

## CHAPTER 2 – THE RESPONSE ORGANIZATION

### I. General

This Chapter of the Annex describes the response organization that the State of Florida will use in support of federal efforts to repatriate American citizens or others evacuated from overseas areas, including the United States Department of Defense noncombatants.

Repatriation is the procedure whereby American citizens are officially processed back into the United States after their evacuation from overseas. In addition to the official processing, eligible noncombatants will be provided various services to ensure their well being and transportation to their final destination. Emergency repatriation is a combined Federal / State / local operation.

In addition to this Annex, the organizational structure for response to any emergency in the State of Florida, including a repatriation emergency, will be in accordance with Section IV.A.2 (Emergency Operations), of the Basic Plan to the State of Florida Comprehensive Emergency Management Plan.

### II. Response Organization

#### A. Military Port of Debarkation

1. The Military Port of Debarkation at MacDill Air Force Base (Tampa) or Mayport Naval Base (Jacksonville) will be activated for repatriation processing if the military situation permits.
2. The Military Port of Debarkation will carry out repatriation operations in most events in the State of Florida. The United States Department of Defense, utilizing U.S. Military installations and other federal agencies, will be responsible for the processing of all evacuees including the United States Department of Defense, AMCITS and Third Country Nationals.
3. State support requirements in these events will be limited to liaison, public affairs, and coordination of VOLAGs, affected counties, and other State agencies as necessary. The Division of Emergency Management will provide a liaison officer and public affairs officer to the military Repatriation Processing Center. Other liaison officers from the Department of Children and Families may also be required.
4. County support requirements will be limited to liaison, public affairs, and coordination of Local VOLAGs, municipalities, and county agencies as necessary.

**B. Single Port of Debarkation**

1. The State may be requested to activate a Repatriation Processing Center to receive and process evacuees if a military situation does not permit the use of a military installation. The State may use the Tampa International Airport, which is designated for Port of Debarkation purposes.
2. If the Military Port of Debarkation (MacDill Air Force Base or Mayport Naval Base) can receive evacuees but can not process them due to military activity, then the State would be asked to activate a Repatriation Processing Center in support of a Military Port of Debarkation.
3. Federal, State and local personnel will be notified that the Emergency Repatriation Plan could or should be implemented (**Chapter 3, Section III., Notification**).
4. The State of Florida will establish the Repatriation Processing Centers convenient to the port of entry.
5. Federal Customs, Agriculture Plant Protection and Quarantine, and Immigration and Naturalization Service personnel will conduct the processing of evacuees. The United States Public Health Service and Federal Bureau of Investigation personnel will also be involved.
6. The processing of the evacuees by State and local personnel and the provision of such temporary assistance as money payments, food, medical care, temporary billeting, transportation arrangements and family and group counseling.
7. The onward transportation of these evacuees to their final destination.
8. Follow-up assistance, if needed, in the final destination community.
9. Counties with a pre-identified Port of Debarkation (Hillsborough and Duval) will develop a Emergency Repatriation Plan and procedures designed specifically for the activation and coordination of the Repatriation Processing Center, in accordance with this plan.

**C. Multiple Port of Debarkation**

It is not anticipated that multiple Ports of Debarkation will be activated in Florida.

### **III. Responsibilities**

#### **A. Federal Government**

1. The United States Department of State

The United States Department of State is responsible for the care and protection of American citizens overseas, which includes arranging transportation for individual citizens in need of assistance and for group evacuations in an emergency situation.

2. The U.S. Department of Defense

In a national emergency or an emergency in which the United States Department of Health and Human Services has been requested to assume full responsibility for all non-combatant evacuees, the United States Department of Defense support will be available only to the extent that its resources are not needed for military operations.

3. The United States Department of Health and Human Services

The United States Department of Health and Human Services will serve as overall coordinator of the National Emergency Repatriation Program and other related emergency preparedness planning and operations activities.

4. The United States Administration for Children and Families/Office of Refugee Resettlement

- a. Has primary responsibility for planning and execution of emergency repatriation.
- b. Coordinate the planning and operation activities of all agencies concerned with emergency repatriation.
- c. Assists the State in developing the Emergency Repatriation Annex.
- d. Reviews the State Emergency Repatriation Annex.
- e. Assists the State with developing emergency repatriation training exercises.
- f. Assists with public affairs.

5. The United States Public Health Services

- a. Arranges for medical teams to provide medical screening at the point of entry American citizens and alien dependents of American citizens who appear to have a contagious disease.

- b. Assists the State with the development of plans for providing medical treatment and services such as transportation to medical facilities.
6. The Federal Emergency Management Agency
  - a. Serves as the coordinator of all federal agency activities to ensure that the required support is provided.
  - b. Enlists the cooperation of the State to ensure coordination of emergency repatriation and implementation activities within the state.
  - c. Coordinates with the Administration for Children and Families/Office of Refugee Resettlement in the review of the State Emergency Repatriation Annex.
  - d. Serves as the coordinator between the United States General Services Administration (GSA) Emergency Communications and the offices of federal, State and local agencies.
  - e. Provides communication services for notifying State, federal and voluntary agency officials about implementing the NERP.
7. The United States Customs Service  
Performs required clearances at ports of entry.
8. The United States Immigration and Naturalization Services  
Processes evacuees, issues clearances for American citizens and their alien dependents who are free to proceed onward to their final destination.
9. The Federal Bureau of Investigation  
Performs required security clearances at ports of entry.
10. The United States General Services Administration
  - a. Serves as the sole communications coordinating point to reserve and process requests for emergency communications services.
  - b. Arranges for and execute contracts with communication services.
  - c. Serves as the individual to contact for all support services (i.e., buildings, space, communications, protection, supplies, and contractual services).
11. The United States Department of Transportation

- a. Adds “evacuees” to the transportation priority list following notification by the United States Administration for Children and Families/Office of Refugee Resettlement.
  - b. Advises the Federal Aeronautics Administration, the Interstate Commerce Commission, and the Federal Railroad Administration of the priority of movement for evacuees and for inter-city motor services.
  - c. Ensures that preference for movement shall be afforded evacuees to their final destination, including allocation of equipment when essential to expedite movement.
12. The United States Department of Housing and Urban Development
- a. Identifies available the United States Department of Housing and Urban Development assisted housing near the point of debarkation to be used to shelter evacuees who are delayed from moving to their final destination.
  - b. Identifies commercial housing facilities for use as emergency shelter in addition to congregate care facilities.
13. The United States Department of Agriculture
- a. Plant Protection & Quarantine  
Performs required clearances at points of entry.
14. The United States Food & Nutrition Service
- Authorizes State distributing agencies to release foods to recognized distribution relief agencies, such as the ARC, for group feeding as provided for by existing United States Department of Agriculture disaster or emergency programs regulations or emergency procedures.

## **B. State Government**

The State Emergency Response Team is comprised of representatives from different State agencies and voluntary organizations who are empowered to deploy the resources of their agency or organization to carry out missions that are assigned by function. The State Emergency Response Team is organized into 17 functional groups called Emergency Support Functions and is supported operationally by the Florida Department of Community Affairs, Division of Emergency Management. Each emergency support function is comprised of a “primary” or lead agency and several support agencies. **For a complete listing of the 17 Emergency Support Functions, see Section IV.D.1., of the Florida Comprehensive Emergency Management Plan.**

The responsibilities of the primary emergency support functions and primary agencies that will be involved with a repatriation emergency/disaster in support of a federal effort in the State of Florida are:

**1. Department of Community Affairs/Division of Emergency Management**

The Department of Community Affairs, through the Division of Emergency Management, provides operational support and coordination for the State Emergency Response Team, and has the following responsibilities during a repatriation emergency:

- a. Develops and maintains current, this repatriation Annex.
- b. Coordinates planning of all involved agencies.
- c. Develops, in coordination with the Department of Children and Families, Standard Operating Procedures for activities and functions in the Repatriation Processing Center.
- d. Notifies all support agencies when this Annex is implemented.
- e. Provides planning assistance to State and local governments.
- e. Submits this Annex and an agreement form to the Social Security Administration/ Office of Refugee Resettlement (SSA/ ORR) for acceptance.
- f. Coordinates with the following federal agencies to ensure proper representation at the Repatriation Processing Center:
  - The United States Department of Treasury, the United States Customs Service and the Federal Bureau of Investigation.
  - The Immigration and Naturalization Service.
  - The United States Department of Agriculture, Plant Protection and Quarantine.
  - The United States Public Health Service.
  - The United States Department of Defense, Military Air Base point of entry.
- g. Coordinates with military officials to establish a Transportation Ticket Office at the Repatriation Processing Center.
- h. Activates the State Emergency Operations Center as needed.

- i. Coordinates communications support needs for the Repatriation Processing Center with the Department of Management Services and Region IV of the Federal Emergency Management Agency.
- j. Provides the Director for the Repatriation Processing Center.
- k. Operates the Repatriation Processing Center.
- l. Coordinates public affairs activities with the Governor's Office, appropriate counties, and appropriate federal agencies.
- m. Provides for training and exercising of State and local participants in repatriation activities described in this Annex.
- n. Provides a Liaison Officer to MacDill AFB or Mayport Naval Base if those facilities are activated as a Repatriation Processing Center or if the Military POD is activated.
- o. Compiles in coordination with the Department of Children and Families, information on the total expenditures incurred in support of repatriation operations.
- p. Claims administrative expenses from Florida Department of Children and Families for State and other agencies appointed by the Florida State Coordinating Officer (SCO) to conduct or support repatriation activities, where these agencies are not part of the Department of Children and Families and not reimbursed by a host county or municipality.

**2. Emergency Support Function 1 (Transportation)**

- a. Transports evacuees from the military airfield point of debarkation to the Repatriation Processing Center, temporary shelters, and to transportation departure points.
- b. Provides commercial onward transportation (air, rail, and/or bus) to evacuees final destination.

**3. Emergency Support Function 2 (Communication)**

- a. Provides assistance in obtaining communications (telephone lines) into the Repatriation Processing Center.
- b. Assists with addressing communications needs of the Repatriation Processing Center and responding agencies. This should include internet and E-Mail access.

- c. Provides radio communications service to the evacuees enabling them to contact relatives and friends concerning their personal status and onward transportation plans.

#### **4. Emergency Support Function 6 (Mass Care)**

The Lead agency for Emergency Support Function 6 is the Department of Business and Professional Regulation. However, under this Annex, the Department of Children and Families has the following specific responsibilities:

- a. Serves as the lead agency for the United States Repatriation Program for the State of Florida.
- b. Develops in cooperation with the Division of Emergency Management, Standard Operating Procedures for activities and functions in the Repatriation Processing Center.
- c. Provides adequate personnel to process evacuees.
- d. Develops and publishes detailed operating procedures for the following functions:
  - i. Interviews evacuees to determine resources needed and refer them to the appropriate providers in the Repatriation Processing Center.
  - ii. Provides each evacuee DD Form 2585 for use by the providers in the Repatriation Processing Center.
  - iii. Establishes a local locator system and input data for each one of the evacuees processed.
  - iv. Ensures completion of the appropriate United States Postal forms.
  - v. Establishes a finance center, advance funds (as needed) and advise individuals regarding their repayment obligation to the American Government.
  - vi. Provides the necessary follow-on care, when required, for those evacuees who have completed the RPC processing. Department of Children and Families should complete the report on referral (SSA-2061) to claim reimbursement for follow-on expenditures.
  - vii. Completes the Social Security Administration Form (SSA-3955) for expenditure reported on SSA form 2061.
  - viii. Maintains case records on each evacuees required by the Office of Refugee Resettlement, Department of Health and Human Services.
  - ix. Claims administrative expenses from the Office of Refugee Resettlement (ORR) for state, county and

- other non-government agencies involved in the emergency repatriation operation
  - x. Compiles information on the total expenditures incurred in support of repatriation operations.
  - xi. Coordinates American Red Cross (ARC) support for onward transportation of any foreign nationals that are not eligible for reimbursement or other type support should be billed directly to the Federal government in accordance with existing ARC guidelines.
  - xii. Obtains individuals that can serve as translators in the Repatriation Processing Center.
- e. Provides the Assistant Director for the Repatriation Processing Center.
  - f. Provides a Liaison officer to MacDill AFB or Mayport Naval Base if they activate a RPC.
  - g. Requests a funds advance for the State from the Office of Refugee Resettlement regional office upon implementation of the Emergency Repatriation Plan.

Other Emergency Support Function 6 responsibilities are as follows:

- i. Provides snacks and beverages for evacuees.
- ii. Provides food service support to the Repatriation Processing Center staff.
- iii. Provides childcare and nursery services.
- iv. Provides for clothing and personal needs of evacuees.
- v. Provides special care of the elderly. (wheel chairs and etc.)
- vi. Provides special care and processing for unaccompanied children, the physically challenged and elderly.
- vii. Provides temporary shelter for the evacuees.
- viii. Provides American Red Cross support for onward transportation of any foreign nationals that are not eligible for reimbursement or other type support in accordance with existing American Red Cross guidelines.

**5. Emergency Support Function 8 (Health and Medical)**

- a. Coordinates with local Emergency Medical Services providers to support the Repatriation Processing Center.
- b. Provides for mental health and crisis counseling for evacuees.
- c. Provides special care of the physically challenged.
- d. Provides special care and processing for unaccompanied children, the physically challenged and elderly.
- e. Coordinates the provisions to provide medical screening, first aid, and hospital care.

**6. Emergency Support Function 11 (Food and Water)**

Provides food to recognized disaster organizations for mass feeding if required.

**7. Emergency Support Function 13 (Military Support)**

- a. Provides transportation support as requested.
- b. Provides baggage-handling personnel.
- c. Supports Emergency Repatriation operations as requested.

**8. Emergency Support Function 14 (Public Information)**

- a. Serves as the lead for coordinating public information between Federal, State and local agencies.
- b. Determines the requirements to establish a Joint Information Center.
- c. Coordinates public information releases to the news media with designated public affairs personnel of the other Federal and State agencies.
- d. Provides for television coverage of arriving evacuees; an initial public affairs information briefing at the aircraft or during transportation to the Repatriation Processing Center; a press center within or near the Repatriation Processing Center; and press conferences with volunteers from among the evacuees. **(See Chapter 3, Section IV, Public Information).**

- e. Provides a Public Affairs Officer to MacDill AFB or Mayport Naval Base if they are activating a Repatriation Processing Center.
- f. Activates the Florida Emergency Information Line for repatriation information to the public.

**9. Emergency Support Function 15 (Donations and Volunteers)**

- a. Assists in locating translators as needed.
- b. Assists in providing volunteers to act as escorts for evacuees.
- c. Assist sin providing baggage-handling personnel.

**10. Emergency Support Function 16 (Law Enforcement)**

- a. Provides traffic control and security from the Ports of Debarkation to the Repatriation Processing Center, if required.
- b. Provides security at the Repatriation Processing Center.

**11. Emergency Support Function 17 (Animal Protection)**

- a. Provides for pet care and veterinary services.
- b. Coordinates screening and immunization of pets accompanying evacuees.
- c. Coordinates short/long term care of pets at or near the Repatriation Processing Center.
- d. Coordinates euthanasia requirements for animals refused entry into the United States.

**C. County Government**

- 1. Assists Transportation from the Ports of Debarkation to the Repatriation Processing Center if necessary.
- 2. Provides a facility to process evacuees arriving at Mayport Naval Air Station, MacDill Air Force Base or Tampa International Airport. A suggested location would be a large school gymnasium (Duval and Hillsborough counties) or portion of the Tampa International Airport (Hillsborough County).
- 3. Assists in providing security for evacuees from the Ports of Debarkation to the Repatriation Processing Center, and at the Repatriation Processing Center.

4. Assists control and security of baggage during processing of the evacuees.
5. Assists with transportation to temporary shelters and points of departure, as may be needed.
6. Assists mass care feeding facilities for evacuees.
7. Assist in providing emergency medical service, as needed.
8. Obtains county personnel to assist manning the Repatriation Processing Center.
9. Coordinates with the County Superintendent of Schools regarding arrangements to use a local school as a Repatriation Processing Center.
10. Assists in obtaining the use of county school buses and drivers as necessary.

**D. Private and Volunteer Organizations**

The American Red Cross (ARC) and the Salvation Army (SA) are two private organizations with much expertise in handling all types of disasters. A federal agreement already exists with the ARC whereby they will assist local and state governments in emergency repatriation situations and bill the federal government directly for such assistance. Letters of agreement and/or memorandums of understanding with both of these agencies are included as Tab G. Local chapters of these agencies will coordinate efforts with Repatriation Processing Center directors.

1. The American Red Cross (ARC)

Services provided by the ARC are those currently defined by the Red Cross Disaster Services, *Armed Forces Emergency Services*, and *International Services*. Programs may include the following:

- a. Congregate shelter management;
- b. Mobile and fixed feeding;
- c. First, Aid;
- d. Emergency communications; and,
- e. Access to financial assistance.

2. The Salvation Army (SA) may include the following:

- a. Mobile canteen services;

- b. Emergency feeding services and shelter in Salvation Army and other facilities;
  - c. Collection and distribution of clothing and other supplies that might be needed by evacuees; and
  - d. Crisis counseling.
3. The Port of Debarkation (MacDill Air Force Base, Mayport Naval Base, and Tampa International Airport responsibilities may include the following:
- a. Receives inbound flights/ships of evacuees.
  - b. Provides if requested and able from non-committed resources bus transportation from the Ports of Debarkation to the Repatriation Processing Center.
  - c. Provides security while evacuees are going from the aircraft to vehicles, which will transport them to the Repatriation Center.