

Florida Division of Emergency Management Field Operations Standard Operating Procedure

Introduction

Emergencies and disasters impacting Florida can quickly exceed the response and recovery capabilities of local jurisdictions. During the response phase of such events, the State Emergency Operations Center (SEOC) coordinates the deployment of state resources, personnel, interstate mutual aid, and federal resources to support local agencies. As recovery efforts expand, the SEOC coordinates with impacted counties and the Federal Emergency Management Agency regarding the collection of damage estimates, establishment of recovery centers, dissemination of recovery information to disaster victims, and initiation of long term redevelopment programs. In support of disaster victims and impacted jurisdictions, the process for deploying state resources including response and recovery personnel and teams, as well as resource staging areas and information centers must be clearly defined and well coordinated.

Purpose

This procedure defines the use of state field resources during the response and recovery phases of emergencies and disasters. The purpose of this procedure is to:

1. Establish a concept of operations for the mobilization and deployment of state field resources.
2. Identify the roles and responsibilities of emergency operations field personnel and field assets.
3. Define the circumstances under which field resources may be mobilized and deployed and how such resources will interact.

Scope

This procedure applies to all State Emergency Response Team (SERT) personnel tasked with field operations missions during emergencies and disasters. It identifies the types of state field operations resources that may be deployed in response to an emergency or disaster. It also defines the roles and responsibilities of field operations personnel, teams and assets and explains the circumstances under which each will be utilized.

Authorities and References

Chapter 252, Florida Statutes
State of Florida Comprehensive Emergency Management Plan
State Emergency Operations Center, Operations Section Procedures
State Emergency Operations Center, Recovery Operations Plan

This procedure is compliant with Chapter 252, Florida Statutes, and supports the State of Florida Comprehensive Emergency Management Plan. It will be used in concert with current SERT Operational Procedures and guidance from the SERT Chief.

Concept of Operations

Following the impact of a natural, technological, or hostile or criminal act against the state, the SEOC may deploy field resources to identify and address victim needs and support local response efforts. Field resources will be mobilized and pre-staged when possible and deployed when necessary.

Resources Deployed Pre-Impact or Immediately Post-Impact

SERT Liaisons, Advance Recovery Liaisons (ARL's) and Liaison Officers (LNO's) will be deployed to threatened counties prior to impact, when possible. These liaisons will co-locate in the county EOC and facilitate the transfer of response and recovery information between the State and county EOCs. SERT Liaisons are deployed at the direction of the SERT Chief (or his designee). The role of a SERT Liaison is to exchange on-going situation assessments between the local EOC and the SEOC and serve as the single point of contact between the county EOC and SEOC for resources. SERT Liaisons will transmit all resource request to the Response Liaison Section in the SEOC either by phone or through the tracker system. SERT Liaisons also keep the county EOC staff aware of field resources deployed by the state and provide technical assistance to county personnel regarding state and local recovery programs.

The State Area Coordinators will be assigned as SERT Liaisons pre impact if possible. As soon as conditions allow, they will provide immediate on scene assessments throughout the county. Utilizing either cell phone (if operational) or satellite system from the area coordinator vehicles, report the information to the county EOC and SEOC. The ARL's/LNO's in the county EOC will continue to perform the role of SERT Liaison.

The SERT Chief will direct the pre-staging and deployment of Rapid Impact Assessment Teams (RIAT) and Human Needs Assessment Teams (HNAT) to assess immediate threats to life and safety following the impacts of a hazard and to identify resources needed to meet immediate human needs. Throughout the duration of the mission, RIAT team leaders will coordinate with and provide impact information to the Intel Branch Chief and the county emergency management directors within the team's area of operations. HNAT team leaders will relay information regarding short and long term human needs to the ARL in the county EOC and the Intel Branch Chief in the SEOC. Based on this information, the Human Services Branch Chief will coordinate with the HNAT Leader, the impacted county emergency manager, and the appropriate ARL to ensure sufficient state and local resources are mobilized to address unmet human needs.

Additional resources such as Search and Rescue (SAR) teams, Disaster Medical Assistance Teams (DMAT), and Disaster Mortuary Assistance Teams (DMORT) will be pre-staged, when possible, at the direction of the SERT Chief and deployed

immediately following impact. Deployment will focus on areas where local resources are unavailable or insufficient to address the impacts of the event. Information received from RIAT, HNAT, state ESF personnel, county agencies, and other field assets regarding human impacts including injuries, fatalities, and areas with severe structural damages will be relayed by the Operations Section Chief to all SAR, DMAT, and DMORT teams prior to deployment.

Comfort stations may be deployed by the Operations Section Chief immediately following impact. These resources contain, at a minimum, a mobile feeding unit, cots, and tents. Comfort stations will focus on the most heavily impacted and populated areas, limiting their scope to specific neighborhoods where victims are without food and drinking water. The Human Services Branch Chief will determine the specific locations and number of comfort stations needed based on requests from counties as well as information received from RIAT, HNAT, and other field assets. Multiple comfort stations may be necessary to sufficiently address unmet human needs across the entire impact area.

Resources Deployed One or More Days Post-Impact

Field Liaisons may be deployed by the SERT Chief to impacted counties immediately as conditions allow. These liaisons will be assigned by the Operations Chief (or the A-Team Leader when deployed) to a defined geographic sector within an impacted county. Their role is to serve as a point of contact between the field and the Operations Chief in the SEOC (or the A-Team when deployed). Field Liaisons will identify unmet human needs and ongoing infrastructure impacts and verify the status of deployed resources. This information will be communicated on a regular basis to the Response Liaisons in the SEOC or the A-Team Leader, when deployed.

As impacts are assessed and immediate resource needs identified, state and local emergency managers may request additional personnel to assist with managing EOC operations or field response activities. Rapid Response Team (RRT) members provide augmentation personnel to assist impacted states, counties or municipalities during the immediate response and recovery phases of a disaster. RRTs may be utilized to perform three basic functions:

1. Augment existing local staff with managing EOC operations, planning, public information, logistics, or other functions
2. Augment state staff with operating logistical staging areas, base camps, donations staging areas, or serving in the SEOC
3. Support recovery operations through participation on damage assessment teams, involvement in the operation of Disaster Recovery Centers or joint State / FEMA Recovery Information Centers, or augmenting State staff in a disaster field office.

RRT members are typically non-impacted local emergency management staff or, in single county events, the Area Coordinator for the impacted county. RRTs are

requested by the impacted county or state through the SEOC and approved by the SERT Chief.

As response operations escalate, the SERT Chief may deploy an Advance Team (A-Team) to coordinate State field operations. An A-Team provides a coordination element for State agency response and resource staging and deployment within a defined area of operations. The A-Team consists of a Team Leader, Operations Chief, Information and Planning Chief, Logistics Chief, Administration Chief and may be augmented by a Technical Specialists, Public Information Officer, and State Emergency Support Function (ESF) personnel.

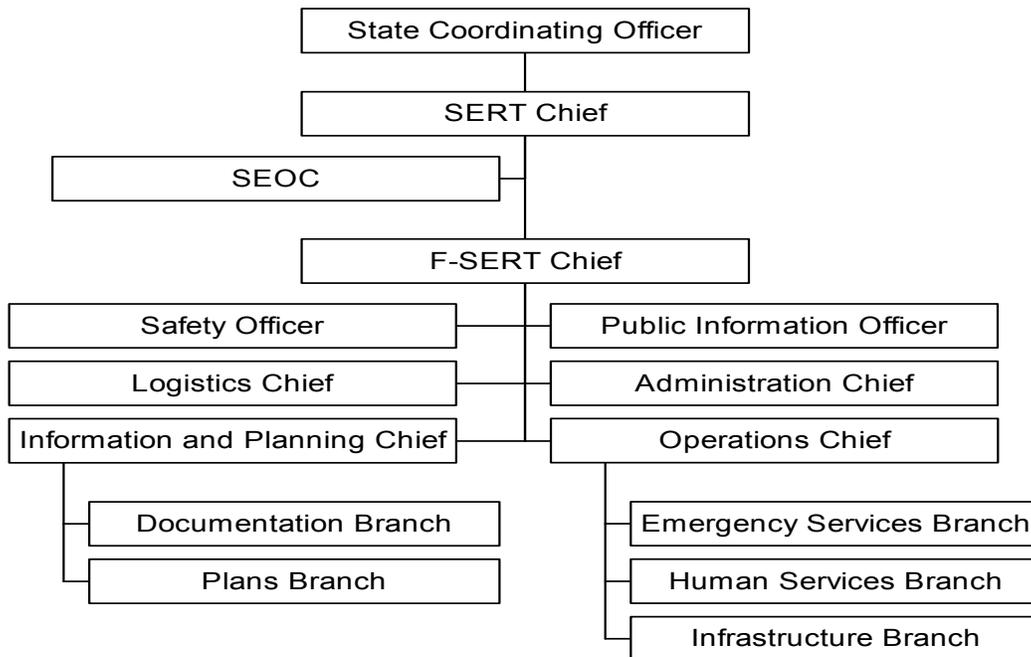
The area of operations assigned to the A-Team will be determined based on the magnitude of the impact, logistical requirements involved in service delivery, and the capabilities of the impacted local governments. For major or catastrophic events, the A-Team will likely be assigned to one county. The primary functions of the A-Team include coordinating with impacted counties and the SEOC to ensure that human needs are being met; directing the response of all state field assets within the area of operations; identifying outstanding response issues and coordinating with appropriate state and local personnel on solutions; and assessing the need for expanded state response operations.

The Operations Section Chief will ensure that information from the RIAT, HNAT, State ESF personnel and other field assets is relayed to the A-Team Leader in a timely manner. The A-Team Leader will coordinate with the appropriate SERT Liaisons and SEOC staff to resolve outstanding response issues regarding infrastructure impacts and basic human needs.

The A-Team Leader will determine, in coordination with the SERT Chief, whether field response should be expanded to include the Forward-SERT (F-SERT). Deployment of the F-SERT will occur at the direction of the State Coordinating Officer. The organizational structure of the F-SERT consists of a Deputy State Coordinating Officer, F-SERT Chief (the A-Team Leader assumes the role of F-SERT Chief), A-Team members, Division of Forestry Interagency Coordination Team (to provide logistical support), and an appropriate number of State ESF representatives to address the severity of the event (up to and including all ESFs).

The F-SERT provides greater direction, control, and resource mobilization capabilities within the area of operations. It may co-locate with a Logistical Staging Area to support efficient mobilization of resources into the impacted area. The F-SERT remains operational until a transition occurs with the Disaster Field Office (DFO). At that point, elements of the F-SERT may co-locate with the DFO to enhance coordination of ongoing response issues and recovery actions.

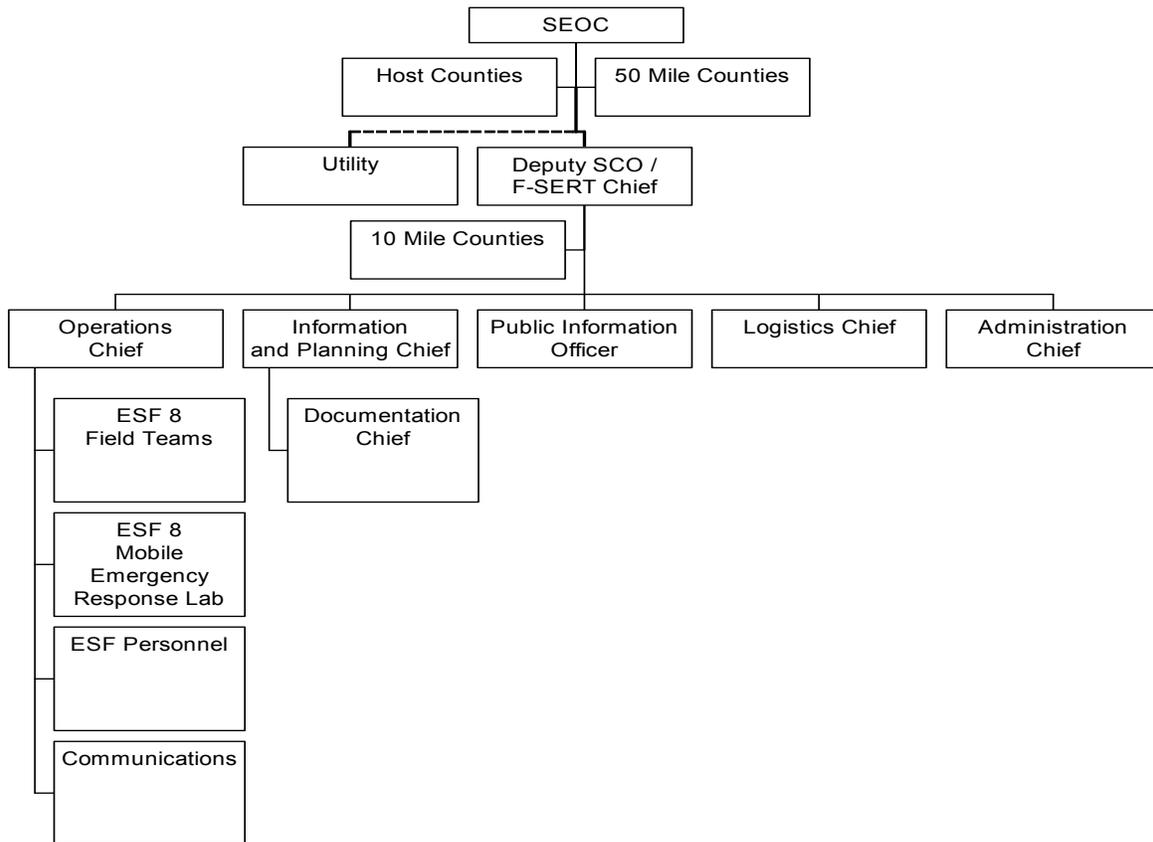
F-SERT Organizational Structure



An emergency event at a Nuclear Power Plant may require the deployment of an A-Team and possibly elements of a F-SERT to the Emergency Operations Facility (EOF) operated by the utility. The EOF serves as a multi-agency coordination point for decisions regarding notification and warning, sheltering, evacuation, and other protective actions that may be necessary based upon plant conditions. The A-Team may be deployed to the EOF when an ALERT is declared by the utility. The A-Team will be deployed when a SITE AREA EMERGENCY or GENERAL EMERGENCY is declared.

The A-Team deployed to an EOF will consist of a Team Leader, Operations Chief, Information and Planning Chief, Administration Chief, Logistics Chief, Public Information Officer, ESF 8, *Health and Medical* (Department of Health, Bureau of Radiation Control) and additional staff as defined in Attachment A. Each county within the 10 mile Emergency Planning Zone (EPZ) will deploy a representative to the EOF to coordinate response decisions and provide briefings to their EOC.

F-SERT Organizational Structure Nuclear Power Plant Incident



Upon deployment of the A-Team, SERT Liaisons may be deployed to each risk county EOC for coordination of information and state resources that may be required during the event. SERT Liaisons deployed to host or ingestion counties (50 mile EPZ) will coordinate their activities with the Response Liaisons in the SEOC.

Upon arrival at the EOF, the A-Team will ensure that all necessary field elements of the state response are in place. Following coordination conference calls between the A-Team, impacted counties, and the SEOC, the A-Team Leader and the SERT Chief will coordinate the timing of transferring net control of the Hot Ring Down communications system and direction and control of the State response from the SEOC to the A-Team. When a transfer time has been established all parties connected to the Hot Ring Down communications system will be notified. Upon completing the transfer of net control, the A-Team will become the F-SERT. The A-Team Leader will assume the role of F-SERT Chief and will be designated as a Deputy State Coordinating Officer. Any additional state ESFs necessary to support the state response at the EOF will be deployed as members of the F-SERT. All decisions made by the F-SERT at the EOF will be communicated to the State Coordinating Officer who retains overall control of the event.

Protective actions within the 10 mile EPZ will be coordinated by the SEOC until net

control of the Hot Ring Down communications system and direction and control of the State response has been transferred to the F-SERT. At that time, protective action recommendations will be made by a utility representative at the EOF and decisions will be coordinated by the risk county representatives, Department of Health, Bureau of Radiation Control representative, and the F-SERT Chief.

Once the utility classification has returned to the ALERT status, net control of the Hot Ring Down communications system and all direction and coordination will be returned to the SEOC. The F-SERT will begin demobilization as directed by the SERT Chief.

Resources Deployed Two or More Days Post-Impact

As resources are mobilized toward areas impacted by major or catastrophic events, a central resource collection and distribution point may be established. A Logistical Staging Area (LSA) is a managed site which receives and organizes resources from various sites and then deploys those resources to impacted counties. An LSA is established at the direction of the SERT Chief and may serve a single county or multiple counties; may serve under the F-SERT Chief within a defined area of operations; or may serve at the direction of the SERT Chief as a resource for the entire impacted area. The LSA Manager reports directly to the Logistics Section Chief in the SEOC or the F-SERT, if applicable. All information regarding resource availability and tasking requirements will be coordinated between the LSA Manager and the Logistics Section Chief.

As emergency workers arrive in the impact area, lodging resources may be scarce or non-existent. Those resources that are functional must be prioritized for victims. At the direction of the SERT Chief, base camps may be established to provide facilities for sleeping, feeding, showers, laundry, and administration of emergency workers. A base camp will be co-located with an LSA, if possible, and will remain operational for at least 30 days. The base camp will be demobilized when locally available resources can address the lodging needs of emergency workers without adversely impacting disaster victims. The Base Camp Manager will report directly to the Logistics Section Chief in the SEOC or the F-SERT, if applicable. The Logistics Section Chief will coordinate the activation, operation, and demobilization of all base camp resources.

Following a disaster, large quantities of unsolicited donated items often arrive in the impacted areas creating logistical problems for responders. Identifying those items that are useful to impacted residents and initiating an efficient system for distributing donated goods to those victims in need requires significant logistical coordination by numerous agencies. In order to maintain efficient response and recovery efforts, the SERT Chief may direct the establishment of a Regional Relief Center (RRC) outside the impact area to collect, categorize, and sort all unsolicited donated items intended for disaster victims.

The RRC Manager reports directly to the lead agency for ESF 15 in the SEOC. Critical resources received at the RRC may be transferred to the LSA for immediate deployment into the impact area. Other donated items will be processed at the RRC and distributed to victims through voluntary organizations. Information regarding

resource availability at the RRC and the transfer of resources to the LSA will be communicated between the RRC Manager and the lead agency for ESF 15. The RRC remains operational for at least several weeks, until the flow of unsolicited donated items decreases to a point where local voluntary organizations can manage receiving and processing such items.

When initial impact assessments from RIAT, county agencies, state ESF personnel, and other field assets suggest that the extent of damages may warrant a Presidential Disaster Declaration, the SCO will direct the deployment of Preliminary Damage Assessment (PDA) teams into each impacted county. State PDA teams will coordinate with the SERT Liaisons in their respective counties upon arrival. The purpose of these teams is to quantify damages to homes, businesses and infrastructure, verify damage assessments already completed by local teams, and communicate damage information to the SEOC. State, local and federal teams will conduct joint assessments throughout the impact areas of each county. State team leaders will submit all quantified estimates to the Infrastructure Branch Chief in the SEOC. The Infrastructure Branch Chief will ensure that the SERT Liaison in each impacted county receives the compiled damage assessment information for their respective county.

Following a major or catastrophic event, the Emergency Coordinating Officer for the Department of Insurance, in conjunction with the SERT Chief, may deploy Insurance Advance Teams into the impact area. The purpose of these teams is to assess the locations and extent of insured damages to private homes and business throughout the impact area and report this information to the SEOC. Team leaders will provide transportation, communication, and other logistical support for their team and will coordinate with the appropriate SERT Liaisons prior to their arrival in county EOCs. The duration of Insurance Advance Team missions is limited to 24 to 48 hours after deployment.

Resources Deployed Three or More Days Post-Impact

Within 72 hours of receiving a Presidential Disaster Declaration, FEMA will establish a Disaster Field Office (DFO) in coordination with the SCO, usually within or near the impact area. The DFO is managed by a Deputy SCO and serves as a central coordination point for state and federal agencies to address long term response issues and direct all recovery activities for every impacted county. As the DFO becomes operational, the SERT Chief may direct some or all ongoing emergency operations to function from the DFO. If the A-Team or F-SERT is deployed, they will continue to direct response operations until a transition plan is developed and approved by the SERT Chief. The transition plan will identify which sections and ESFs will deploy from the SEOC to the DFO.

Following a major Presidential Disaster Declaration, the Deputy SCO will deploy Community Relations (CR) teams throughout the declared counties. The purpose of CR teams is to inform victims of local, state and federal assistance available to individuals and business owners and to explain to victims the process for obtaining assistance. CR teams will be primarily comprised of state, local, and private / non-profit agency personnel from within the impact area. As human needs assessments are

completed, the HNATs will transition to form the base of the CR teams. Upon arrival in the impact area, CR team leaders will coordinate with the ARL in their respective counties. Should CR teams be deployed prior to activation of the DFO, the CR team leaders will communicate any information gathered regarding unmet human needs to the Human Services Branch Chief in the SEOC. Following activation of the DFO, the CR team leaders will communicate such information to the Human Services Branch Chief in the DFO.

In order to provide victims within declared counties with disaster recovery information, the SCO may direct the establishment of one or more Disaster Recovery Centers (DRC) in each declared county. A DRC serves as a single point of information for victims regarding local, state and federal recovery assistance programs. DRCs may be fixed sites designated by the impacted county and managed jointly by state and federal personnel, or mobile units deployed by FEMA to the impact areas. The DRC Coordinator, who reports directly to the Human Services Branch Chief in the DFO, coordinates with the impacted county and the Human Services Branch Chief regarding the number, type and location of DRCs necessary to address the information needs of victims within the impact area.

In an effort to adequately assess the performance of mitigation projects throughout the impact area, the State Mitigation Officer may deploy one or more Mitigation Assessment Teams. The purpose of these teams is to conduct qualitative assessments of damage to structures and infrastructure, particularly impacts to mitigation projects. These assessments will help determine the causes of structural damages, whether mitigation measures were used, and the effectiveness of those measures. Teams include representation from local, state, and federal mitigation agencies and will report information directly to the State Mitigation Officer in the SEOC. The SERT Liaison in each impacted county EOC will coordinate the arrival and deployment of the Mitigation Assessment Teams with the local emergency managers.

Several days after impact, the local building department of an impacted county, in coordination with local emergency management office, may request that the Deputy SCO establish one or more Reconstruction Information Centers (RIC). The purpose of a RIC is to provide local residents and developers with a convenient means of obtaining information regarding development permitting, financing, and mitigation strategies. The Deputy SCO will deploy a team consisting of state, local and federal agencies to establish and manage the RIC. The Team Leader will coordinate with the county emergency manager and the SEOC regarding site location, duration of activation and demobilization. The RIC will remain activated until the Deputy SCO determines that impacted homeowners and the development community no longer need such a resource.

Appendix A

Field Resources

SERT Liaison

- Deployed as a state resource to an impacted county EOC at the direction of the SERT Chief
- Serves as the single point of contact between the county EOC and the Response Liaisons in the SEOC for resource requests and verbal response and recovery information
- Coordinates directly with the Response Liaison in the SEOC designated for that county
- Reports to the Operations Support Branch Chief in the SEOC
- Area of responsibility is limited to a single county
- Will be deployed to threatened counties pre-impact, if possible or immediately post impact.
- Will remain deployed and operational until county EOC returns to monitoring levels or mission activity levels no longer require SERT Liaison presence.
- SERT Liaison position may be filled by:
 1. The impacted area coordinator if only one county is involved.
 2. Non-impacted area coordinator where multiple counties are involved.
 3. DEM staff
 4. A non-impacted county personnel
 5. A National Guard Liaison Officer if multiple counties are involved, multiple area coordinators are impacted, and non impacted county personnel cannot meet the identified needs.
- SERT Liaisons do not manage local EOC operations.

Advance Team (A-Team)

- Deployed at the direction of the SERT Chief. Team will deploy within 3 hours of order from SERT Chief.
- Consists of a Team Leader, Operations Chief, Planning Chief, Logistics Chief, Administration Chief, and may be augmented by a Public Information Officer and State Emergency Support Function personnel
- A-Team Leader reports to the SERT Chief
- Coordinates with impacted counties and the SEOC to ensure that human needs within the impact area are being met
- Quickly identifies outstanding response and recovery issues and coordinates solutions with appropriate state and local personnel
- Assesses the need for expanded state response (F-SERT) and recovery operations
- Coordinates with the SEOC on mobilization and deployment of human needs resources (food, water, ice)
- May assist an impacted county with managing significant portions of local EOC operations
- Area of Operations may be a single county or several counties, depending on the degree and geographic scope of impacts

- May be staged pre-impact or deployed immediately post impact as conditions allow
- May co-locate with a Logistical Staging Area to coordinate resource mobilization within the area of operations
- Consists of DEM personnel and may include other state agency or non-impacted county personnel
- Maintains field response mission as a Disaster Field Office (DFO) is established. Will relocate to the DFO at the direction of the SERT Chief and be incorporated, as necessary into the DFO staffing structure.
- Composition of Advance Team(A-Team)

Type 1 A-Team

- Team Leader
- Operations Chief
- Information/Planning Chief
- Recovery Liaison
- Logistics Chief
- Public Information Officer (as needed)
- Administrative Chief (as needed)
- Technical Specialist(as needed)

Type 2 A-Team

- Team Leader
- Deputy Team Leader
- Operations Chief
- Assistant Operations Chief
- Information/Planning Chief
- Logistics Chief
- Administrative Chief
- Recovery Liaison
- Public Information Officer
- Technical Specialist (as needed)

F-SERT

- Deployed at the direction of the State Coordinating Officer
- Consists of a F-SERT Chief, A-Team members, and an appropriate number of State Emergency Support Function (ESF) personnel to address the severity of the event (up to and including all ESF's)
- Directs the SERT response within a defined area of operations including all SERT field personnel, mobilization and deployment of State resources, and coordination of response and recovery activities [The SCO retains overall command and control of the State response]
- Area of Operations may be a single county or several counties, depending on the degree and geographic scope of impacts
- Deployed two or more days after impact
- May co-locate with a Logistical Staging Area to coordinate resource mobilization within the area of operations
- May require a base camp to support F-SERT staff

- The F-SERT Chief:
 1. May serve as a Deputy State Coordinating Officer
 2. Reports to the SERT Chief
- Remains operational until a DFO is established or conditions no longer warrant F-SERT presence. Elements of the F-SERT may co-locate with the DFO

Composition of F-SERT

- Type 2 A-Team
 - Division of Forestry Overhead Team
 - ESF 1&3
 - ESF 4&9
 - ESF 6
 - ESF 8
 - ESF 11
 - ESF 12
 - ESF 13
- (ESF 2,10,15,16,17 as needed)

Field Liaison

- Deployed as a state resource to an impacted county or a defined sector within the county (sectors defined by Operations Chief or Advance Team Leader).
- Deployed at the direction of the SERT Chief
- Reports to the Advance Team Operations Chief or the SEOC Operations Chief if an Advance Team is not deployed).
- Serves as a point of contact between the field and the Advance Team Operations Chief (or the SEOC Operations Chief if the Advance Team is not deployed)
- Area of responsibility is the geographic boundaries of an impacted county or a sector within a county.
- Identifies unmet human needs, resource needs, resource status, and recovery issues within the defined area of responsibility; also verifies the delivery, location, and operation of deployed resources and communicates this information to the Advance Team Operations Chief (or SEOC Operations Chief if an Advance Team is not deployed).
- May be staged pre-impact; will be deployed to impacted counties immediately post impact, as conditions allow.
- Will remain deployed and operational until the SERT Chief determine that the presence of state field liaisons within the impact area is no longer necessary.
- Field Liaison position may be filled by:
 1. The impacted area coordinator if only one county is involved.
 2. Non-impacted area coordinator where multiple counties are involved.
 3. DEM personnel
 4. Non-impacted county personnel

Rapid Response Team (RRT) Member

- Deployed as a mutual aid resource at the direction of the SERT Chief to address local requests or state needs
- Performs one of three functions:
 1. Augments existing local staff with managing EOC operations, planning, public information, logistics, or other functions
 2. Augments state staff with operating logistical staging areas, base camps, donations staging areas, or serving in the SEOC
 3. Supports recovery operations through participation on damage assessment teams, involvement in the operation of Disaster Recovery Centers or joint State / FEMA Recovery Information Centers, or augmenting State staff in a disaster field office.
- Reports to the county emergency management director or their designee when deployed to an impacted county; reports to the SERT Chief or the Deputy SCO or their designee when deployed in support of State operations.
- Area of responsibility is limited to a single county for local deployments, the entire area of impact for state deployments
- Local deployments will most likely occur immediately following impact; state deployments may occur pre-impact up to several days post impact
- Will remain deployed and operational until county emergency management director or state supervisor no longer requires RRT assistance; staff fulfilling RRT missions will be rotated out every 7-10 days.
- May be re-assigned by the SEOC Operations Section to other impacted counties or state field operations in response to mission requests or otherwise identified needs.
- Position may be filled by:
 1. The impacted area coordinator if only one county is involved.
 2. Non impacted county staff or non-impacted area coordinators if multiple counties are involved or if the impacted area coordinator serves as the SERT Liaison.
 3. Emergency management staff from other states

Rapid Impact Assessment Team (RIAT)

- Deployed at the direction of the SERT Chief
- Assesses the immediate impacts to health and safety, homes, and critical infrastructure within the most heavily damaged and densely developed areas; reports impact assessments to the county and state EOCs
- Coordinates with the county emergency manager upon arrival in the impact area; exchanges information and incorporates local personnel into assessment missions
- RIAT is comprised of a Team Leader, National Guard Logistical Support Unit, and personnel from State ESFs 1, 2, 4, 6, 8, 10, and 16
- Reports to the Intelligence Branch Chief in the SEOC
- Area of operations is projected prior to deployment based on anticipated impacts; follows county boundaries or distinct natural or man-made features; the area of operations may be modified by the RIAT team leader in conjunction with the Intelligence Branch Chief at any time during the mission
- Deployed to a staging site near the projected area of impact prior to the event, if possible, and into the area of impact as conditions allow

- May be significantly reduced in size depending on the type and scope of assessment mission and the need to reduce mobilization times (Mini-RIAT, Recon Team)
- Remains deployed and operational until impact assessments are completed and reports are submitted to the county and state EOC; mission duration can range from 4 hours to 72 hours

Search and Rescue Team (SAR)

- Deployed at the direction of the SERT Chief
- Supports local responders with searching for disaster victims throughout heavily impacted areas
- Coordinates directly with the on-scene incident commander
- Area of operations is concentrated on the most heavily damaged and populated areas within a single jurisdiction, as defined by the on-scene incident commander
- Deployed by State ESF 9 immediately following the impacts of an event, as conditions allow; may be pre-staged if SAR needs are anticipated based on intensity and location of impacts
- Remains deployed until the on-scene incident commander deems SAR assistance no longer necessary (can range from a few hours to several days)

Human Needs Assessment Team (HNAT)

- Deployed at the direction of the SERT Chief
- Identifies existing or potential human needs within the impact area; identifies resources required to address these needs; communicates all information gathered to the ARL and the Intel Branch Chief to be disseminated to the Human Services Branch Chief for action
- Reports directly to the Human Services Branch Chief in the SEOC
- Area of operations is concentrated on the most heavily damaged and populated areas within the impact region; may focus on low income areas where unmet needs can be greater
- Deployed immediately following the initial impacts of an event, as conditions allow; may be pre-staged if human needs assessments are anticipated based on intensity and location of impacts
- Remains deployed until all existing and potential human needs are identified and communicated to SEOC, usually 24 to 48 hours. When assessment mission is completed, may be re-deployed as Community Relations Team members to support on-going recovery operations

Comfort Station

- Deployed at the direction of the Operations Chief
- Provides food and water to disaster victims in the immediate impact area where such resources are unavailable
- Comfort Station deployments are coordinated by State ESF 6, *Mass Care*, in the SEOC; when an A-Team is deployed, the A-Team Leader may coordinate with the impacted county and the Human Services Branch Chief regarding the most appropriate locations for comfort stations within the area of operations

- Area of operations is limited to a neighborhood within the impact area; multiple comfort stations may be necessary to sufficiently address unmet human needs across the entire impact area
- Operated by the Salvation Army containing, at a minimum, a mobile feeding unit, cots, and tents; may also include port-o-lets, dumpster, mental health services, telephone banks, and mobile shower units
- Placed on standby pre-impact, when possible, and deployed when conditions allow into the most heavily impacted and populated areas; may focus on low income areas where unmet needs can be greater
- Remains operational until field deployment of food and water resources is no longer deemed necessary by the Operations Section Chief in the SEOC, in coordination with the A-Team Leader, Human Services Branch Chief and Salvation Army personnel; will remain operational for at least several days, may remain operational for several weeks depending on the severity and scope of impacts

Logistical Staging Area (LSA)

- Established at the direction of the SERT Chief
- Serves as a managed site to receive and organize resources from various providers and deploy those resources to impacted counties
- Staffed by a Manager, logistical support team (Florida National Guard, Division of Forestry, contracted resources), and ESF 11 personnel
- LSA Manager reports directly to the Logistics Section Chief in the SEOC or to the Logistics Chief in the Forward SERT (if established and if the LSA serves to only support Forward SERT operations)
- Area of operations may be a single county or multiple counties; multiple LSAs may be necessary to accommodate the impact area.
- Established 2 or more days after the event at a predefined location, in close proximity to the impacted region
- Resources may be pre-staged 1 or more days prior to the event at a Mobilization Area located well outside the projected impact area; post-impact, resources are transferred to the LSA and the Mobilization Area may terminate operation
- Remains operational until resource needs within the impact area decrease to a point where the pre-staging of resources is no longer deemed necessary by the Logistics Section Chief, in conjunction with the SERT Chief ; will remain operational for at least several days, may remain operational for several months depending on the severity and scope of impacts

Preliminary Damage Assessment Team (PDA)

- Deployed at the direction of the State Coordinating Officer
- Serves to assess damages to structures and infrastructure and report information to the SEOC or to verify damage assessments already completed by local teams
- Coordinates with local and federal damage assessment teams to conduct and document damages including types and numbers of homes, businesses, and dollar amounts to infrastructure
- Coordinates with the SERT Liaison upon arrival in the impacted county

- PDA team leader reports to the Infrastructure Branch Chief in the SEOC
- Area of responsibility is limited to a single county
- Will be deployed to impacted counties immediately after the event has occurred, if possible, or as conditions allow
- Will remain deployed and operational until assessment of damages within the area of operations is complete and all information has been transmitted to the SEOC
- Consists of DEM staff working jointly with federal damage assessment staff and local emergency management staff

Disaster Medical Assistance Team (DMAT)

- Deployed at the direction of the SERT Chief
- Consists of approximately 35 health professionals operating under the direction of State ESF 8, *Health and Medical*
- Establishes emergency medical response capabilities within a disaster area including triage, stabilization of patients, and basic medical care; specialty teams may provide specific care as required (burns, crush injuries, etc.)
- Placed on standby pre-impact, when possible, and deployed one or more days following the completion of the RIAT mission
- Area of operations is concentrated on the most heavily damaged and populated areas within the impact region where local medical response capabilities are inoperable; multiple teams may be deployed to meet the medical response needs in the impacted area
- Remains deployed until local medical response capabilities can address identified and anticipated needs, usually a minimum of 14 days; may be replaced with new personnel during long term operations.

Disaster Mortuary Assistance Team (DMORT)

- Deployed at the direction of the SERT Chief
- Consists of approximately 35 health professionals operating under the direction of State ESF 8, *Health and Medical*
- Establishes and maintains temporary morgue facility; responsible for victim identification, processing, preparation, and disposition of remains
- Placed on standby pre-impact, when possible, and deployed one or more days following the completion of the RIAT mission
- Area of operations is limited to a single jurisdiction in which the identified or anticipated number of fatalities will exceed local mortuary capabilities; multiple teams may be deployed to meet the mortuary needs throughout the impacted area
- Remains deployed until retrieval, identification, processing and disposition of victims has been completed or local mortuary resources can address identified needs

Base Camp

- Established at the Direction of the SERT Chief
- Serves as a managed site to support emergency personnel or teams working in the disaster area or at the LSA; includes the following facilities: sleeping, feeding, showers, bathrooms, laundry, administration, safety and security.
- Established when local facilities are unavailable due to damage, insufficient number,

or victims requiring such resources

- Staffed by a Manager and logistical support team
- Base Camp Manager reports directly to the Logistics Section Chief in the SEOC or to the Logistics Chief in the Forward SERT (if established and if the Base Camp serves to only support Forward SERT operations)
- Area of operations may be a single county or multiple counties;
- Established 2 or more days after the event at a predefined location, in close proximity to the impacted region, usually co-located with a LSA
- Will remain operational for at least 30 days, may remain operational for several months depending on the severity and scope of impacts
- Remains operational until locally available resources are capable of addressing the needs of emergency workers as determined by the Logistics Section Chief, in conjunction with the SERT Chief

Regional Relief Center (RRC)

- Established at the direction of the SERT Chief
- Serves as a managed site to receive and organize unsolicited donated resources from various providers and mobilize those resources to address victim needs
- Staffed by a Manager and logistical support team (Seventh Day Adventists)
- RRC Manager reports directly to the lead agency for ESF 15 in the SEOC
- Area of operations is the entire disaster area; resources may be mobilized from the RRC to the LSA as needed
- Established 2 or more days after the event at a predefined location; the RRC is located outside the area of impact
- Remains operational until the flow of unsolicited donated items decreases to a point where local volunteer organizations can receive and process remaining donations; will remain operational for at least several weeks, may remain operational for several months depending on the severity and scope of impacts

Disaster Field Office (DFO)

- Established by the Federal Emergency Management Agency in coordination with the SCO
- Managed by the Deputy State Coordinating Officer
- Includes representation by the Infrastructure Branch and corresponding ESFs (1, 2, 3, 12) as needed, Human Services Branch and corresponding ESFs (6, 11, 15, 17) as needed, ESF 14 staff, Hazard Mitigation Section, External Affairs Team, Long-term Redevelopment Section, federal recovery personnel
- Serves as a central location for state and federal agencies to coordinate long-term response issues and all recovery activities
- Located in a fixed facility designated by the Federal Emergency Management Agency; may be located in the impacted area or in a location most convenient for coordinating state and federal activities
- Area of responsibility is the entire impact area within the state of Florida
- Established within 72 hours of receiving a Presidential Disaster Declaration; fully functional and operational within 7 days of being established

Community Relations Team (CR)

- Deployed at the direction of the SERT Chief
- Serves to inform victims of available assistance and explain the application process
- Coordinates with local emergency management staff and federal community relations teams to provide information throughout damaged areas focusing on the most heavily impacted areas first. Also identifies potential or existing unmet human needs and communicates those needs to the SEOC or DFO (when activated)
- Coordinates with the SERT Liaison upon arrival in the impacted county
- CR team leader reports to the CR Coordinator in the SEOC
- Area of operations can include several counties
- Will be deployed to impacted counties immediately after a Presidential Disaster (including Individual Assistance) is declared; may be deployed prior to receiving a declaration if events warrant
- Will remain deployed and operational until information needs of the victims within the area of operations are met
- May consist of the Human Needs Assessment Teams following the conclusion of their mission augmented by additional state and local government personnel, private or non-profit agency staff

Disaster Recovery Center (DRC)

- Established at the direction of the Deputy State Coordinating Officer as a joint operation between the State, the impacted county, and FEMA
- Provides disaster victims with a convenient means of obtaining recovery assistance information from state, local and federal agencies
- DRC Coordinator reports directly to the Human Services Branch Chief in the DFO
- May be a fixed facility identified by the county or mobile unit provided by FEMA located as close to the center of damage as possible
- Area of responsibility is not limited by jurisdictional boundaries; a sufficient number of DRCs must be established to ensure all disaster victims have access to information assistance
- Established in the impacted area one or more days after a Presidential Disaster is declared
- Will remain operational until information needs of the disaster victims are met as determined by the Deputy State Coordinating Officer.

Insurance Advance Team

- Deployed at the direction of the Department of Insurance Emergency Coordinating Officer in conjunction with the Deputy State Coordinating Officer
- Serves to gather information regarding the locations and extent of insured damages to residential and business structures; teams do not assess damage to public property
- Pre-staged near the anticipated area of impact 48 to 72 in advance, when possible
- Deployed to impacted county EOCs when conditions allow to coordinate access into damaged areas
- Coordinates with the SERT Liaison upon arrival in the impacted county
- Team Leaders report directly to the Insurance Services Council representative in the

SEOC

- Area of operations is not limited by jurisdictional boundaries; teams assess insured damages throughout the impact area
- Will remain deployed and operational for 24 to 48 hours
- Consists of insurance adjusters from private insurance companies

Mitigation Assessment Team

- Deployed at the direction of the Mitigation Chief in the SEOC
- Conducts a qualitative assessment of damage to structures and infrastructure, particularly impacts to mitigation projects to determine the causes of damages
- Coordinates with the SERT Liaison, county emergency manager, and local LMS Coordinator, if available, upon arrival in the impacted county
- Team Leaders report directly to the State Mitigation Officer in the SEOC
- Area of operations could be a single county or several counties, depending on the number of teams available and the geographic scope of damages
- Will remain deployed and operational for 7 to 10 days
- Consists of State and federal mitigation program staff as well as local emergency management staff or local LMS coordinators

Reconstruction Information Center (RIC)

- Established at the direction of the local building department in coordination with local emergency management office
- Provides local residents, developers and building officials with a convenient means of obtaining permitting and reconstruction information, new construction and redevelopment loans, mortgage financing, and related mitigation information
- RIC Management Team consists of several state, local and federal agencies involved in development permitting and mitigation programs
- Team Leader reports directly to the Deputy State Coordinating Officer
- Area of responsibility is tied to the jurisdictional boundaries of the local building department; multiple RICs may be necessary within heavily impacted jurisdictions
- Established in the impacted area following re-entry of evacuees into impacted areas; usually occurs several days following impact
- Will remain operational until the reconstruction information needs of the disaster victims and the building community are met; usually no more than 45 days

A-Team/F-SERT Field Deployment Checklist

DEFINE THE AREA OF OPERATIONS

1. Clearly define the area in which the team will operate.
2. Clearly define the extent to which the team will coordinate, manage, direct and control the State response within the Area of Operations.

DEFINE THE TYPE OF FIELD TEAM TO DEPLOY

1. Type 1 A-Team
2. Type 2 A-Team
3. Forward SERT

SECURE EQUIPMENT

1. Personal Equipment (team leader will check)
2. SERT Kit (Ops Chief)
3. Laptop computers with internet access (logistics)
4. Portable printer(logistics)
5. 1 Cell phone for each member
6. 1 State purchasing card (finance and admin chief)