unclear and what does not work.

Community preparedness exercise priorities are established, disseminated, and monitored by the CHD, and monitored by the community/NEPP Team.

**e. Evaluation**

Evaluation of exercises is an essential requirement to assure that plans and training programs continue to meet preparedness and response needs. The development and execution of after action reports (AARs), and improvement plans related to lessons learned and recommendations, improves the existing emergency management preparedness plan.

**2. Response**

The response phase of an event involves immediate actions to save lives, protect property and the environment, and meet basic human needs. Community response efforts are coordinated through its Emergency Management Team.

**a. Pre-event:** For those emergency events where there is warning, use this checklist:

- Update community members/residents contact information and determine availability of the Community/NEPP Team membership.  
(Responsibility –     **Planning**    )
- Procedures for distribution/pickup of resources obtained from PODs are documented and included as an attachment when updating this plan.
- Secure appropriate areas, buildings, and personal/community records.  
(Responsibility –     **Logistics**    )
- Check communications (charge cell phones, update phone lists).  
(Responsibility –     **Logistics**    )
- Turn on all pagers, cell phones, and other mobile communication devices then install new batteries, if warranted.  
(Responsibility –     **Logistics**    )
- Ensure special needs community members have obtained their own personal supplies and have a caregiver, if warranted.  
(Responsibility –     **Operations**    )
- Update assignments as needed.  
(Responsibility -     **Planning**    )
- Alert all community members so they can secure homes, and families.  
(Responsibility –     **Operations**    )
- Cancel community events, if warranted.  
(Responsibility -     **NEPP Team Leader**    )
- Establish communications with county EOC/ CHD ESF 8 Point of Contact.

- (Responsibility – ICS Incident Commander/Team Leader )
- Prepare vehicles (fuel, stock necessary supplies, and park nose to nose).  
(Responsibility – All )
- Provide community information to CHD and County Emergency Management for public information, *if applicable*.  
(Responsibility – ICS Incident Commander/Team Leader )
- Ensure refrigeration or have back-up for storing medications.  
(Responsibility – ICS Incident Commander/ Team Leader )
- Identify sheltering for family and pets of working community members.  
(Responsibility – ICS Incident Commander/Team Leader )

**b. Post-event:**

- Check community member availability and request assistance as needed from mutual aid sources and the County Emergency Management, Support Function 8 (ESF-8) Desk.  
(Responsibility – Logistics )
- Determine if other resources are needed for immediate response from non-impacted communities.  
(Responsibility – Logistics )
- Consult with CHD representative and County Emergency Operations Center as needed.  
(Responsibility – Logistics )

**c. Administrative Services**

- Community Members:
  - Maintain/restore capability to promptly process disaster related paperwork.
  - Develop appropriate community member-oriented announcements.
  - Consult with IC on personnel matters when needed.
  - Maintain readiness for alternative treatment plans.
- Finance related:
  - Ensure appropriate records for Federal Emergency Management Agency (FEMA) reimbursement are maintained  
See “Help After a Disaster: Applicant’s Guide to the Individuals & Households Program” at <https://www.fema.gov/assistance/process/guide.shtm>  
Individuals may be reimbursed for a generator if it was purchased or rented to power a medically-required appliance or piece of equipment. See [https://faq.fema.gov/app/answers/detail/a\\_id/297/related/1](https://faq.fema.gov/app/answers/detail/a_id/297/related/1)  
Also see a “Guide to the Disaster Declaration Process and Federal Disaster Assistance” at: <http://www.fema.gov/library/viewRecord.do.jsessionid=E856F4729316FE>

[F223A892832648E3A2.Worker2Library?fromSearch=fromsearch&id=2127](https://www.fda.gov/oc/ohrt/F223A892832648E3A2.Worker2Library?fromSearch=fromsearch&id=2127)

- Participate on damage assessment teams to review damage to homes and community infrastructure in partnership with county facilities management and / or property owners of leased facilities.
- Mark location of each damaged structure on a map and photograph damage.
- Develop detailed lists of lost or damaged equipment, materials, and inventory.
- Provide costs of equipment and materials loss information to county emergency management fiscal office for FEMA reimbursement.
- Emergency repairs.
- Response material and equipment.
- Other:
  - Maintain liaison with the county health department.
  - Maintain liaison with partners; e.g. Salvation Army, American Red Cross, etc.

**d. Personal and Family Response Actions**

- Remain informed on the emergency status by listening to local media outlets or emergency broadcast stations for pertinent information at **WTNT 94.9 AND WFSU 93.7** stations/channels.
- Revise personal disaster plans, as appropriate.

**3. Recovery**

Short-term recovery focuses on the restoration of vital services, provision of temporary housing and food. Long-term recovery efforts involve rebuilding impacted infrastructure.

Recovery involves the development, coordination, and execution of service- and site-restoration plans; 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 the development of initiatives to mitigate the effects of future incidents.

**4. Mitigation**

Mitigation is an important element of emergency management and incident response and provides a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Risk management is the process for measuring or assessing risk and developing strategies to manage it and is an essential aspect of mitigation. Risk management

strategies may include avoiding the risk by removing structures in floodplains, reducing the negative effect of the risk; e.g., hardening buildings by placing barriers around them, or accepting some or all of the consequences of a particular risk.

#### **IV. KEY AUTHORITIES AND REFERENCES**

This includes providing a list of community, state, and federal authorities and references that support the plan and ensures it is in alignment with local emergency management guidelines.

State and federal authorities are referenced:

##### **Chapter 252, *Florida Statutes* - Emergency Management**

Establishes the authority under which the State's Emergency Management Community, the Governor, all state agencies, and local governments respond to emergencies that impact Florida. It explains the relationships of each, including the role of the Federal Emergency Management Community, as well as public and private non-profit organizations that participate in emergency response and recovery operations.

It includes principles of ICS and is NIMS compliant as requested by Homeland Security Presidential Directive (HSPD-5).

*Individuals acting in times of disaster are offered certain protection by Florida Statutes 768.13 and 768.1355*

#### **V. PLAN REVIEW, MAINTENANCE & DISTRIBUTION**

The NEPP Plan will be reviewed and updated every year to reflect procedure and capability changes, as well as deficiencies identified for corrective action.

#### **VI. ATTACHMENTS**

- A. Acronyms
- B. Definitions
- C. Community Sites and Demographic Information
- D. Community Emergency Management Team – Roles, Responsibilities and job checklists
- E. Delegation of Authorities and Order of Succession
- F. Community Alert and Notification Guidelines
- G. Calling Tree and Guidelines
- H. Training, Exercise and Plan Evaluation Schedule

# **ATTACHEMENT “A”**

## **Acronyms**

## ATTACHEMENT A

# DISASTER ACRONYMS

A-Team - Advance Team  
AAR - After Action Report  
AHCA - Agency for Health Care Administration  
ALF - Assisted Living Facility  
ALS - Advanced Life Support  
ANG - Air National Guard  
ARC - American Red Cross  
ARES - Amateur Radio Emergency Services  
ARL - Advance Recovery Liaison  
ARNG - Army National Guard  
ATF - Bureau of Alcohol, Tobacco and Firearms  
BLS - Basic Life Support  
BOAF - Building Officials Association of Florida  
CAP - Civil Air Patrol  
CDC - Centers for Disease Control and Prevention  
CDRG - Catastrophic Disaster Response Group  
CDT - Central Daylight Time  
CEMP - Comprehensive Emergency Management Plan  
CEO - Chief Executive Officer  
CHD - County Health Department  
CISD - Critical Incident Stress Debriefing  
CG - Coast Guard  
CP - Command Post  
CPR - Cardiopulmonary Resuscitation  
CRT - Community Relations Team  
DABT - Division of Alcoholic Beverages & Tobacco  
DACS - Department of Agriculture and Consumer Services  
DART - Disaster Animal Response Team  
DBPR - Department of Business and Professional Regulations  
DCA - Department of Community Affairs  
DCHAT - Disaster Community Health Action Team  
Decon - Decontamination  
DEM - Division of Emergency Management  
DEP - Department of Environmental Protection  
DHS - Department of Homeland Security  
DFO - Disaster Field Office  
DHSMV - Department of Highway Safety & Motor Vehicles  
DMA - Department of Military Affairs  
DMAT - Disaster Medical Assistance Team  
DMORT - Disaster Mortuary Response Team  
DMS - Department of Management Services  
DO - Duty Officer  
DOACS - Department of Agriculture and Consumer Services  
DOD - Department of Defense  
DOC - Department of Corrections  
DOEA - Department of Elder Affairs  
DOH - Department of Health  
DOI - Department of Insurance  
DOJ - Department of Justice  
DOT - Department of Transportation  
DRC - Disaster Recovery Center  
DRM - Disaster Recovery Manager  
DSR - Damage Survey Report  
DUA - Disaster Unemployment Assistance  
ECO - Emergency Coordinating Officer  
EDST - Eastern Daylight Savings Time  
EEE - Eastern Equine Encephalitis  
EMAC - Emergency Management Assistance Compact  
EMS - Emergency Medical Services  
EMT - Emergency Medical Technician  
EO - Executive Order  
EOC - Emergency Operations Center  
EOG - Executive Office of the Governor  
EPA - Environmental Protection Agency  
EPI - Emergency Public Information  
EPZ - Emergency Planning Zone  
ERT - Emergency Response Team  
ERV - Mobile Emergency Response Vehicles  
ESC - Emergency Support Center (DOH)  
ESF - Emergency Support Function  
ESF-8 - Emergency Support Function #8, Health and Medical  
ETA - Estimated Time of Arrival  
ETD - Estimated Time of Departure  
FAA - Federal Aviation Administration  
FAC - Florida Administrative Code  
FAB - Florida Association of Broadcasters  
FCG - Florida Coordinating Group  
FCO - Federal Coordinating Officer  
FDLE - Florida Department of Law Enforcement  
FEMA - Federal Emergency Management Agency  
FFCA - Florida Fire Chiefs Association  
FMHA - Farmer's Home Administration  
FHP - Florida Highway Patrol  
FMP - Florida Marine Patrol  
FMHO - Federal Hazard Mitigation Officer  
FNG - Florida National Guard  
FRP - Florida Response Plan  
FS - Florida Statutes  
FWCC - Florida Fish and Wildlife Conservation Commission  
GAR - Governor's Authorized Representative  
GIS - Geographic Information System  
GPS - Global Positioning System  
HAZMAT - Hazardous Material  
HHAI - Household Health Assessment Index  
HNAT - Human Needs Assessment Team  
HSEEP - Homeland Security Exercise and Evaluation Program  
HUD - Department of Housing and Urban Development  
IAO - Individual Assistance Office  
IAP - Incidence Action Plan  
IA - Individual Assistance  
IC - Incident Command  
ICS - Incident Command System  
IFG - Individual and Family Grant  
INS - Immigration and Naturalization Service  
IPU - Information and Processing Unit  
IT - Information Technology  
KSC - Kennedy Space Center  
LGR - Local Government Radio  
LHMO - Local Hazard Mitigation Offices  
LNO - Liaison Officer  
LOEM - Local Office of Emergency Management  
LSA - Logistical Staging Area  
MERS - Mobile Emergency Response System

MRE - Meals Ready-to-Eat	SAR - Search and Rescue
MSU - Medical Support Unit	SBA - Small Business Administration
NASA - National Aeronautics and Space Administration	SCO - State Coordinating Officer
NAWAS - National Warning System	SEOC - State Emergency Operations Center
NCP - National Contingency Plan	SERT - State Emergency Response Team
NDMS - National Disaster Medical System	SHO - State Health Officer
NHC - National Hurricane Center	SHMART - State Hazard Mitigation and Recovery Team
NPP - Nuclear Power Plant	SHMO - State Hazard Mitigation Officer
NOAA - National Oceanic Atmospheric Administration	SITREP - Situational Report
NOI - Notice of Interest	SLE - St. Louis Encephalitis
NRC - Nuclear Regulatory Commission	SMAA - Statewide Mutual Aid Agreement
NTC - National Tele-registration Center	SNS - Strategic National Stockpile
NWS - National Weather Service	SNTF - Special Needs Task Force
OPHN - Office of Public Health Nursing	SpNS - Special Needs Shelter
OPS - Operations	SOG - Standard Operating Guide
OSC - On Scene Coordination	SOP - Standard Operating Procedure
PAO - Public Assistance Officer	STARC - State Area Command
PDA - Preliminary Damage Assessment	SWP - State Warning Point
PIO - Public Information Officer	TAG - Technical Advisory Group
POC - Point of Contact	TAG - The Adjutant General
POD - Point of Distribution	TDD - Telecommunications Device for the Deaf
POD - Point of Dispensing	TPD - Tallahassee Police Department
PSC - Public Service Commission	TS - Tropical Storm
PSN - People with Special Needs	US&R - Urban Search and Rescue
RDSTF - Regional Domestic Security Task Force	VA - Veteran's Administration
REFER - Refrigerated Vehicle	VEE - Venezuelan Equine Encephalitis
RFA - Request for Federal Assistance	WHO - World Health Organization
RIAT - Rapid Impact Assessment Team	WMD - Water Management District
RRT - Rapid Response Team	WMD - Weapons of Mass Destruction
SA - Salvation Army	WNV - West Nile Virus

# **ATTACHMENT “B”**

## **DEFINITIONS**

## ATTACHMENT B

### Acronyms and Definitions

This document contains acronyms that may be heard by persons in communities participating in the Neighborhood Emergency Preparedness Program (NEPP). For more information, the Federal Emergency Management Agency Web site has links to comprehensive lists of terminology and acronyms used by government and non governmental agencies related to health, emergency preparedness and disasters, [www.fema.gov/emergency/nims/Glossary](http://www.fema.gov/emergency/nims/Glossary); and [www.fema.gov/plan/prepare/faat.shtm](http://www.fema.gov/plan/prepare/faat.shtm).

**ABMS** - **American Board of Medical Specialties** - A not-for-profit organization that assists 24 approved medical specialty boards in the development and use of standards in the ongoing evaluation and certification of physicians. Go to [www.abms.org](http://www.abms.org).

**AHEC** - **Area Health Education Centers** - A national program developed by Congress in 1971 to recruit, train and retain a health profession workforce committed to underserved populations. The programs mission is to enhance access to quality health care, particularly primary and preventive care, by improving the supply and distribution of health care professionals through community/academic educational partnerships. The Florida Network is an extensive, statewide system for health professional education and support founded upon 10 regional Area Health Education Centers supported by a program at one of the state's five medical schools. This organizational structure enables the AHEC to draw upon the resources of the academic health centers in addressing local health care issues. Go to <http://flahec.org>.

**All Hazards** - Emergency preparedness requires attention not just to [specific types of hazards](#) but also to steps that increase preparedness for any type of hazard. Specific hazards include hurricanes, tornados, floods, fires, disease outbreaks, etc.

**ASPR** - **Assistant Secretary for Preparedness and Response** - An office located in the U.S. Department of Health and Human Services. ASPR is the single office responsible for preparedness and response activities within the department of Health and Human Services. Go to [www.hhs.gov/aspr](http://www.hhs.gov/aspr).

**CDC** - **Centers for Disease Control and Prevention** - A U.S. Department of Health and Human Services agency dedicated to protecting health and promoting quality of life through the prevention and control of disease, injury, and disability. Go to [www.cdc.gov](http://www.cdc.gov).

**CHD** - **County Health Department** – Local health departments that provide most of the public health services in Florida. Services are provided through a partnership between the state, district offices, and the counties. Most services are available at no charge or a small fee based upon income. Go to [www.doh.state.fl.us/chdsitelist.htm](http://www.doh.state.fl.us/chdsitelist.htm).

**CHD MRC** – **County Health Department Medical Reserve Corps Site** – (See MRC). A MRC site that is under the auspices of the Florida Department of Health, County Health Department and utilizes the county health department as the fiscal agent for MRC funding. MRC sites are designated as either a CHD MRC or a Non-CHD MRC.

**CERT** – **Community Emergency Response Teams** – A partner with the U.S. Department of Homeland Security, Citizen Corps. This program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills. Using the training learned in the classroom and during exercises, CERT members can assist others in

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their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community. CERT is a natural partner for Neighborhood Emergency Preparedness Programs. Go to [www.citizencorps.gov/cert](http://www.citizencorps.gov/cert).

**CRI** - **Cities Readiness Initiative** - A U.S. Department of Health and Human Services Centers for Disease Control, Emergency Preparedness and Response pilot program to aid cities in

increasing their capacity to deliver medicines and medical supplies during a large-scale public health emergency such as a bioterrorism attack or a nuclear accident. Go to [www.bt.cdc.gov/cri](http://www.bt.cdc.gov/cri).

**DEA** - United States Drug Enforcement Administration - The federal agency that enforces the controlled substances laws and regulations of the United States. Among its duties, the agency maintains a database of persons and organizations certified to handle controlled substances under the Controlled Substances Act. The Florida Emergency Health Volunteer Registry uses this data base to perform a volunteer check to determine if the DEA license information entered by a volunteer is valid. Go to [www.deanumber.com/SessionID/{3C0BCF87-8076-4610-A094-CD4D303B5901}/PageVars/Default.htm](http://www.deanumber.com/SessionID/{3C0BCF87-8076-4610-A094-CD4D303B5901}/PageVars/Default.htm).

**DMAT** - Disaster Medical Assistance Teams - A group of professional and paraprofessional medical personnel (supported by a cadre of logistical and administrative staff), designed to provide medical care during a disaster or other event. Each team has a sponsoring organization, such as a major medical center, public health or safety agency, non-profit, public or private organization that signs a Memorandum of Agreement with the U.S. Department of Homeland Security. The teams are part of the National Disaster Medical System. Go to [www.dmat.org](http://www.dmat.org).

**EOC** - Emergency Operations Center - The primary communications and command center for reporting emergencies and coordinating state response activities. It is maintained by the Florida Division of Emergency Management. Go to [www.eoconline.org](http://www.eoconline.org).

**ESAR-VHP** - Emergency System for Advance Registration of Volunteer Health Professionals - A standardized volunteer registration system within each state that includes readily available, verifiable and up to date information of the volunteer's identity, licensing, credentialing, accreditation and privileging in hospitals or other medical facilities that might need volunteers. Allows each state to quickly identify and utilize health professional volunteers in emergencies and disasters. In Florida, we have SERVFL. Go to [www.SERVFL.com](http://www.SERVFL.com)

**ESF-8** - Emergency Support Function-8 - One of 18 designations by the state representing specific response activities common to all disasters. All state agencies and volunteer organizations comprising the State Emergency Response Team are grouped into 18 ESF designations to carry out coordination and completion of assigned missions. ESF-8 is responsible for Health and Medical support. For a description of all Emergency Support Functions and their partners go to [www.floridadisaster.org/bpr/emtools/esf.htm](http://www.floridadisaster.org/bpr/emtools/esf.htm).

**FACHC** - Florida Association of Community Health Centers - An association whose mission is to provide advocacy, resources and assistance to Florida's federally qualified health centers in their efforts to deliver quality health care services throughout the state. Go to [www.fachc.org](http://www.fachc.org).

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**FDENS** - Florida Department of Health Emergency Notification System - A password protected system to keep the public health community informed of situations using powerful and comprehensive notification and alerting tools.

**SERVFL** - State Emergency Responder Volunteers of Florida - Part of the national Emergency System for Advance Registration Registry. The registry was designed with input from primary user groups including Medical Reserve Corps sites, county health department volunteer programs, strategic national stockpile staff and others. Go to [www.servfl.com](http://www.servfl.com).

**FEMA** - Federal Emergency Management Agency – The agency that became part of the U.S. Department of Homeland Security in 2003. Its role is to lead and support the nation in a riskbased, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation. Go to [www.fema.gov](http://www.fema.gov).

**HPP** - Hospital Preparedness Program - A U.S. Department of Health and Human Services program to enhance the ability of hospitals and health care systems to prepare for and respond to bioterrorism and other public health emergencies. Go to [www.hhs.gov/aspr/opeo/hpp](http://www.hhs.gov/aspr/opeo/hpp).

**HRSA** - Health Resources and Services Administration - An agency of the U.S. Department of Health and Human Services. It is the primary federal agency for improving access to health care services for people who are uninsured, isolated or medically vulnerable. Go to

[www.hrsa.gov](http://www.hrsa.gov).

**ICS - Incident Command System** - A standardized, on-scene, all-hazard incident management protocol used by the FEMA. It provides a system for domestic incident management based on an expandable, flexible structure that uses common terminology and positions.

**MAPP - Mobilizing for Action through Planning and Partnerships** - A community driven strategic planning tool for improving community health. This is an interactive tool to help communities apply strategic thinking to prioritize public health issues and identify resources for addressing them. Go to [www.naccho.org/topics/infrastructure/MAPP.cfm](http://www.naccho.org/topics/infrastructure/MAPP.cfm).

**MQA - The Division of Medical Quality Assurance** – A division within the Florida Department of Health that offers many services to licensees, health care businesses, citizens and visitors to Florida. The division develops policies which allow the department to effectively and efficiently regulate medical professionals in order to achieve the department's goal of protecting the health and safety of all citizens and visitors to the state who access health care services. Information is available to citizens, licensees and providers through the web site at [www.doh.state.fl.us/mqa](http://www.doh.state.fl.us/mqa).

**MRC – Medical Reserve Corps** – A partner program with the citizens corps. It is a national program designed to support community efforts to utilize local medical and non-medical volunteers trained and ready to support community efforts during emergency medical operations and other vital public health activities. The Florida Medical Reserve Corps is a natural partner for NEPP. Go to [www.floridamrc.com](http://www.floridamrc.com).

**MREs – Meals Ready to Eat** - is a self-contained, individual field ration in lightweight packaging bought by the United States military for its service members for use in combat or other field conditions where organized food facilities are not available.

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**NACCHO - National Association of County and City Health Officials** - The national organization representing local health departments. The NACCHO supports efforts that protect and improve the health of all people and all communities by promoting national policy, developing resources and programs, seeking health equity, and supporting effective local public health practice and systems. The site includes information identifying public health-related funding resources at the national and state levels from private foundations. Go to [www.naccho.org](http://www.naccho.org).

**NDMS - National Disaster Medical System** - A federally coordinated system that augments the nation's medical response capability. The overall purpose is to establish a single integrated National medical response capability for assisting state and local authorities in dealing with the medical impacts of major peacetime disasters and to provide support to the U.S. Military and the Department of Veterans Affairs medical systems in caring for casualties evacuated back to the U.S. from overseas armed conventional conflicts. Go to [www.hhs.gov/aspr/opeo/ndms](http://www.hhs.gov/aspr/opeo/ndms)

**NEPP – Neighborhood Emergency Preparedness Program** - A program funded in Florida by a grant from the Centers for Disease Control and Prevention to assist neighborhoods and communities prepare for natural and manmade disasters. NEPP focuses on preparedness and requires participants to develop an all hazards disaster plan for the participating community.

**NHPP - National Healthcare Preparedness Program** - A program under the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response whose mission is to improve surge capacity and enhance community and hospital preparedness for public health emergencies in defined geographic areas. Go to [www.hhs.gov/aspr/opeo/nhpp](http://www.hhs.gov/aspr/opeo/nhpp).

**NIMS - National Incident Management System** - The single all-hazards incident management system required by a Homeland Security Presidential Directive. It is intended to govern the management of the National Response Plan. The NIMS is a comprehensive system designed to improve response operations. Go to [www.fema.gov/emergency/nims](http://www.fema.gov/emergency/nims).

**Non-CHD MRC** - An MRC site that follows all Florida Department of Health Medical Reserve Corps guidelines but is administered by an entity other than a county health department.

**NPDB - National Practitioner Databank** - A federal database that serves primarily as an alert or flagging system intended to facilitate a comprehensive review of health care practitioners'

professional credentials. The database serves as a clearinghouse of information related to medical malpractice payments and adverse actions taken against the license, clinical privileges and professional memberships of physicians, dentists and other licensed health care practitioners. The information is intended to augment, not replace, traditional forms of credentials review. Go to <http://www.npdb-hipdb.hrsa.gov/npdb.html>.

**NRF - National Response Framework** - Replaced the National Response Plan March 22, 2008. It presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies. It establishes a comprehensive, national, all-hazards approach to domestic incident response. Resources and training can be accessed at [www.fema.gov/emergency/nrf](http://www.fema.gov/emergency/nrf).

**OCVMRC - Office of the Civilian Volunteer Medical Reserve Corps** - Headquartered in the Office of the U.S. Surgeon General, the office is responsible for facilitating the development, implementation and integration of MRC units nationwide. Regional coordinators are housed in the 10 Regional Health and Human Services offices. The office provides technical assistance to

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communities establishing or maintaining local medical or public health-related volunteer corps and functions as a clearinghouse for information and best practices. Go to [www.medicalreservecorps.gov](http://www.medicalreservecorps.gov).

**OIG - Office of Inspector General** - A U.S. Department of Health and Human Services office with the mission to protect the integrity of HHS programs, as well as the health and welfare of beneficiaries of those programs. The OIG established a program to exclude individuals and entities from participating in federally funded health care programs. The program maintains a list of currently excluded individuals and entities. Exclusions are based on a variety of legal authorities including convictions for patient abuse and licensing board actions. The SERVFL performs a volunteer check through the exclusion database. For more information on the Office of Inspector General or the Exclusion Program see [www.oig.hhs.gov](http://www.oig.hhs.gov).

**PAHPA - The Pandemic and All Hazards Preparedness Act** of 2006 (Public Law 109-417) - The act, signed in December 2006, amended the Public Health Service Act to improve bioterrorism and other public health emergency planning and preparedness activities. It consolidated U. S. Health and Human Services public health and medical response programs and established the Office of the Assistant Secretary for Preparedness and Response. A copy of the act can be found at [PAHPA](#).

**PIO - Public Information Officer** - The person designated to manage and coordinate media response during an emergency event. The PIO supports the incident command on all public information matters relating to an incident.

**POD - Point of Dispensing** - A center set up to distribute medication or vaccines that may become available in case of an emergency.

**POD - Point of Distribution** – National Incident Management System for distribution of emergency response materials such as water, MREs, etc.

**SNS - Strategic National Stockpile** - A U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Emergency Preparedness and Response initiative which maintains large quantities of medicine and medical supplies to protect the American public if there is a public health emergency severe enough to cause local supplies to run out. Go to [www.bt.cdc.gov/stockpile](http://www.bt.cdc.gov/stockpile).

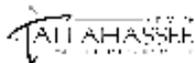
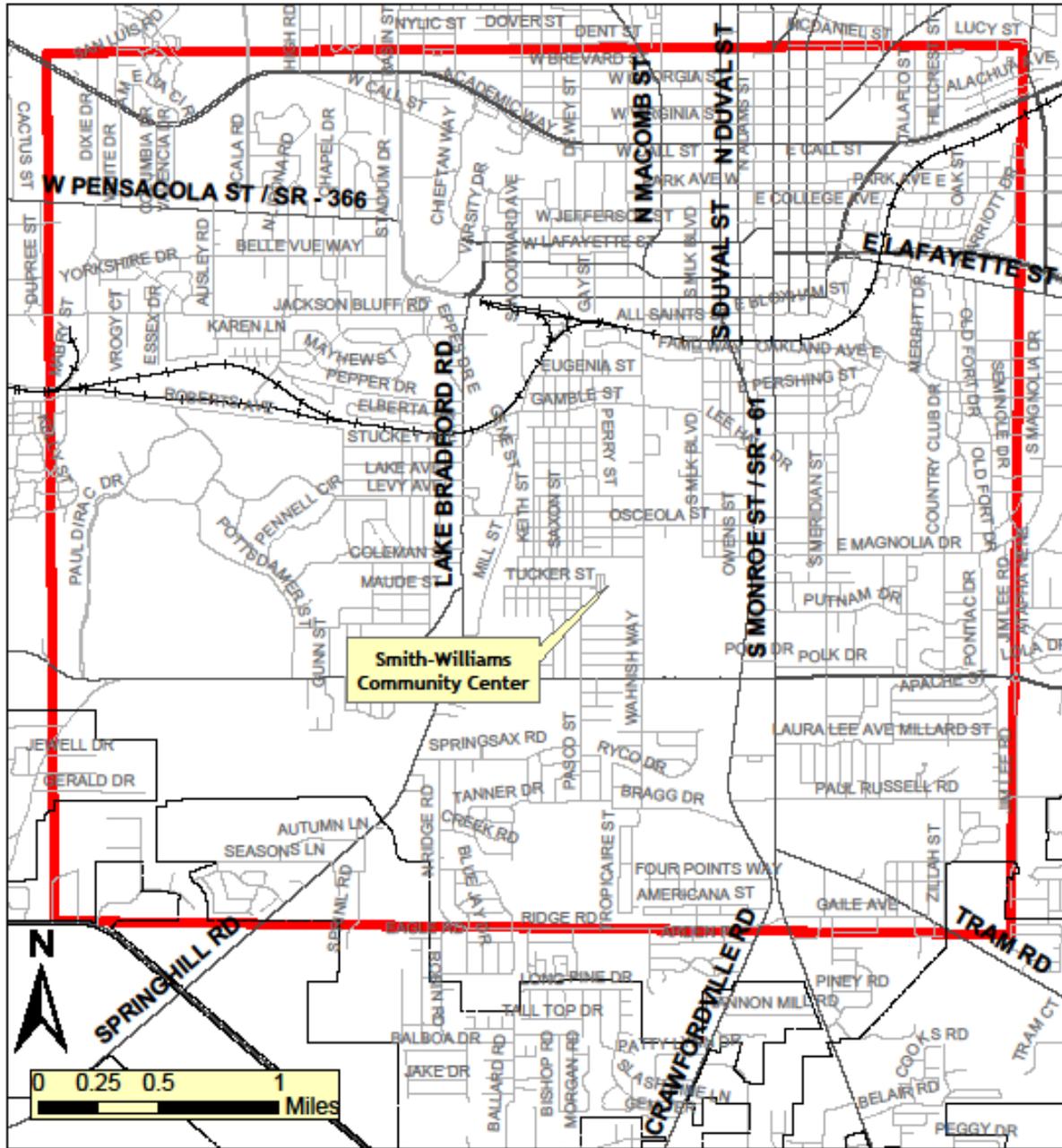
# **ATTACHEMENT “C”**

# **COMMUNITY SITES**

# **&**

# **DEMOGRAPHICS**

# Smith-Williams Community Center Neighborhood Emergency Preparedness Program Evacuation Routes Evacuation Area Population: 50,078 (2010 Census)



Source: Tallahassee Fire Department, FireView for ArcGIS.  
Created on 4/2/2012 by Patrik.Pence@tal.gov.com  
d:\maps\Other\Emergency\_Management\Smith-Williams-evac.mxd



# **ATTACHEMENT “D”**

## **TEAMS**

### **ROLES**

### **RESPONSIBILITIES**

### **Descriptions of Positions (checklists)**

- 1. Incident Commander/NEPP Team Leader**
- 2. Safety Officer**
- 3. Liaison Officer**
- 4. Logistics Unit Leader**

## **Attachment “D” Teams Roles and Responsibilities**

### **Incident Commander/NEPP Team Leader:**

Has been designated by the Smith Williams Service Center Foundation and has been provided the authority to act on it’s behalf. This person or alternates will activate the plan, provide the over arching objectives for the NEPP team

### **Public Information:**

To release information approved by the Incident Commander/NEPP Team Leader to the community and media as needed.

### **Liaison :**

Has been designated to communicate with other support agencies meeting the needs of the community and keep the incident commander informed as to what agencies are supporting the needs

### **Safety:**

Has been designated to inform the NEPP team of potential hazards they may be faced with as they provide support to the community. Such as proper lifting, weather conditions, electrical hazards, proper clothing, etc..

### **Planning:**

Gathers information from the event, response and develops current situation reports and next operational period activities, in coordination with the NEPP Team.

### **Logistics**

Coordinate feeding/points of distribution, support the delivery and help ensure all are receiving support

### **Operations:**

Coordinates the NEPP Teams actions in the community. From knocking on doors and checking on residents, to distributing supplies.

**Finance:** Documents the volunteer hours, resources used to assist the community in meeting their funding match and to recover NEPP Team expenditures and supplies used.

## Assigning Roles for Team Members

Designate the following positions, consulting your current organization chart. One person can fill one role or multiple roles. Experience shows that these categories work well; adding additional categories is likely to create confusion and set you up for failure.

**Incident Commander:** *(Leader)*

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Ray Eaton

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**Public Information:** *(Talks to the media)*

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Ray Eaton

Bill Adams

**Liaison:** *(Coordinates with other organizations)*

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Loyce Hill, Wanda Daniels

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**Safety:** *(Safety of personnel and clients)*

---

Bill Adams, Patrick Mason

---

**Planning:** *(Develops, updates, and communicates the plan)*

---

**Ray Eaton, Bill Adams, Loyce Hill, Mary Blount**

---

**Logistics:** *(Acquires all the needed items)*

---

**Loyce Hill, Mary Blount**

---

**Operations:** *(Manages the staff and volunteers)*

---

**Ray Eaton**

---

**Finance:** *(Manages contracts, payroll, claims, money, and payments)*

---

**Mary Blount**

---

## Incident Commander/NEPP Team Leader Check List

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Ensure welfare and safety of Smith Williams Service Center Foundation personnel.

2. Supervise the actions.

3. Obtain initial briefing from current Incident Commander or others.

4. Assess incident situation:

- Review the current situation status and initial incident objectives. Ensure that all local, agencies have been notified.

5. Keep local first responders informed.

6. Provide direction to NEPP Teams supporting the community.

7. Activate appropriate support positions. Safety Officer must be appointed to ensure safety of NEPP team members helping:

- Confirm dispatch and arrival times of activated resources.
- Confirm work assignments.

8. Brief staff:

- Identify incident objectives and any policy directives for the management of the incident.
- Provide a summary of current organization.
- Provide a review of current incident activities.
- Determine the time and location Meetings to keep everyone informed as to the progress.

9. Determine information needs and inform staff of requirements.

10. Determine status of disaster declaration.

11. Establish parameters for resource requests and releases:

- Review requests for critical resources.
- Confirm you or your designee has ordering authority within the organization.

12. Authorize release of information to the media:

- Incident Commander approves the release.

13. Establish level of planning to be accomplished:

- Written Incident Action Plan (IAP).
- Contingency planning.
- Formal Planning Meeting.

14. Ensure Meetings are conducted as indicated:

15. Approve and authorize implementation of the Plan IAP:

- Review IAP for completeness and accuracy.
- Verify that objectives are incorporated and prioritized.
- Sign it.

16. Ensure Staff coordination:

- Periodically check progress on assigned tasks of Staff personnel.
- Approve necessary changes to strategic goals and IAP.
- Ensure that Liaison Officer is making periodic contact with participating agencies.

17. Work with agency staff to support first responders.

18. Keep the County Emergency Operation Center informed.

## Public Information Officer Position Check List

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

<input checked="" type="checkbox"/>	<u>Task</u>
<input type="checkbox"/>	1. Obtain briefing from Incident Commander: <ul data-bbox="375 772 881 800" style="list-style-type: none"><li data-bbox="375 772 881 800">▪ Determine current media presence.</li></ul>
<input type="checkbox"/>	2. Participate in all briefing: <ul data-bbox="375 940 1027 1024" style="list-style-type: none"><li data-bbox="375 940 1027 968">▪ Determine constraints on information process.</li><li data-bbox="375 1003 386 1024">▪</li></ul>
<input type="checkbox"/>	3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations.
<input type="checkbox"/>	4. Coordinate the development of door-to-door statements with Incident Commander and Operations.
<input type="checkbox"/>	5. Verify rumors for the area and try to control. Provide County Emergency Management or first responder with facts only. Correct erroneous or misleading information being provided to the public through the County Emergency Operation Center.
<input type="checkbox"/>	6. Obtain approval for information release from Incident Commander: <ul data-bbox="342 1600 1227 1633" style="list-style-type: none"><li data-bbox="342 1600 1227 1633">▪ Confirm details to ensure no conflicting information is released.</li></ul>
<input type="checkbox"/>	7. Document all interviews and copy all news releases.

## Liaison Check List

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Incident Commander:

- Obtain summary of incident organization (what has happened, current conditions, weather forecast, resources needed, objectives)
- Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).

2. Obtain cooperating and assisting agency information, including:

- Contact person(s).
- Radio frequencies.
- Phone numbers.
- Cooperative agreements.
- Resource type.
- Number of personnel.
- Condition of personnel and equipment.
- Agency constraints/limitations.

3. Establish workspace for Liaison function and notify agency representatives of location.

4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.

5. Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.

6. Work with Incident Commander to coordinate media releases associated with inter-governmental cooperation issues.

7. Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues:

- Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Commander/NEPP Team Leader.

8. Participate in Meetings:

9. Document all activity

## Safety Check List

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Incident Commander/NEPP Team Leader.

2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.

3. Staff and organize function, as appropriate:

- Monitor weather
- Proper clothing, shoes
- Insect repellent
- Gloves, masks etc.

4. Identify potentially unsafe acts.

5. Identify corrective actions and ensure implementation. Make sure everyone knows.

6. Ensure adequate sanitation and safety in food preparation.

7. Debrief at Meetings.

8. Prepare a safety message for Staff Personal

9. Participate in Meetings:

- Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
- Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.

10. Attend Planning meetings and safety first

## Planning Check List

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader



### Task

1. Obtain briefing from Incident Commander:
  - Determine current resource status
  - Determine current situation status/intelligence
  - Determine current incident objectives and strategy.
  - Determine whether Incident Commander requires a written Incident Action Plan (IAP).
  - Determine time and location of first Planning Meeting.
  - Determine desired contingency plans.

2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

3. Establish and maintain resource tracking system.

4. Complete documentation, if not previously completed, and provide copies to Command, Command Staff, and General Staff.

5. Advise NEPP Team of any significant changes in incident status.

6. Compile and display incident status summary information.
  - Forward incident status summaries to Incident Commander and/or other designated staff once per operational period and County Emergency Management, or as required.
  - Provide copy to Public Information Officer.

7. Obtain/develop incident maps.

8. Establish information requirements and reporting schedules for ICP and field staff.



9. Prepare contingency plans:

- Review current and projected incident and resource status.
- Develop alternative strategies.
- Identify resources required to implement contingency plan.
- Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.



10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.

## Logistics Check List

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Incident Commander/NEPP Team Leader:

- Determine potential duration of incident.
- Number and location of personnel to be fed/or distribution points.
- Last meal or delivery provided.
- Proposed time of next meal or delivery.

2. Determine requirements for planned and expected operations.

3. Determine best method of distribution to fit situation and coordinate with support agencies (Red Cross or others)

4. Determine location of feeding/distribution an map/plan it out assignments.

5. Ensure sufficient potable water and beverages for all incident personnel.

6. Coordinate transportation of food and drinks with appropriate agencies.

7. Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer.

8. Supervise administration of deliveries, if applicable.

9. Provide copies of receipts, bills to the Incident Commander/NEPP Team Leader.

10. Let Incident Commander/NEPP Team Leader, know when food orders are complete.

11. Provide briefing to relief on current activities and unusual situations to the Incident Commander/NEPP Team Leader.

12. Document all activity.

## Operations Check List

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Incident Commander:
  - Determine incident objectives and recommended strategies.
  - Determine status of current tactical assignments.
  - Identify current organization, location of resources, and assignments.
  - Confirm resource ordering process.
  - Determine location of current Staging Areas and resources assigned there.

2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.

3. Establish operational period.

4. Establish and demobilize Staging Areas.

5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):
  - Brief Staging Area Manager on types and numbers of resources to be maintained in Staging.
  - Brief NEPP Teams on assignments, ordering process, protective equipment, and tactical assignments.

6. Develop and manage assignments to meet objectives.

7. Assess life safety:
  - Adjust perimeters, as necessary, to ensure security.
  - Evaluate and enforce use of appropriate protective clothing and equipment.

- Implement and enforce appropriate safety precautions.

8. Evaluate situation and provide update to Planning Section:

- Location, status, and assignment of resources.
- Effectiveness
- Desired contingency plans.

9. Determine need and request additional resources.

10. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander:

- Identify assignments.
- Identify specific NEPP Team assignments.
- Identify resources needed to accomplish assignments.

11. Ensure coordination of the Operations Section with others:

- Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.
- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.
- Notify Logistics of communications problems.
- Keep Planning up-to-date on resource and situation status.
- Notify Liaison Officer of issues concerning cooperating and assisting agency resources.
- Keep Safety Officer involved in decision-making.
- Keep Incident Commander apprised of status of operational efforts.
- 

12. Attend all Meetings:

## Finance Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.



### Task



1. Obtain briefing from Incident Commander/NEPP Team Leader:

- Incident objectives.
- Participating/coordinating agencies.
- Anticipated duration/complexity of incident.
- Determine any political considerations.
- Obtain the names of any agency contacts the Incident Commander knows about.
- Possibility of cost sharing.
- Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.



2. Obtain briefing from Operations or Incident Commander/NEPP Team Leader:

- Determine level of fiscal process required.
- Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement.
- Assess potential for legal claims arising out of incident activities.
- Identify applicable financial guidelines and policies, constraints and limitations.

3. Obtain briefing from Incident Commander/NEPP Team Leader:

- Identify financial requirements for planned and expected operations.
- Determine agreements are in place for land use, facilities, equipment, and utilities.
- Confirm/establish procurement guidelines.
- Determine procedure for documenting expenditures.
- Important local contacts.
  
- Ensure that proper tax documentation is completed.
- Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used.

4. Ensure all NEPP Team member keep track of time and costs.

5. Attend Planning Meeting:

- Provide financial and cost-analysis input.
- Provide financial summary on labor, materials, and services.
- Prepare forecasts on costs to complete operations.
- Provide cost benefit analysis, as requested.
  
- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns.

**ATTACHEMENT “ E”**

**DELEGATION OF  
AUTHORITY  
&  
ORDER OF SUCCESSION**

## Delegation of Authority and Succession

**Name or Position Title:** *Bill Adams, Vice President*

**#**   1   **Alternate**

- Assume Command
- Notify staff of the delegation of authority and order of succession
- Activate the Disaster Plan
- Relocate Operations, as necessary
- Expend Funds for Preparedness, Response, Recovery and Mitigation
- Execute Contracts for Services (repairs, food, supplies, etc.)
- Signature Authority for Payroll, Paying Bills
- Signature Authority to provide disbursements checks to clients
- Has Security Codes for Bank Accounts

**Authorities:**   All    
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Office Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Other Phones:** \_\_\_\_\_

**I hereby authorize the above to act on my behalf in the above written capacities in my absence, for up to 30 days, or until I return, or until the executive board assigns a new CEO.**

**Signature of CEO:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witnessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Suggest dual signing of authority to provide checks and balances.*

## Order of Succession

President	<ul style="list-style-type: none"><li>• Name Ray Eaton</li><li>• Authorities All</li></ul>
Alternate #1	<ul style="list-style-type: none"><li>• Name Bill Adams</li><li>• Authorities All</li></ul>
Alternate #2	<ul style="list-style-type: none"><li>• Name Loyce Hill</li><li>• Authorities All</li></ul>

# **ATTACHEMENT “F” COMMUNITY ALERT and NOTIFICATION GUIDELINES**

## **SMITH WILLIAMS SERVICE CENTER FOUNDATION/NEPP ALERT AND NOTIFICATION PROTOCOL**

### **Alert:**

The key team members have signed up to receive alerts from Leon County at: <http://www.haveahurricaneplan.com/> and the City of Tallahassee at: <http://www.talgov.com/communications/socialmedia.cfm> and a weather alert notification of their choice: such as <http://inws.wrh.noaa.gov/> or others.

### **Notification:**

Upon receiving an alert impacting the Smith Williams Service Center Foundation area, you are to notify the NEPP Team Leader or alternates, to determine level of activation needed.

If activation is required begin the call down of NEPP Team members.

Providing:

1. The current threat and details of potential impacts
2. Reporting location and time to report

### **Mobilization:**

Upon gathering at the reporting location, the NEPP Team Leader or alternate will become the Incident Commander, and NEPP Team members will begin actions based on the objectives outlined by the Incident Commander to meet the needs.

Alert, Notification, Activation, Mobilization, Deactivation, Demobilization

### **Support/Response:**

NEPP Team members will support the community by providing information, gathering information for responders, assist with distribution points, and general welfare of the community.

### **Deactivation/Demobilization:**

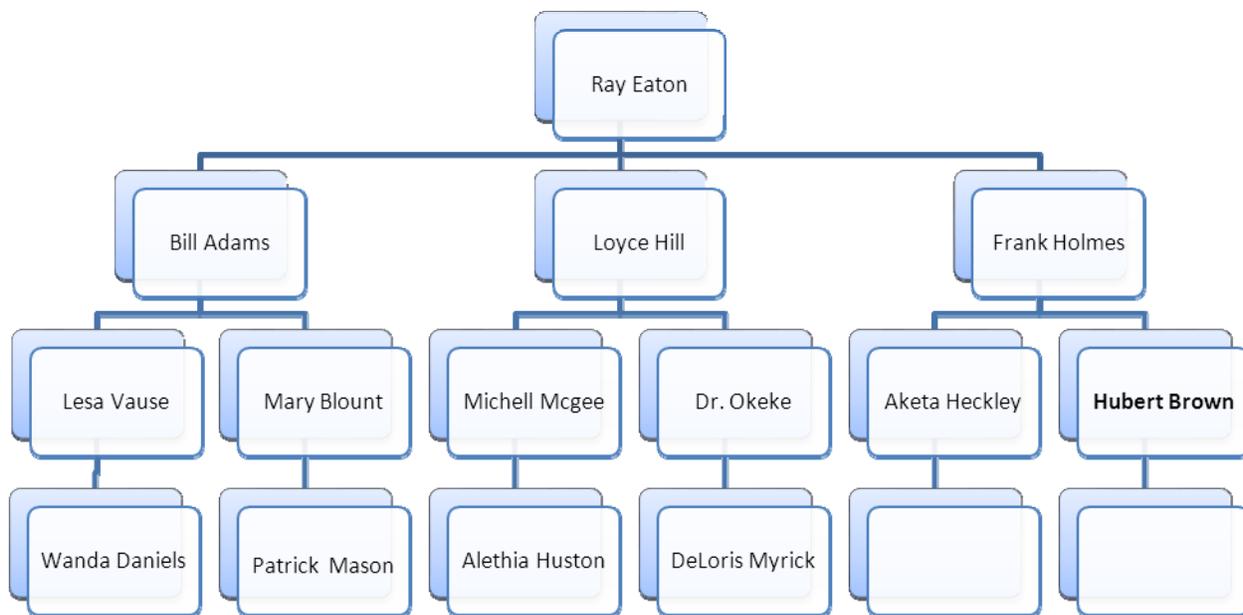
As the event ends, the Incident Commander/NEPP Team Leader will notify team members, to begin the deactivation process.

1. Notification to Team Members and the community of the date and time their support will end
2. Gather all documentation as to activities, costs, return and restock supply kits
3. Establish a date, time and location to evaluate the teams' action and update the plan.

# **ATTACHEMENT “G “**

# **CALLING TREE GUIDELINES**

# SMITH WILLIAMS SERVICE CENTER FOUNDATIONS CALLING TREE GUIDELINES



**Calling tree guidelines:**

1. Key NEPP team member receive notification and notify NEPP Team Leader/alternates of situation
2. NEPP Team Leader/alternates determines if calling tree activation is required
3. If so Each caller is to call the next person, if you can not notify that person continue calling until all notifications are completed.
4. Provide basic information and reporting location and time.

Annually during the plan review and exercise the call down list will be update or as needed.

# **ATTACHEMENT “H” TRAINING, EXERCISE and PLAN EVALUATION SCHEDULE**

## The Smith Williams Service Center Foundation Training, Exercise and Plan Evaluation Schedule

<b>Training</b>	<b>Exercise</b>	<b>Plan Evaluation/Updates</b>
April 24, 2012 (on Plan)	April 24, 2012	

At a minimum the NEPP team will review the plan, conduct an exercise and make any corrections as necessary annually.

## Disaster Response Team Members

Date: 04/15/2012

<b>Name: Ray Eaton</b>	
<b>Form to Complete:</b>	
<b>Key Responsibilities: DR Coordination</b>	
<b>Home Address: 427 Teal Lane</b>	
<b>City, State, Zip: Tallahassee, Fl 32308</b>	
<b>Home Phone: 850 778-1325</b>	<b>Mobile Phone: 850 459-5660</b>
<b>Office Phone: 850 459-5660</b>	<b>Pager/Beeper:</b>
<b>Fax:</b>	<b>Other Numbers:</b>
<b>E-mail: eatonr@gmail.com</b>	
<b>Name: Bill Adams</b>	
<b>Form to Complete:</b>	
<b>Home Address:</b>	
<b>City, State, Zip:</b>	
<b>Home Phone:</b>	<b>Mobile Phone:</b>
<b>Office Phone:</b>	<b>Pager/Beeper:</b>
<b>Fax:</b>	<b>Other Numbers:</b>
<b>E-mail:</b>	
<b>Name: Loyce Hill</b>	
<b>Form to Complete:</b>	
<b>Home Address: 313 Talwood Drive</b>	
<b>City, State, Zip: Tallahassee, Fl. 32312</b>	
<b>Home Phone: N/A</b>	<b>Mobile Phone: 850-591-5648</b>
<b>Office Phone: 850-245-4444 Ex. 2160</b>	<b>Pager/Beeper:</b>
<b>Fax:</b>	<b>Other Numbers:</b>
<b>E-mail:Loyce _Hill@doh.state.fl.us</b>	
<b>Name:</b>	
<b>Form to Complete:</b>	
<b>Home Address:</b>	
<b>City, State, Zip:</b>	
<b>Home Phone:</b>	<b>Mobile Phone:</b>
<b>Office Phone:</b>	<b>Pager/Beeper:</b>
<b>Fax:</b>	<b>Other Numbers:</b>
<b>E-mail:</b>	

