

EMERGENCY SUPPORT FUNCTIONS (ESFs) ASSISTANCE GUIDE

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I. EMERGENCY SUPPORT FUNCTIONS (ESFs) ASSISTANCE GUIDE

The Emergency Support Functions Assistance Guide, outlines specific tasks or functions that may be carried out before, during and after an emergency or a disaster. The guide describes, in specific detail, the operational system identified in the Local Comprehensive Emergency Management Plan Criteria - Basic Plan, that will be used to carry out the tasks or functions listed. It should be based on the operational management system described in Section III. A.5., of the Basic Plan. These tasks mirror the emergency support functions of the State Comprehensive Emergency Management Plan and can also be applied to specific functions within the Incident Command System (ICS) or an Incident Management System (IMS). These specific tasks or functions maybe described in standard operating procedures (SOPs) or other operational plans utilized within the local emergency management structure and referenced in the Comprehensive Emergency Management Plan.

County officials have the option of deciding how much information will be sufficient to identify the position/organization responsible for accomplishing the activities and respective duties of the emergency support functions. The guide works in conjunction with the emergency management capability assessment. The emergency management capability assessment gives counties the opportunity to demonstrate activities and/or present information outlined in their County Comprehensive Emergency Management Plan, standard operating procedures and other support documents/activities that constitute the emergency management program. Instead of documenting every step or action involved with the county's emergency management program (i.e I - Emergency Support Functions), counties can demonstration their capability to perform the activities. The emphasis shifts to the performance of an activity, as opposed to a written description. This does not negate the fact that documentation is needed, however, the minute details do not need to be included in the county Comprehensive Emergency Management Plan.

The operational system used in the local emergency operation center should be determined by the local jurisdiction, taking into consideration local personnel and resources. No operational system is being mandated. However, if the Emergency Support Function or an Incident Management System (IMS) is being used, the formats presented in this document are being suggested. The incident management system format is designed to parallel the state system. It is suggested that each annex include a description of the organization, concept of operations, functions and responsibilities (by agency), a listing of supporting standard operating procedures, and the applicable guide criterion.

II. SUGGESTED OUTLINE FOR AN EMERGENCY SUPPORT FUNCTION ANNEXES

Suggested Outline Emergency Support Function Annexes Guide

Emergency Support Function: #
Primary Agency:
Support Agencies (Organizations)

- I. Introduction
 - A. Purpose
 - B. Scope
 - C. Policies
 - D. Planning Assumptions
- II. Concept of Operations
 - A. General
 - B. Organization (inclusive of charts, diagrams, matrixes, etc.)
 - C. Notification
- III. Emergency Support Functions (Generally, the responses to the applicable criterion)
 - A. Response
 - B. Recovery
 - C. Mitigation, if applicable
- IV. Responsibilities
 - A. Primary Agency
 - B. Support Agencies

II. EMERGENCY SUPPORT FUNCTIONS (ESF) CRITERIA

A. TRANSPORTATION - (Emergency Support Function-#1)

This function defines the use and coordination of local transportation resources that support local agencies, volunteer groups and other organizations in order to perform their mission during response and recovery from an emergency or disaster.

1. Identify the local agency which has primary responsibility for providing emergency transportation resources.
2. Identify those agencies/organizations which have support roles and will be involved in providing necessary transportation resources.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions and resources will be coordinated between lead and support agencies/organizations.
5. Identify the position responsible for maintaining and updating the transportation resource inventory.
6. Provide the reference location of inventory of personnel, equipment and vehicles that will be used for emergency transportation, including the date of last revision.
7. Identify any planning assumptions that were considered in the development of the transportation function. (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).
8. Describe the pre-positioning or staging of transportation resources.

RESPONSE:

The following are criteria set forth for Emergency Support Function #1 during the response

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phase of an emergency.

1. Describe the arrangements that have been made with gasoline suppliers to give priority to emergency vehicles.
2. Describe how transportation missions will be prioritized.
3. Describe the local capability to provide transportation for the elderly and special needs population.

RECOVERY

The following are criteria set forth for Emergency Support Function #1 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for transportation during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery.
3. Describe the coordination of transportation with other emergency support functions/agencies involved in recovery.
4. Describe the local capability to provide transportation for the elderly and special needs population following a disaster..

STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function #1 procedures.

1. Identify personnel to meet staffing patterns to ensure 24-hour operation of transportation vehicles.
2. Describe how drivers will be contacted with instructions to report to work.
3. Provide an inventory of personnel, data, equipment, and vehicles which will be used for emergency transportation, including the date of last revision.
4. Identify pick-up points and pre-assigned routes for residents requiring transportation for

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both response and recovery.

B. COMMUNICATIONS - (Emergency Support Function #2)

Communications are essential for adequate response to and recovery from emergency situations. This function should describe the communication systems that are available locally for the uninterrupted flow of information during the response and recovery phases of a disaster.

1. Identify the local agency which has the lead role in providing and maintaining communications during emergency operations.
2. Identify local support agencies and volunteer organizations that will be involved in providing necessary communications during an emergency.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions/assignments and resources will be coordinated between lead and support agencies/organizations.
5. Identify the position responsible for maintaining and updating an inventory of personnel, equipment and vendors which will be used in the restoration of communication.
6. Identify any planning assumptions that were considered in the development of the communication function. (i.e., capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).

RESPONSE:

The following are criteria set forth for Emergency Support Function #2 during the response phase of an emergency.

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1. List the primary and secondary communication systems including dedicated lines, regular telephone lines, radio systems (i.e., ESATCOM, LGR, FWIN, HF Radio, Amateur Radio, 800 MHz) that will be used for communication with:
 - a. local Emergency operation center and the various departments and agencies of local government;
 - b. local Emergency operation center and the state Emergency operation center;
 - c. local Emergency operation center and any municipal Emergency operation centers;
 - d. emergency support function/incident command system groups;
 - e. shelters, feeding sites; and
 - f. distribution sites, staging areas and Disaster Recovery Centers (DRCs).
2. List priorities for repair and restoration of communication resources that have been damaged as a result of a disaster.

RECOVERY:

The following are criteria set forth for Emergency Support Function #2 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for communications during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations.
4. Describe provisions for a phone bank at the Disaster recovery center for both the employee/volunteer and the public.

STANDARD OPERATING PROCEDURES:

The following criteria should be developed and addressed in the Emergency Support Function #2 procedures.

1. Describe procedures to ensure that communications are established at each shelter and mass care facility.
2. Identify procedures for the pre-deployment or staging of communication resources.

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3. Identify personnel to meet staffing patterns to ensure 24-hour operation of communication systems.

C. PUBLIC WORKS AND ENGINEERING - (Emergency Support Function-#3)

The purpose of this function is to define the role of local public works and engineering departments in providing resources related to lifesaving, or life protection prior to, during and following a disaster.

1. Identify the lead agency responsible for providing public works and engineering resources during emergency operations.
2. Identify those agencies with support roles.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions/assignments and resources will be coordinated between lead and support agencies/organizations.
5. Identify the position responsible for maintaining and updating an inventory of personnel, vehicles and equipment which will be used in the restoration of infrastructure.
6. Identify any planning assumptions that were considered in the development of the public works function. (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).

RESPONSE:

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The following are criteria set forth for Emergency Support Function #3 during the response phase of an emergency.

1. Identify established priorities for emergency clearance of debris to allow passage of equipment, personnel and supplies into the affected area immediately following a disaster.
2. Describe how resources will be acquired to implement protective measures (i.e. sandbags, pumps, barricades, signs, etc, .).
3. Describe how public works missions will be prioritized.

RECOVERY:

The following are criteria set forth for Emergency Support Function #3 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for public works and engineering during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations.
4. Identify established priorities for the clearing, repair or reconstruction of damaged transportation routes including streets, roads, bridges, ports, waterways, airfields and other vital transportation facilities.

STANDARD OPERATING PROCEDURES:

The following criteria should be addressed and developed in the Emergency Support Function #3 Procedures.

1. Describe how public works missions will be coordinated between lead and support agencies.
2. Describe how public works missions will be coordinated with other Emergency Support Functions/agencies.
3. Identify procedures to ensure 24-hour staffing patterns for the restoration of

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infrastructure operations immediately following a disaster.

4. Describe procedures for the restoration of critical public services and facilities including the supply of adequate potable water, restoration of water supply systems and the provision of water for firefighting.
5. Describe procedures for the demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
6. Describe procedures which provide for the pre-positioning of resources when it becomes apparent that skilled construction worker, engineers, vehicles and construction materials will be necessary.

D. FIREFIGHTING - (Emergency Support Function-#4)

This function deals with fires that are a result of a disaster or fires that could become a disaster withing themselves. Local resources should be used to their maximum capability in suppressing fires.

1. Identify the local agency which has the lead role in firefighting.
2. Identify local support agencies and volunteer organizations that will have support roles.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions/assignments and resources will be coordinated between lead and support agencies/organizations.
5. Identify by title or position, the person responsible for coordinating with the Division of Forestry.

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6. Identify by title or position the person designated as the county coordinator in the Statewide Fire-Rescue Disaster Response Plan.
7. Identify the title or position of the individual(s) with authority to request mutual aid resources.
8. Identify the position responsible for maintaining and updating an inventory of personnel, vehicles and equipment that will be available for firefighting activities.
9. Identify any planning assumptions that were considered in the development of the firefighting function. (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).

RESPONSE:

The following are criteria set forth for Emergency Support Function #4 during the response phase of an emergency or a disaster.

1. Describe the activities to be performed during fire response operations (i.e. mobilization of equipment and personnel, evacuations, press releases, mutual aid activities, etc).
2. Describe how fire missions will be prioritized.
3. Describe how on-scene operations will coordinate with the county Emergency operation center.
4. Describe how activities will be coordinated with the State Emergency Support Function #4.
5. Describe the demobilization process of fire resources.

RECOVERY:

The following are criteria set forth for Emergency Support Function #4 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for firefighting during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.

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3. Describe the activities to be performed during recovery operations.

STANDARD OPERATING PROCEDURES:

The following criteria should be developed and addressed in the Emergency Support Function #4 procedures.

1. Describe coordination with the Florida Fire Chief's Association and the Division of Forestry to obtain state firefighting support.
2. Identify the procedures which are established for firefighting activities.
3. Describe procedures for requesting, reimbursing, and demobilizing mutual aid resources.
4. Provide the reference location of an inventory of vehicles and equipment that will be available for firefighting activities, including the last date of revision.

E. INFORMATION AND PLANNING - (Emergency Support Function-#5)

This function should describe the overall planning and information activities within the local Emergency operation center.

1. Identify the local lead agency responsible for collection and processing of emergency information.
2. Identify those local agencies and private organizations which will assist in the processing of information.
3. Identify duties and responsibilities of the lead and each supporting agency.

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4. Describe how missions/assignments and resources will be coordinated between lead and support agencies/organizations.
5. Identify any planning assumptions that were considered in the development of the information and planning function. (i.e., capability limitations, resource shortfalls, use of mutual aid/outside resources, personnel, etc.).

RESPONSE:

The following criteria are set forth for Emergency Support Function #5 during the response phase of an emergency.

1. Describe the activities to be performed during response operations (i.e. status briefings, data collection, action planning, mission tracking, conference calls, updating status boards, etc.,).
2. Describe how information/data will be coordinate/reported and missions tracked with the state emergency operation center.

RECOVERY:

The following are criteria set forth for Emergency Support Function #5 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for information and planning during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations.

STANDARD OPERATING PROCEDURES:

The following criteria should be addressed and developed in the Emergency Support Function #5 procedures.

1. Describe the procedures for information flow within the emergency operation center (diagrams are helpful).
2. Describe procedures for the consolidation of key information into reports that are

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provided to local response agencies and the state emergency operation center.

3. Describe the method used to provide reports, briefings and updates to all local response agencies.
4. Describe the procedures used for the coordination of information with the state emergency operation center.
5. Describe the method utilized in the emergency operation center for displaying charts/maps, emergency status, etc.
6. Describe procedures for requesting assistance and resources, and how the status will be tracked.
7. Identify personnel and resources to meet extended staffing patterns.

F. MASS CARE - (Emergency Support Function-#6)

This function should describe the services which will be made available to disaster victims during and after an emergency, including shelter, available food and clothing. It should also outline procedures for coordination of governmental and non-governmental assistance to disaster victims.

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1. Identify the local agency which has overall responsibility for mass care.
2. Identify those agencies and volunteer groups which will provide support to mass care operations.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions/assignments and resources will be coordinated between lead and support agencies/organizations.
5. Identify organizations with assigned responsibility for registration, staffing, feeding, medical care and other logistical activities involved in shelter operations.
6. Identify by title or position the person responsible for maintaining a list of resources available from local agencies, their address and an after hours point of contact.
7. Identify any planning assumptions that were considered in the development of the mass care function (i.e. capability limitations, resource limitations, etc.).

RESPONSE:

The following criteria are set forth for Emergency Support Function #6 during the response phase of an emergency.

1. Describe the activities to be performed during response operations (i.e. evacuations, press releases, comfort stations, equipment, security, etc.).
2. Identify the system to ensure that food and water are provided to the most critical areas of need first.
3. Describe how information concerning mass care activities (i.e. opening shelters, evacuees care and management, special needs population data, meal counts, needs assessment information) will be provided to those who require accurate information for response planning.
4. Describe risk sheltering activities.
5. Describe host sheltering activities.

RECOVERY:

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The following are criteria set forth for Emergency Support Function #6 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for mass care during recovery.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations.
4. List by title or position, who will serve as staff to the Disaster Recovery Centers.

STANDARD OPERATING PROCEDURES:

The following criteria should be addressed and developed in the Emergency Support Function #6 procedures.

1. Describe coordination with other emergency support functions/agencies and volunteer organizations.
2. Describe the procedures for opening and closing shelters.
3. Identify procedures for the tasking of all sheltering operations during a disaster to include the sheltering of people with special needs.
4. Identify personnel to ensure that trained shelter managers are assigned at each shelter to ensure 24-hour operation of shelters and emergency operation center operations.
5. Describe methods to ensure that each shelter has emergency power generation capability.
6. Identify local logistical procedures for meeting food, water and sanitation needs at public shelters.
7. Identify procedures for ensuring that security and communications are provided at each shelter.
8. Identify established procedures for sheltering residents from outside of the local area (host sheltering).

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9. Describe the establishment and operation of mass feeding facilities.
10. Describe how emergency first aid will be provided at shelters, feeding sites and comfort stations.
11. Identify procedures for reuniting families that have been separated.
12. Describe the priority system to ensure that food and water are provided to critical areas of need first.

G. RESOURCE SUPPORT - (Emergency Support Function-#7)

Providing logistical and resource support to response agencies is critical in their efforts to respond and recover from natural or man-made disasters. Local government is responsible for ensuring that all necessary resources are available to local agencies either through the use of local resources or by obtaining assistance from the state or other agencies. The resource support function outlines those actions local government will take to provide direct and active support to emergency response and recovery efforts during and after an emergency.

1. Identify the local agency which has primary responsibility for planning, coordinating, and managing the resource support function.
2. Identify those agencies which have support roles.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions/assignments and resources will be coordinated between lead and support agencies/organizations.
5. Identify any planning assumptions that were considered in the development of the resource support function (i.e., capability limitations, resource limitations, use of mutual aid/outside resources, etc.).
6. Identify by title or position, the person responsible for maintaining a list of resources (including vendors, contracts, agreements,) available from local agencies, their address and an after hours point of contact.

RESPONSE

The following are criteria set forth for Emergency Support Function #7 during the response phase of an emergency.

1. Identify plans for the staging of resources near the disaster area.
2. Describe how the procurement of resources will be made in accordance with local, state and federal laws and regulations.
3. Describe how contracts for services or resources will be initiated and managed.

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RECOVERY:

The following are criteria set forth for Emergency Support Function #7 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for resource support during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations.

STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function #7 procedures.

1. Describe procedures to identify and procure resources from local public and private agencies.
2. Identify the procedures established for providing information to vendors or volunteer groups that supplement local resources.
3. Describe the procedures to identify what resources local agencies normally have available, how to obtain them, their location and an after hours point of contact.
4. Describe the record system that will be used to track all property loaned for support of emergency operations.
5. Identify personnel to meet staffing patterns to ensure 24-hour operation of resource support operations.

H. HEALTH AND MEDICAL - (Emergency Support Function-#8)

A variety of health and medical conditions may become emergencies within themselves following a disaster. Medical and health functions include protecting the safety of water supplies, assuring adequate sanitation is maintained, assuring the safety of food supplies, providing medical and mortuary services and preventing or controlling epidemics. This function should outline the procedures for providing health and medical services.

1. Identify the local agency which has primary responsibility for conducting search and rescue operations.
2. Identify those agencies/organizations which have support roles.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions and resources will be coordinated between lead and support agencies/organizations.
5. Describe how your jurisdiction will coordinate with local residential health care facilities if it becomes necessary to evacuate.
6. Identify any planning assumptions that were considered in the development of the health and medical operations (i.e., capability limitations, resource limitations, use of mutual aid/outside resources, etc.).
7. Identify by title or position the person responsible for maintaining a list of resources available from local agencies, their address and an after hours point of contact.

RESPONSE

The following are criteria set forth for Emergency Support Function #8 during the response phase of an emergency or disaster.

1. Describe the activities to be performed during response operations (i.e., monitoring

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health care facilities for evacuations, monitor special need shelters, insect control, resources, equipment, etc).

2. Identify by title or position who will issue a warning to the public concerning contaminated water supplies.
3. Identify how health information will be provided to the public.
4. Identify activities associated with the people with special needs program.

RECOVERY

The following are criteria set forth for Emergency Support Function #8 during the recovery phase of an emergency or disaster.

1. If different, identify the lead and support agencies for health and medical during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations.
4. Identify procedures for ensuring the potability of water, waste water treatment and solid waste disposal.
5. Define steps for victim identification, mortuary services, and next of kin notification.
6. Identify the procedures for collection and destruction of contaminated foodstuffs.

STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function #8 procedures.

1. Identify personnel to meet staffing pattern needs to ensure 24 - hour operation of health and medical activities.
2. Identify procedures for providing medical support, including equipment and supplies, beyond that required for standard first aid and for the prevention of communicable diseases, epidemiological, and environmental health activities related to the sheltering

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and feeding of disaster victims.

3. Identify procedures for control of insects, rodents and other pests.
4. Describe procedures to ensure the safety of food and drugs.
5. Identify procedures to ensure the safety and care of emergency responders.
6. Identify procedures for establishing mental health crisis counseling centers
7. Identify the provision that have been made for the Critical Incident Stress Debriefing (CISD) of emergency response personnel.
8. Identify procedure for the adequate assessment of health/medical needs.
9. Identify procedures established for transporting victims in serious or critical condition to medical facilities outside the impacted area.

I. SEARCH AND RESCUE (SAR)- (Emergency Support Function-#9)

Search and rescue operations require a coordinated effort, preferably by trained search and rescue (SAR) units. This function should address the procedures for conducting and coordinating these actions within the jurisdiction following a disaster.

1. Identify the local agency which has primary responsibility for conducting Search and rescue operations.
2. Identify those agencies/organizations which have support roles.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions and resources will be coordinated between lead and support agencies/organizations.
5. Identify by title or position, the person designated as the County Coordinator in the “Statewide Fire-Rescue Disaster Response Plan.”
6. Identify by title or position, the individuals with authority to request mutual aid resources.
7. Identify by title or position the person responsible for maintaining a list of personnel, vehicles, resources, and equipment that will be available for Search and rescue operations.

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8. Identify any planning assumptions that were considered in the development of the Search and rescue operations (i.e. capability limitations, resource limitations, use of mutual aid/outside resources, etc.).

RESPONSE:

The following are criteria set forth for Emergency Support Function #9 during the response phase of an emergency or a disaster.

1. Describe the activities to be performed during Search and rescue response operations (i.e. mobilization of equipment and personnel, use of on scene command, grid patterns, mutual aid activities, etc).
2. Describe how Search and rescue missions will be prioritized.
3. Describe how on-scene operations will coordinate with the county emergency operation center.
4. Describe how activities will be coordinated with the State Emergency Support Function #9.
5. Describe how resources and personnel from outside of the county will be managed (i.e. mutual aid, state or federal assistance, volunteers, etc.).
6. Describe the demobilization process of Search and rescue resources.

RECOVERY:

The following are criteria set forth for Emergency Support Function #9 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for Search and rescue during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations.

STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function

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#9 procedures.

1. Describe procedures to address:
 - a. organization of rescue squads;
 - b. placement of personnel and equipment for conducting emergency activities;
 - c. communications;
 - d. identification of medical facilities for the injured and ailing survivors;
 - e. accountability of search and rescue personnel; and
 - f. establishing search grids.
2. Describe procedures to coordinate with the Florida Fire Chiefs Association Disaster Response Plan to obtain state search and rescue support.
3. Provide the reference location an inventory of personnel, vehicles and equipment other than law enforcement resources, that will be available for search and rescue operations, including the date of the last revision.

J. HAZARDOUS MATERIALS - (Emergency Support Function #10)

A natural or other catastrophic disaster could result in a situation where hazardous materials are released into the environment. The purpose of this function is to outline local procedures for responding to a hazardous materials event.

1. Identify the local agency or the individual, by title or position, that has primary responsibility for coordination of hazardous materials activities.
2. Identify those agencies/organizations that have support roles in hazardous materials with either personnel or equipment.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions and resources will be coordinated between lead and support agencies/organizations.
5. Identify the position responsible for maintaining and updating the hazardous materials resource inventory.

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6. Provide the reference location of inventory of personnel, data, equipment and vehicles that will be used for hazardous materials missions.
7. Identify any planning assumptions that were considered in the development of the hazardous materials function. (i.e., capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).
8. Describe the pre-positioning or staging of hazardous materials resources.

RESPONSE:

The following are criteria set forth for Emergency Support Function #10 during the response phase of an emergency or disaster.

1. Describe the activities to be performed during response operations (i.e. site identification, monitoring and reporting contaminated sites, coordination of protective actions, evacuations, press releases, restoration of hazardous material site, equipment, environmental issues, record keeping, traffic control, etc.,).
2. Describe how hazardous materials missions will be prioritized.
3. Describe how activities will be coordinated with the State Emergency Support Function #10 and the owner of the hazardous material/site.
4. Identify decontamination sites and/or facilities for personnel.
5. Identify wash down stations for vehicles and equipment.
6. Identify medical facilities that can accept contaminated patients.

RECOVERY

The following are criteria set forth for Emergency Support Function #10 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for hazardous materials on during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.

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3. Describe the activities to be performed during recovery operations (i.e. clean-up operations, monitoring contamination, environmental issues, reimbursement, etc.).

STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function #10 procedures.

1. Identify personnel to meet staffing patterns to ensure 24-hour operation of hazardous materials operations.
2. Describe how staff will be contacted with instructions to report to work.
3. Provide an inventory of personnel, data, equipment, and vehicles which will be used for hazardous materials, including the date of last revision.
4. Identify the procedures for documenting hazardous sites and vulnerable population.
5. Identify the procedures for gathering information and intelligence related to the disaster or emergency.
6. Identify procedures for the pre-positioning or staging of hazardous materials resources.

K. FOOD AND WATER - (Emergency Support Function #11)

This function should address the procedures and plans for providing food, water and ice to victims following a disaster. The plan should identify how food and water supplies will be obtained and distributed by the responsible agency.

1. Identify the local agency or the individual, by title or position, that has primary responsibility for coordination of food and water activities.
2. Identify those agencies/organizations that have support roles in obtaining food, water and ice.
3. Identify duties and responsibilities of the lead and each supporting agency.

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4. Describe how missions and resources will be coordinated between lead and support agencies/organizations.
5. Identify the position responsible for maintaining and updating the food and water inventory (personnel, vendors, equipment, vehicles, contracts, etc.).
6. Provide the reference location of inventory of personnel, data, equipment and vehicles that will be used for food and water missions.
7. Identify any planning assumptions that were considered in the development of the food and water function (i.e. capability limitations, resource shortfalls, use of mutual aid and personnel, etc.).
8. Describe the pre-positioning or staging of food and water resources.

RESPONSE:

The following are criteria set forth for Emergency Support Function #11 during the response phase of an emergency or disaster.

1. Describe the activities performed during response operations (i.e. projections on meals needed, food inventory, equipment needs, storage, transportation issues, etc).
2. Describe how food and water missions will be prioritized.
3. Describe how Emergency Support Function #11 will coordinate with Emergency Support Function #6 (Mass Care) for food, water and ice needs.
4. Describe how information will be coordinated with State Emergency Support Functions #11 and #6.
5. Describe arrangements made for the distribution (including transportation) of food shipments to warehouses, feeding sites and pantry locations.

RECOVERY

The following are criteria set forth for Emergency Support Function #11 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for food and water on during the recovery phase of an emergency.

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2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations (i.e. feeding concerns for disaster recovery centers; staging areas; comfort stations, equipment needs, storage, distribution, etc.).

STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function #11 procedures.

1. Identify personnel to meet staffing patterns to ensure 24-hour operation of Emergency Support Function #11 (food and water) operations.
2. Describe how staff will be contacted with instructions to report to work.
3. Provide an inventory of personnel, data, equipment, and vehicles which will be used for food and water, including the date of last revision.
4. Identify the procedures for coordination with organizations conducting feeding operations (i.e. Red Cross, Salvation Army, pantry operations, fixed and mobile feeding locations).
5. Identify the procedures for gathering information and intelligence relating to the disaster or emergency.
6. Identify procedures for the pre-positioning or staging of food and water resources.
7. Identify the procedures for communicating levels of need to the state on emergency food stamp assistance.
8. Identify the procedures to ensure that food and water can be transported into the affected areas and establish feeding and distribution sites.

L. ENERGY - (Emergency Support Function #12)

Power outages can be expected to occur following a major disaster. Outages may also be caused by severe cold or hot weather, fuel shortages, transportation disruptions, power plant outages, transmission line and distribution problems. The local plan should address the restoration of power back to the community as soon as possible.

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1. Identify the local agency or the individual, by title or position, which has primary responsibility for coordination of energy activities.
2. Identify those agencies/organizations which have support roles in energy. Support agencies should help with obtaining information, equipment, specialized labor, fuel and transportation to repair or restore energy systems.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions and resources will be coordinated between lead and support agencies/organizations.
5. Identify the position responsible for maintaining and updating the energy resource inventory.
6. Provide the reference location of inventory of personnel, data, equipment and vehicles that will be used for energy missions.
7. Identify any planning assumptions that were considered in the development of the energy function. (i.e., capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).
8. Describe the pre-positioning or staging of energy resources.
9. Describe the public information program that will be utilized to advise residents (including the electricity dependent) on the necessity to conserve energy, energy outages and other related energy issues.

RESPONSE:

The following are criteria set forth for Emergency Support Function #12 during the response phase of an emergency or disaster.

1. Describe the activities to be performed during response operations (i.e., identification of impacted areas, number of people without power, projections on power restoration, safety issues, press releases, etc).
2. Describe how energy missions will be prioritized.

RECOVERY

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The following are criteria set forth for Emergency Support Function #12 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for energy on during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations (i.e. intelligence information; homes without power; number of people impacted; area impacted, projects on power restoration, etc.).

STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function #12 procedures.

1. Identify personnel to meet staffing patterns to ensure 24-hour operation of energy operations.
2. Describe how staff will be contacted with instructions to report to work.
3. Provide an inventory of personnel, data, equipment, and vehicles which will be used for energy, including the date of last revision.
4. Identify the procedures for assessing energy system damage, energy supply and demands, and the requirements to restore such systems.
5. Identify the procedures for obtaining and transporting fuel and other emergency energy supplies.
6. Establish procedures for energy allocation and prioritization.
7. Identify the procedures for gathering information and intelligence relating to the disaster or other emergency.
8. Identify procedures for the pre-positioning or staging of energy resources.
9. Identify the procedures to ensure coordination of information with state and federal

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officials and energy suppliers regarding energy supply recovery assistance.

10. Identify the procedures to establish a priority system for restoration of damaged energy supplies.
11. Identify the procedures for processing all requests for fuel and power assistance.

M. MILITARY SUPPORT - (Emergency Support Function #13)

Protection of the public requires the timely and coordinated efforts of military support personnel. Local military support should develop formal procedures for the coordination of military support activities before, during and after a disaster.

1. Identify the local agency or the individual, by title or position, which has primary responsibility for coordination of military support activities.
2. Identify those agencies/organizations which have support roles in military support.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions and resources will be coordinated with the Florida National Guard.
5. Identify the Florida National Guard's Area Command responsible for planning and executing military support operations within your county.
6. Identify the title or position responsible for maintaining and updating county resources for the Rapid Impact Assessment Teams (RIAT).
7. Provide the reference location of inventory of personnel, data, equipment and vehicles that will be used for the Rapid Impact Assessment Team, including the date of last revision.
8. Describe the pre-positioning or staging of military support resources.
9. Identify any planning assumptions that were considered in the development of the military support function and the Rapid Impact Assessment Team's activities. (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).

RESPONSE:

The following are criteria set forth for Emergency Support Function #13 during the response phase of an emergency or disaster.

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1. Describe the activities to be performed during response operations (i.e. security, traffic control, transportation, communication, etc).
2. Describe how military support missions will be prioritized.

RECOVERY

The following are criteria set forth for Emergency Support Function #13 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for military support on during the recovery phase of an emergency.
2. Describe the activities to be performed during recovery operations (i.e. security for staging areas; comfort stations, debris removal, etc.).

STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function #13 procedures.

1. Identify staffing patterns to ensure 24 -hour operation of military support operations.
2. Describe how staff will be contacted with instructions to report to work.
3. Provide an inventory of County personnel, data, equipment, and vehicles which will be used for the Rapid Impact Assessment Team, including the date of last revision.
4. Describe the procedures for requesting the Florida National Guard resources from the State Emergency Operation Center.
5. Identify the procedures for gathering information and intelligence relating to the disaster or other emergency.
6. Identify procedures for the pre-positioning or staging of military support resources.

N. PUBLIC INFORMATION - (Emergency Support Function #14)

Providing accurate information prior to, during and after a disaster is very important for saving lives, minimizing damage, and informing people where to go for assistance. This function should describe the local organization and procedures for providing accurate information to the public.

1. Identify the local agency or the individual, by title or position, that has primary responsibility for coordination of public information activities.
2. Identify those agencies/organizations that have support roles in public information.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions/assignments and resources will be coordinated between lead and support agencies/organizations.
5. Identify the position responsible for maintaining and updating the resource inventory listing public information.
6. Provide the reference location of the inventory of personnel, data, equipment and vehicles that will be used for public information .
7. Identify any planning assumptions that were considered in the development of the public information function. (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).
8. Identify the area established for the media either within or near the Emergency operation center.
9. Identify the potential site and procedures for activation of a Joint Information Center (JIC).

RESPONSE:

The following are criteria set forth for Emergency Support Function #14 during the response phase of an emergency or disaster.

1. Describe the activities to be performed during response operations (i.e. collection of information, coordination with State Emergency Support Function 14 and the Federal

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Emergency Management Agency, press releases, Citizens Information Center, notification of the public, etc).

2. Describe how public information missions will be prioritized.
3. Describe how public information will coordinated with the State Emergency Support Function #14.

RECOVERY

The following are criteria set forth for Emergency Support Function #14 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for public information on during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations (i.e. press releases for recovery activities to assist the public; where to go and who to contact; recovery center location, etc.).

STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function #14 procedures.

1. Identify personnel to meet staffing patterns to ensure 24-hour operation of public information operations.
2. Describe how staff will be contacted with instructions to report to work.
3. Provide an inventory of personnel, data, equipment, and vehicles which will be used for public information operations, including the date of last revision.
4. Identify the procedures for requesting public information .
5. Identify procedures for the coordinating with the emergency support functions.

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6. Identify procedures that will be used for the dissemination of information concerning:
 - a. Preparedness information (i.e. vulnerable areas for each hazard, what protective actions to take, the type of supplies needed, etc.).
 - b. Response information (i.e. evacuation and sheltering information, what to bring to a shelter, etc.).
 - c. Recovery information (i.e. where to go and who to contact for assistance; etc.).
 - d. Mitigation information (i.e. pre-disaster measures to alleviate loss, preparedness tips, permits, etc.).
7. List the radio and television stations that will be used to provide information to the public and are participate in the local emergency alerting system.
8. Identify prescribed public service announcements.
9. Identify procedures for providing emergency information to seasonal visitors and tourist.
10. Describe procedures for providing emergency information to residents who may require special assistance in the event of a disaster.
11. Identify the procedures and materials for informing the hearing impaired, visually impaired and non-English speaking populations.
12. Describe procedures for providing information to residents of mobile homes regarding their vulnerability and need for evacuation.
13. List procedures for informing families on the status of individuals who are injured, missing, or deaths will be coordinated with Emergency Support Functions #16 and #8.
14. Identify procedures for the control and coordination of public information.

O. VOLUNTEERS AND DONATIONS - (Emergency Support Function #15)

The purpose of this function is to define the local procedures to manage and coordinate the receipt and delivery of volunteer goods, personnel and services before, during and after a disaster.

1. Identify the local agency or the individual, by title or position, which has primary responsibility for coordination of volunteer and donation activities.
2. Identify those agencies/organizations which have support roles in volunteers and donation.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions and resources will be coordinated between lead and support agencies/organizations.
5. Identify the position responsible for maintaining and updating the volunteers and donation resource inventory.
6. Provide the reference location of inventory of personnel, data, equipment and vehicles that will be used for volunteers and donations.
7. Identify any planning assumptions that were considered in the development of the volunteers and donation function. (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).
8. Describe the pre-positioning or staging of volunteers and donation resources.

RESPONSE:

The following are criteria set forth for Emergency Support Function #15 during the response phase of an emergency or disaster.

1. Describe the activities to be performed during response operations (i.e. identification of

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items/resources needed, collection of donations, staging resources, coordination with State Emergency Support Function #15, public information, recruitment of volunteers, solicitation of donations, projecting future needs, etc).

2. Describe how volunteer and donation missions will be prioritized.
3. Describe how volunteers and donations will be requested and coordinated with the State Emergency Support Function 15, national volunteer organizations, and local volunteer organizations.
4. Describe how volunteers and donations will be collected and coordinated with the State Emergency Support Function 15, national volunteer organizations, and local volunteer organizations, when the county is unimpacted.

RECOVERY

The following are criteria set forth for Emergency Support Function #15 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for volunteers and donations on during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations (i.e. identification of items needed, identification of people with unmet needs, coordination with state and federal officials, distribution of unneeded donations, participation in disaster recovery centers; staging areas; comfort stations, etc.).

STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function #15 procedures.

1. Identify personnel to meet staffing patterns to ensure 24-hour operation of volunteers and donations operations.
2. Describe how staff will be contacted with instructions to report to work.
3. Provide an inventory of personnel, data, equipment, and vehicles which will be used for

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volunteers and donations operations, including the date of last revision.

4. Identify the procedures for requesting volunteers and donations.
5. Identify the procedures for contributing volunteers and donations when unimpacted.
6. Identify procedures for the pre-positioning or staging of volunteers and donation resources.
7. Identify procedures for the dissemination/disposal of unused donations following a disaster.
8. Identify procedures for the following: identification of items needed, identification of people with unmet needs, coordination with state and federal officials, distribution of unneeded donations, and participation in disaster recovery centers; staging areas; comfort stations.
9. Identify procedures for the following: identification of items/resources needed, collection of donations, staging resources, coordination with the State Emergency Support Function 15, public information, recruitment of volunteers, solicitation of donations, and projecting future needs.

P. LAW ENFORCEMENT AND SECURITY - (Emergency Support Function #16)

Protection of the public requires the timely and coordinated efforts of law enforcement personnel. Local law enforcement should develop formal procedures for the coordination of law enforcement activities before, during, and after a disaster.

1. Identify the local agency or the individual, by title or position, that has primary responsibility for coordination of law enforcement activities.
2. Identify those agencies/organizations which have support roles in law enforcement.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions and resources will be coordinated between lead and support agencies/organizations.
5. Identify the position responsible for maintaining and updating the law enforcement resource inventory.
6. Provide the reference location of the inventory of personnel, data, equipment and vehicles that will be used for law enforcement, including the date of last revision.
7. Identify any planning assumptions that were considered in the development of the law enforcement function. (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).

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8. Describe the pre-positioning or staging of law enforcement resources.

RESPONSE:

The following are criteria set forth for Emergency Support Function #16 during the response phase of an emergency or disaster.

1. Describe the activities to be performed during response operations (i.e. security, traffic control, etc.).
2. Describe how law enforcement missions will be prioritized.
3. Describe how inmate population will be addressed.
4. Describe how information will be coordinated with Emergency Support Functions 8 & 14 for notification of next-of- kin.
5. Describe how traffic management will be address and coordinated with Emergency Support Function 1.

RECOVERY

The following are criteria set forth for Emergency Support Function #16 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for law enforcement on during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations (i.e. security for disaster recovery centers, staging areas, comfort stations, etc.).

STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function #16 procedures.

1. Identify personnel to meet staffing patterns to ensure 24-hour operation of law

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enforcement operations.

2. Describe how staff will be contacted with instructions to report to work.
3. Provide an inventory of personnel, data, equipment, and vehicles which will be used for law enforcement, including the date of last revision.
4. Identify the procedures for coordination of traffic management, evacuations, controlling entry into evacuated areas, especially in cases of limited re-entry.
5. Identify the procedures for gathering information and intelligence relating to the disaster or other emergency.
6. Identify procedures for the pre-positioning or staging of law enforcement resources.
7. Identify procedures for notification of next-of-kin.

Q. ANIMAL PROTECTION - (Emergency Support Function #17)

The purpose of this function is to assist all animals affected by a disaster with emergency medical care, evacuation, rescue, temporary confinement, shelter, food and water, and identification for return to the owner. The coordination may also involve diagnosis, prevention and control of diseases of public health significance. Disposal of dead animals is also a major concern.

1. Identify the local agency which has primary responsibility for animal protection.
2. Identify those agencies/organizations which have support roles in animal protection.
3. Identify duties and responsibilities of the lead and each supporting agency.
4. Describe how missions and resources will be coordinated between lead and support agencies/organizations.
5. Establish a liaison role with the State Emergency Operations Center (SEOC).
6. Identify the position responsible for maintaining and updating the animal protection resource inventory including medical care.

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7. Provide the reference location of inventory of personnel, data, equipment and vehicles that will be used for animal protection.
8. Describe local veterinarians' participation in disaster preparedness planning.
9. Identify any planning assumptions that were considered in the development of the animal protection function. (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).
10. Describe the pre-positioning or staging of animal protection resources.

RESPONSE:

The following are criteria set forth for Emergency Support Function #17 during the response phase of a disaster.

1. Describe the activities to be performed during response operations (i.e. emergency medical care, evacuation, rescue, temporary confinement, shelter, food and water, animal disposal, and identification for return to the owner, etc.).
2. Describe how animal protection missions will be prioritized.
3. Describe how those animal operations that will require special services in an emergency will be managed (zoo's, horse farms, kennels, exotic animals, dairies, and other confinement operations).

RECOVERY

The following are criteria set forth for Emergency Support Function #17 during the recovery phase of an emergency.

1. If different, identify the lead and support agencies for animal protection during the recovery phase of an emergency.
2. Define the duties and responsibilities of the lead and each support agency during recovery, if different.
3. Describe the activities to be performed during recovery operations (i.e. rescue, temporary confinement, shelter, food and water, animal disposal, and identification for return to the owner, etc.).

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STANDARD OPERATING PROCEDURES

The following criteria should be addressed and developed in the Emergency Support Function #17 procedures.

1. Identify personnel to meet staffing patterns to ensure 24-hour operation of animal protection.
2. Describe how staff will be contacted with instructions to report to work.
3. Provide an inventory of personnel, data, equipment, and vehicles which will be used for animal protection, including date last revised.
4. Identify local resources for housing or confining injured, lost or displaced animals of all types.
5. Identify local food and water sources for injured, lost or displaced animals.
6. Identify agreements and location(s) to dispose of large volumes of animal.

R. Other Functions Deemed Necessary By The County

**III. SUGGESTED OUTLINE FOR AN INCIDENT MANAGEMENT SYSTEM (IMS)
ANNEX**

**Suggested Outline
IMS Annex**

IMS Functions: (i.e., Human Service, Infrastructure, Emergency Support,
Operations Support)

Primary Agency:
Support Agency (ies)

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- I. Introduction
 - A. Purpose
 - B. Scope
 - C. Policies
 - D. Planning Assumptions
- II. Concept of Operations
 - A. General
 - B. Organization (inclusive of charts, diagrams, matrixes, etc.)
 - C. Notification
- III. IMS Functions (Generally, the responses to the applicable criterion)
 - A. Human Services
 - B. Infrastructure
 - C. Emergency Support
 - D. Operations Support
- IV. Responsibilities
 - A. Primary Agency
 - B. Support Agencies

IV. INCIDENT MANAGEMENT SYSTEM FUNCTIONS CRITERIA

A. HUMAN SERVICES

1. General

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Describe how coordination among the various agencies of the Human Service component will be achieved, including

- a. Identify the local agency (organization) which has primary responsibility for providing emergency human service activities.
 - b. Identify those local agencies (organizations) which have a support role.
2. Organization

Describe how coordination among the various agencies (organizations) of the Human Services component will be achieved , including :

- a. The local agency (organization) which has primary responsibility for providing emergency human service activities.
 - b. The local agencies (organizations) which have a support role.
3. Concept of Operations

Describe how the Human Services component will manage its responsibilities and coordinate with the other emergency response components (i.e., operations, infrastructure, and emergency services, etc.).

4. Functions

- a. Mass Care - The county should address in this section the criteria under Emergency Support Function # 6
- b. Food and Water - The county should address in this section the criteria under Emergency Support Function # 11
- c. Volunteers and Donations - The county should address in this section the criteria under Emergency Support Function # 15
- d. Animal Protection - The county should address in this section the criteria under Emergency Support Function # 17

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5. Human Services - Standard Operating Procedures (SOPs)

(Mass Care)

- a. Identify the procedures for the tasking of all sheltering operations during a disaster to include the sheltering of people with special needs.
- b. Describe how emergency first aid in shelters, feeding sites and emergency stations will be provided.
- c. Identify procedures for reuniting families that have been separated.
- d. Identify procedures for ensuring that security and communications are provided at each shelter.
- e. Identify established procedures for sheltering residents outside of the local area.
- f. Identify local logistical procedures for meeting food, water and sanitation needs at public shelters, comfort stations, fixed feeding facilities, etc.

(Food and Water)

- a. Describe procedures for purchase or solicitation of food supplies to sustain victims until local agencies can manage the operation.
- b. Identify the procedures for coordination with the state on emergency food stamp assistance.
- c. Identify the procedures to ensure that food and water can be transported into the affected areas and establish feeding and distribution sites.

(Volunteers and Donations)

- a. Identify procedures for prioritizing affected area needs.
- b. Identify procedures for coordination of volunteer efforts to ensure a quick response and delivery of donated goods into the area.

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- c. Identify procedures for obtaining assistance from the private sector and volunteer organizations.
- d. Identify procedures established to coordinate with resource support in providing volunteer groups with supplement local resource information.

B. INFRASTRUCTURE SUPPORT

1. General

Describe how coordination among the various agencies of the Infrastructure Support component will be achieved, including:

- a. Identify the local agency (organization) which has primary responsibility for providing emergency infrastructure support activities.
- b. Identify those local agencies (organizations) which have a support role.

2. Organization

Describe how coordination among the various agencies (organizations) of the Infrastructure Support component will be achieved , including:

- a.. The local agency (organization) which has primary responsibility for providing emergency infrastructure support activities.
- b. The local agencies (organizations) which have a support role.

3. Concept of Operations

Describe how the Infrastructure Support component will manage its responsibilities and coordinate with the other emergency response components (i.e., operations, human services, and emergency services, etc.).

4. Functions

- a. Transportation - The county should address in this section the criteria under Emergency Support Function # 1

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- b. Communications - The county should address in this section the criteria under Emergency Support Function # 2
 - c. Public Works - The county should address in this section the criteria under Emergency Support Function # 3
 - d. Energy - The county should address in this section the criteria under Emergency Support Function # 12
 - e. Resource Support - The county should address in this section the criteria under Emergency Support Function # 7
5. Infrastructure Support - Standard Operating Procedures (SOPs)

(Communication)

- a. Describe procedures to ensure that communications are established at each shelter and mass care facility.
- b. Identify procedures for the pre-deployment or staging of communication resources.

(Public Works)

- a. Identify procedures and established priorities for emergency clearance of debris to allow passage of equipment, personnel supplies into the affected area.
- b. Identify procedures and establish priorities for the clearing, repair or reconstruction of damaged transportation routes including streets, roads, bridges, ports, waterways, airfields and other vital transportation facilities.
- c. Identify procedures for the restoration of critical public services and facilities including the supply of adequate potable water.
- d. Identify procedures for the demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- e. Describe the procedures which provide for the pre-positioning of resources

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when it becomes apparent that skilled construction workers, engineers, vehicles and construction materials will be necessary.

(Energy)

- a. Identify the procedures for assessing energy system damage, energy supply demands and the requirements to restore such systems.
- b. Identify the procedures for obtaining and transporting fuel and other emergency energy supplies.
- c. Identify the procedures to ensure coordination of information with state and federal officials and energy suppliers regarding energy supply recovery assistance.
- d. Identify the procedures to establish a priority system for restoration of damaged energy supplies.
- e. Identify the procedures for processing all requests for fuel and power assistance.

(Resource Support)

- a. Describe the procedures to determine if supplies and equipment will be provided from current local inventories, or, if necessary, from commercial sources.
- b. Identify the procedures established for providing information to vendors or volunteer groups that may supplement local resources.
- c. Describe the procedures to identify what resources local agencies normally have available, how to obtain them, their location and an after hours point of contact.

C. EMERGENCY SERVICES

1. General

Describe how coordination among the various agencies of the Emergency Services

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component will be achieved, including:

- a. Identify the local agency (organization) which has primary responsibility for providing emergency services activities.
- b. Identify those local agencies (organizations) which have a support role.

2. Organization

Describe how coordination among the various agencies (organizations) of the Emergency Services component will be achieved, including:

- a. The local agency (organization) which has primary responsibility for providing emergency services activities.
- b. The local agencies (organizations) which have a support role.

3. Concept of Operations

Describe how the Emergency Services component will manage its responsibilities and coordinate with the other emergency response components (i.e., operations, human services, and infrastructure support, etc.).

4. Functions

- a. Firefighting - The county should address in this section the criteria under Emergency Support Function # 4
- b. Law Enforcement - The county should address in this section the criteria under Emergency Support Function # 16
- c. Urban Search and Rescue - The county should address in this section the criteria under Emergency Support Function # 9
- d. Environmental Protection - The county should address in this section the criteria under Emergency Support Function # 10
- e. Military Support - The county should address in this section the criteria under Emergency Support Function # 13

5. Emergency Services - Standard Operating Procedures (SOPs)

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(Firefighting)

Identify the procedures which are established for firefighting activities including wildfires and forest fires.

(Law Enforcement)

- a. Identify the procedures for providing security at all shelters, feeding sites, other mass care facilities and staging or storage areas.
- b. Identify the procedures for controlling entry into evacuated areas, especially in cases of limited re-entry.
- c. Identify the procedures for gathering information and intelligence relating to the disaster or other emergency.

(Environmental Protection)

Describe procedures that will ensure a coordinated, effective and efficient response to a discharge of hazardous materials.

(Military Support)

Describe the coordination procedures for requesting Florida National Guard resources from the state emergency operation center for both humanitarian and law enforcement operations.