

JOINT RECEPTION, STAGING, ONWARD MOVEMENT AND INTEGRATION PLAN (JRSOI)

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State Unified Logistics Plan – Annex 14 - Joint Reception, Staging, Onward Movement,
and Integration Plan

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I. Introduction

Disasters come in all sizes and forms, yet they all have one thing in common, they disrupt lives and destroy property. In order to meet the immediate needs of the survivors of a catastrophic disaster the State has developed this Joint, Reception, Staging, Onward Movement, and Integration Plan as an annex to the Logistics Plan.

II. Mission and Purpose

The Joint Reception, Staging, Onward Movement, and Integration Plan (JRSOI), is only planned for use during a Catastrophic Disaster, such as a category IV or V hurricane impacting a major metropolitan area. In this event we anticipate going outside the State through the Emergency Management Assistance Compact (EMAC) to request a host of resources to supplement the efforts of State personnel to respond to the event. Those resources will need to be processed into the State, to expedite forward movement into the impacted areas.

III. Objective

The purpose of this plan is to standardize the integration of unique entities into the combined emergency response effort. This will be accomplished by having these entities process through a State JRSOI site. While at the site they will be briefed on the situation in the impact area, have their roles in the event defined, and ensure that they are properly equipped to perform their task. Any equipment deploying into the area will also be checked for serviceability and functionality, and to ensure it is what was requested. Resources will then be staged for an organized movement into the impacted area.

IV. Assumptions

1. The JRSOI site will only be utilized during a catastrophic event.
2. The Florida National Guard will provide Command and Control for the site.
3. The Florida Division of Emergency Management will designate the site (s) to be used for JRSOI, and will coordinate directly with the land owners, and be responsible for any lease agreements for the property use.
4. In declared emergencies, the JRSOI will be considered a Category B expense under the Public Assistance Program. Documentation of all expenses will be kept in order to seek proper reimbursement from the Federal Emergency Management Agency (Public Assistance).

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5. All contracts for Base Camps, Fueling services, equipment, and temporary fencing will be the responsibility of the Division of Emergency Management, through their Direct Services Contracts.
6. The Division of Emergency Management will provide an Agency Representative that will work directly with the National Guard to manage the site.

V. Concept of Operations

1. When it is determined by the SERT Chief that a JRSOI site is needed, the Logistics section will designate the site (s) for this event. They will then request activation of a National Guard Unit to provide management for this site, and designate an Agency Representative from FDEM to coordinate with the National Guard for a JRSOI site management team.
2. The Logistics Chief will also activate the Direct Services Contract for a Base Camp, Fueling service, equipment needed to operate the site, and any other resource needed to open and operate the site.
3. All units leaving the impacted area will demobilize utilizing this site. All equipment will be inspected to ensure that it is in the same or better working condition as it was when it was deployed. All EMAC paper work will be completed at this time, and forwarded to the State Emergency Response Center for further processing.
4. The Agency Administrator along with the National Guard JRSOI Site Commander/Incident Commander will recommend to the Logistics and SERT Chiefs when they feel the site should be demobilized, the SERT Chief will make the decision on when to demobilize the site.
5. While the National Guard will not directly contract with any vendor for the operation of this site, they will ensure that the vendor is providing the services contacted for by the State, with the guidance of the Agency Representative.
6. Upon occupying the site the National Guard Command Team along with the Agency Representative and Vendor Representatives, will develop a site layout plan, and ensure that the vendors are following the plan in setting up.

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7. The JRSOI Site Management Team/Incident Management Team will request the assistance of ESF 16, through EM Constellation to conduct a security survey of the site. Using this recommendation, they will develop a site security plan and request additional security assets using EM Constellation.
8. Any additional resources or supplies that are needed to ensure the efficient operation of the site will be requested with the Agency Administrator's and JRSOI Site Manager/Incident Commander approval utilizing EM Constellation.

VI. Responder Reception

1. The Division of Emergency Management will task each Emergency Support Function (ESF) that request EMAC or MUTAL Aid support to send a representative to the site to support the processing of the resources ordered to support their functions. The National Guard leadership team will be responsible for ensuring that these individuals have an area assigned to work, and that their basic support needs are taken care of. Also, in keeping with the tenants of the Incident Command System, these individuals will report to the National Guard Command team while assigned to this site.
2. The ESF representatives will coordinate with their counterparts at the SEOC to advise the Site Commander of the projected arrival of all resources. When the resources arrive the ESF representatives will document their arrival, ensure they have a valid Government ID, and that they have the equipment needed to deploy into the impacted area. They will give each individual and team the needed situational awareness briefings and any other pertinent information before they deploy. They will also conduct debriefings upon their demobilization.
3. The ESF representative will check all equipment, for serviceability and damage, to include taking photographs of the equipment before it deploys. They will also do the same level inspections and take photographs of the equipment as it is being demobilized.
4. Each individual/team arriving at the site will be given a site briefing, by their sponsoring ESF representative that includes, off limits areas, meal times, parking locations, staging areas, ESF stations, and sleeping arrangements. A copy of their mobilization order will be made and kept by the ESF representative to be turned into the EMAC Manager at the SEOC.

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5. Upon guidance from the SEOC and the Movement Control Center, the Operations Section will make up convoys to move these resources into the impacted area. All convoys leaving the JRSOI site will be escorted by either sworn or contracted Law Enforcement. Site management will request these resources through EM Constellation. Unless approved by the SERT Chief there will be no single vehicle travel from the site into the impact area.
6. Once the resources have deployed from the site into the impacted area, the ESF representative will notify site management, who will then update EM constellation and the Movement Control Center.

VII. Responder Demobilization

1. Resources demobilizing from the impact area will be out processed from the site as well. If they are a EMAC resource their deployment order will be annotated to show their last day of deployment to the State. All equipment will be given Preventive Maintenance Checks and Services (PMCS) before it is demobilized from the State.
2. Logistics personnel and the Property Book Officer, with the assistance of the appropriate ESF will ensure that any property issued, to include identification badges, is collected from the individuals before they the site.
3. The responsible ESF will work with the individuals to assist them in re-deploying to their home station.
4. The responsible ESF will report through the site management and update EM Constellation when these resources leave the site heading back to their home stations.

VIII. Positions, Roles, and Responsibilities

1. Agency Representative (DEM)
 - i. This individual will be recommended by the Logistics Chief and designated by the SERT Chief.
 - ii. This individual will request the National Guard to provide an JRSOI Site Command Team/Incident Command Team to set up and operate the site.

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- iii. This individual will request that all Emergency Support Functions send representatives to the site to check in and out EMAC and MUTUAL Aid resources.
- iv. Responsible for ensuring that the JRSOI Site Management Team/Incident Management team has the resources they need to set up and operate the site.
- v. Will coordinate directly with the property owner to establish boundaries and other guidelines for the site, and ensure that a Memorandum of Understanding or a Lease is executed.
- vi. Will function as the liaison between the JRSOI Site Management Team/Incident Commander and the SEOC, and the Movement Control Center.
- vii. Will de-conflict missions.
- viii. Will assist the JRSOI Site Management Team/Incident Commander in developing site plans.
- ix. Will assist the JRSOI Site Management Team/Incident Commander in managing the contractors and vendors on site.

2. JRSOI Site Management Team/Incident Commander (FLNG)

- i. Coordinate with Agency Administrator for objectives and goals of DEM for the site.
- ii. Set up and management of the JRSOI Site.
- iii. Maintain command and control of the JRSOI Site/incident management organization
- iv. Deal with media that show up to the site. All statements and press releases must be cleared through the Joint Information Center (JIC) at the State Emergency Operations Center.
- v. Ensure safety and welfare of all incident personnel and the public is maintained
- vi. Approve the Incident Action Plan
- vii. Approve request for additional resources and request for release of resources.
- viii. Assess incident situation, both immediate and potential.
- ix. Set incident objectives, based on mission guidance received from the Agency Administrator.

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- x. Ensure that safety receives priority consideration in the analysis of strategic alternatives, the development of the Incident Action Plan, and in all incident activities
- xi. Coordinate with the Agency Administrator to develop a demobilization plan.

3. Liaison Officer (FLNG)

- i. Address cooperating agency/stakeholder concerns and issues in a positive manner
- ii. Identify, and coordinate with all involved agencies and non-governmental organizations
- iii. Provide positive impression of incident to other agencies/stakeholders
- iv. Keep the PIO updated on the names, and locations of the stakeholders.
- v. Keep other leadership members constantly aware of issues of cooperating/assisting agencies.

4. Safety Officer (FLNG)

- i. Fully engaged in the planning process, and provide an appropriate and timely feedback
- ii. Identify, and assist in mitigating all hazards on the incident
- iii. Keeps Commander informed on trends/causes of accidents and illness
- iv. Promote an attitude of 100% compliance with safety rules throughout the entire organization.
- v. Provide a relevant and effective safety message in each IAP

5. Public Information Officer (FLNG, FDEM/SERT)

- i. Keep incident personnel up-to-date on major current affairs, both on and off the incident
- ii. Coordinate with Liaison Officer in relations with stakeholders
- iii. Identify and keep JRSOI Site Commander/IC informed of emerging issues concerning the incident in the political and public arenas
- iv. Coordinate and represent the IC in off-site PIO activities such as the JIC or other agency information outlets

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- v. Develop a list of talking points to hand out to members of the JRSOI Site management team/Incident Management Team, so that there is not conflicting messages being given out.
- vi. Ensure the JRSOI Site Commander/Incident Commander and Agency Administrator are appropriately prepared when going in front of the camera
- vii. Maintain bulletin board at site

6. Operations Section Chief/Officer (FLNG)

- i. Assist the Commander in developing a site plan, and in setting the site up for operation.
- ii. Maintain effective communication with all cooperating agencies to ensure that their needs are being addressed and met
- iii. Ensure that all mission request are being addresses and that all missions are being updated in EM Constellations
- iv. Report unusual events, activities, as well as provide daily updates on the situation at the JRSOI site.
- v. Manage staging area, ensure efficient flow and accountability of vehicles.
- vi. Recommend strategies to reach objectives.
- vii. Ensure smooth operation of the site.
- viii. Recommend request for additional resources and demobilization of resources.
- ix. The Agency Representative will request that all ESF's send representatives to the site; however they will fall under the direction of the Operations Section Chief for administrative and logistical support.

A. Operations Branch Director (FLNG)

- 1. Supervise Mission Specialist
- 2. Ensure that all missions are actioned and updated using EM Constellations
- 3. Ensure that all resources needed are ordered
- 4. Coordinate with the Logistics Chief to resolve problems with site logistics that are reported by subordinates.

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B. Emergency Support Functions (FDEM/SERT)

1. Maintain list of resources requested and advise Operations Officer of all projected incoming resources
2. Verify that resources requested are what received
3. Provide any agency specific briefings
4. Provide DEMOB assistance to resources
5. See responsibilities in section VI, 1-4.

C. Staging Area Manager (FLNG)

1. Ensure staging area is set up
2. Ensure all resources are checked in and staged in the proper area
3. Ensure fuel operations are set up and operational
4. Ensure accountability of all resources checked in

D. Truck Parking Specialist (FLNG)

1. Ensure trucks are parked in specific areas
2. Ensure trucks are checked in properly and accounted for
3. Make up convoys, and ensure they depart on time
4. Ensure that all equipment arriving has a GPS tracking device attached to it before it departs the site. GPS units will be provided on site by a vendor, we just need to ensure that all departing vehicles are equipped with devices.
5. Ensure that all GPS tracking devices are recovered from equipment when they demobilize from the mission.

E. Mission Specialist (FLNG)

1. Monitor EM Constellation for mission for the site
2. Update all missions that are being worked and closed out
3. Make copies of all missions and hand off to the Operations Branch Director
4. Make strip maps to where personnel, equipment, and supplies will be deployed and ensure that all drivers have a copy and a copy of the mission order when they depart the site.

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7. Plans Section Chief/Officer (FLNG). FDEM will augment the Plans section with a type III Plans Section Chief from a State Assistance Team to assist and train the NG on how to prepare an Incident Action Plan and fill out the ICS forms needed for the event. This team will stay in place until the JRSOI Site Commander feels that his/her staff is properly trained, but not for more than 10 days.
 - i. Exercise effective leadership and organization of all incident meetings and briefings
 - ii. Ensure the entire organization follows the established planning process, on time and accurately
 - iii. Maintain a thorough overview of all incident activities to ensure that complete information is provided for the planning process
 - iv. Develop and publish a daily Incident Action Plan
 - v. Develop and publish a twice daily Situation report that goes to all Stakeholders
 - vi. Ensure all resources are documented, when they were received, where they went, and when they were demobilized
 - vii. Provide current information on activities in the area of the Site and in the impact area, such as weather, traffic conditions, blocked roads, impassable bridges. As much as possible, try to ascertain the number of responders and survivors needed support.
- A. Situation Unit Leader (FLNG)
1. Gather information on current situation, and develop Incident Action Plan, and twice daily situation reports
 2. Provide information on current and future operations in the impact area, and at the JRSOI Site.
 3. Provide information on current and projected weather and other events, in the impacted area and at the JRSOI site.
 4. Assist in producing the Incident Action Plan
 5. Manage the Planners assigned to the site.
- B. Incident Action Planners (FLNG)
1. Gather information and with guidance of Plans Officer write Incident Action Plan and twice daily Situation Reports

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2. Assist Situation Unit Leader in getting information about current and future operations for the site and in the impact area
3. Gather information about road closures, curfews, and other obstacles in getting into and out of the impact areas

C. Documentation Unit Leader (FLNG)

1. Assist the Plans Officer/Chief in conducting their duties
2. Supervise the documentation specialist
3. Ensure that activity at the site is documented, in that all ICS forms are completed, resources are documented as they are received and deployed, and records needed to be submitted for reimbursement are kept and are current.
4. Assist the Plans Office in developing the IAP and situation reports

D. Documentation Specialist (FLNG)

1. Document all activities of the site
2. Prepare a hard copy and a electronic copy of all activities
3. Hand off a hard copy and a electronic copy of all documents to the Plans Officer for the Agency Administrator at DEMOB

E. Staging Check In/Out Specialist (FLNG)

1. Ensure all resources are checked in and out of the site
2. Maintain documentation of resources checking into the site
3. Validate the resource checking into or out of the site, i.e., if manifest states that resource is a truck of water, verify such.
4. Ensure all drivers departing the site have a copy of a strip map and mission order before they depart.

8. Logistics Section Chief/Officer (FLNG)

- I. Manage the ordering process to ensure all incident needs are met
- II. Whenever possible, anticipate and maintain supplies ahead of the need

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- III. Coordinate with other Section Leaders and the ESF personnel to ensure that everyone has all the resources needed to accomplish their missions. Assist them in projecting future needs.
 - IV. Ensure Commander has the best facilities, equipment, and resources to manage the incident
 - V. Assist the Commander in site selection, layout, and security
 - VI. Work with the Communications Unit Leader to develop a communications plan. FDEM will provide a Communications Leader to assist in developing and enacting this plan.
- A. Service Branch Director – Logistics Section (FLNG)
- 1. Assist the Logistics Officer in conducting logistics operations
 - 2. Manage the Communications, Medical, and Food Unit Leaders
 - 3. Ensure qualified Medical Personnel, (Emergency Medical Technician, with an Ambulance are preferred), are on site.
 - 4. Assist Logistics and Finance Officer in managing contracts for the site
 - 5. Assist the Commander in developing a security plan for site
- B. Communications Unit Leader (FDEM/SERT)
- 1. FDEM will provide a Communications Leader for this position, unless we are requesting communications assets from the Florida National Guard.
 - 2. Develop a communications plan for the site.
 - 3. Ensure communications between site and SLRC, SEOC, and the forward Command in the impact area
 - 4. Ensure that site has adequate internal communications
- C. Medical Unit Leader (FLNG)
- 1. Develop a Medical plan that deals with medical evacuations, area hospitals, pharmacies, and best routes to the facilities
 - 2. Ensure that a qualified, civilian, Paramedic or EMT and ambulance are on hand at the site 24/7. This resource will be requested using EM Constellation.
 - 3. Ensure that all personnel are briefed on the Medical plan
 - 4. Assist the Safety Officer in ensuring that site is a safe working environment

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5. Assist Finance Section Officer in getting information for workers compensation forms.

D. Food Unit Leader (FLNG)

1. Ensure that catering contractor is providing meals as per contract.
2. Check quality of the food and food preparation daily.
3. Ensure everyone on the site is fed.
4. Ensure meals that need to be delivered off site are delivered.
5. Assist in developing weekly menus.

E. Support Branch Director (FLNG)

1. Assist the Logistics Officer in accomplishing their duties
2. Manage the Security, Facilities, Ground Support, and Supply Unit Leaders
3. Assist Planning Officer in developing IAP and Situation Reports
4. Ensure development of Security, Facilities, and Ground Support Plans

F. Security Manager (FLNG)

1. Work with the JRSOI Commander/IC and ESF 16 (Law Enforcement) to determine site security needs.
2. Request security for site using EM Constellation, then manage those assets.
3. Assist in developing a security plan for the site.
4. Advise the Logistics Chief on all security concerns, so that they can advise the Command and General Staff.

G. Facilities Unit Leader (FLNG)

1. Function as the Agency Coordinators and Commanders Representative with the Base Camp Contractor
2. Advise Operations and Logistics Officer daily of number of personnel occupying the camp, and available beds
3. Ensure that rest rooms, and shower facilities are cleaned and maintained daily.

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4. Ensure that site facilities are maintained daily and are meeting needs of staff.
5. Maintain a list of available hotel rooms in the area, this will be for the JRSOI staff and for personnel visiting the site, all responders going through the site to the impact area will stay in the camp on the site. Unless there are no hotel rooms in the area, the Incident Command Staff/JRSOI management team will not stay in the camp. JRSOI staff will utilize the catering service for all meals.

H. Camp Manager (Contractor)

1. The Camp Manager is responsible for appropriate sanitation and facility management services in the Camp.
2. Ensure compliance with all applicable safety regulations.
3. Determine or establish special requirements or restrictions on facilities or operations.
4. Ensure that all facilities and equipment are set up and functioning properly.
5. Supervise the set-up of sleeping, shower, and sanitation facilities.
6. Provide all necessary facility maintenance services.

I. Ground Support Unit Leader (FLNG)

1. Assist the Logistics Officer in developing logistics plan for site.
2. Recommend area to set up refueling and maintenance operations.
3. Ensure that all equipment being checked in and out of the site is inspected for serviceability and functionality.
4. Supervise the refueling operations at the site.

J. Equipment Manager (FLNG)

1. Ensure that all equipment used at the JRSOI site is maintained, to include service and refueling daily.
2. Ensure that all equipment requested and received for the site operations is inspected for proper serviceability and operability.
3. Inspect and document all equipment that is being demobilized from the site for serviceability and damage.

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K. Supply Unit Leader (FLNG)

1. Order personnel, equipment, and supplies
2. Receive and store all supplies for the incident
3. Maintain an inventory of supplies
4. Ensure reusable equipment is serviced and stored properly
5. Maintain unit log of equipment and other supplies ordered, received, issued out, and returned.

L. Accountable Property Officer (FLNG)

1. Ensure all property is properly tagged and placed into inventory using the State Resource Management Network (SRMN) * We plan on having a representative of Emergency Visions on hand to assist in doing this. (We will supervise and request these personnel.)
2. Track all property that has been issued and deployed.
3. Conduct daily inventory of all accountable property.
4. Ensure that all accountable property is returned upon demobilization.

9. Finance/Admin Section Chief/Officer (FLNG/FDEM). The FLNG and FDEM will share these duties, FLNG will provide information on Military personnel, and FDEM will provide information on everyone else. There may be only one Finance/Admin Section Chief, either FDEM or FLNG, but the subordinates where identified will have both FDEM and FLNG.

- I. Advise Commander and all staff about fiscal, contact, and other administrative matters.
- II. Attend all briefings and strategy sessions; provide input.
- III. Coordinate with all responsible agencies to ensure their administrative requirements are met.
- IV. Manage contracts for equipment, base camps, and fuel services, these duties will be done by a FDEM Finance person.
- V. Maintain accurate personnel attendance records, the FLNG will provide someone for the Military and FDEM will provide someone for non-military.
- VI. Maintain accurate records of injury.
- VII. Maintain accurate records and prepare a daily cost worksheet for inclusion in the IAP and Situation Reports.

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A. Time Unit Leader

1. Assist Finance Officer
2. Ensure that all personnel time recording documents are prepared daily and comply with agency(s) policy
3. Submit cost estimate data forms to Cost Unit as required
4. Ensure all records are current or complete prior to demobilization
5. Ensure that copies of all time reports for individuals are provided to their parent agencies upon demobilization from the site.
6. Brief Finance/Administrative Officer on current problems and recommendations, outstanding issues, and follow-up requirements.

B. Personnel Time Recorder (FLNG/FDEM)

1. Establish and maintain a file for employee time reports.
2. Initiate, gather, or update a time report for all personnel assigned to the incident for each operational period.
3. Ensure all employee identification information is verified on time report.
4. Close out documents prior to personnel leaving the incident.

C. Procurement Unit Leader (FLNG/FDEM)

1. Review site needs and any special procedures with Unit Leaders, as needed.
2. Coordinate with local jurisdiction on plans and supply sources.
3. Develop incident procurement procedures for local purchase.
4. Prepare and sign contracts and agreements as needed.
5. Ensure that a system is in place that meets agency property management requirements and accounting for all new property purchases.
6. Coordinate cost data, in contracts with Cost Unit Leader.
7. Brief Finance/Administrative Officer on current problems and recommendations, outstanding issues, and follow-up requirements.

D. Contract Manager (FDEM)

1. Work with the Procurement Unit Leader in establishing contracts as needed

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2. Work with other sections to ensure that existing contracts are being fulfilled as required

E. Staff Coordination Assistance Team (SCAT) Team (FLNG)

1. Assist the Procurement Officer in conducting their duties, as related to Military personnel.
2. Assist Military personnel in paying for hotel rooms.
3. Maintain proper documentation, and submit daily reports to the Cost Unit Leader on amount of money expended daily, and projection of expenses.

F. State Finance Team (FDEM/SERT)

1. Purchase, rent, or lease resources needed to operate site.
2. Assist personnel in paying for hotel rooms.
3. Assist in paying bills for operating the site.
4. Maintain proper documentation, and submit daily reports to the Cost Unit Leader on amount of money expended daily, and projection of expenses.

G. Cost Unit Leader (FLNG/FDEM)

1. Coordinate with agency on cost reporting procedures
2. Collect and record all cost data
3. Prepare incident cost summaries
4. Prepare resource-use cost estimates for planning section
5. Recommend cost savings to Finance/Administrative Officer
6. Maintain cumulative incident cost records
7. Complete all records prior to demobilization

H. Compensation/Claims Unit Leader (FDEM/FLNG). There will be a FDEM and a FLNG person in this position, FDEM will take care of the civilians and the FLNG will take care of the Military.

1. Establish contact with Safety Officer, Liaison Officer and Agency Representative.

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2. Establish a Compensation for Injury work area within or as close as possible to the Medical Unit.
3. Determine the need for Compensation for Injury and Claims Specialist and order as needed.
4. Review Incident Medical Plan.
5. Coordinate with Procurement Unit on procedures for handling claims.
6. Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.

I. Compensation For Injury Specialist (FDEM/FLNG)

1. Co-locate Compensation for Injury operations with those of the Medical Unit when possible.
2. Ensure that correct agency (FLNG and FDEM) forms are used.
3. Keep informed and report on status of hospitalized personnel.
4. Obtain all witness statements from Safety Officer and Medical Unit and review for completeness.
5. Coordinate the analysis of injuries with the Safety Officer.
6. Maintain a log of all injuries occurring on incident.
7. Coordinate with appropriate agency(s) to look after injured personnel in local hospitals after demobilization.

IX. Joint Reception, Staging, Onward Movement, and Integration Sites

These are the proposed sites; all sites have had a site survey conducted. Depending on the disaster location we may open more than one site in different locations in the State.

1. Camp Blanding
5629 State Road 16 West
Starke, FL 32091
2. Duke Field/Eglin Air Force Base
118 N. Drone St, Field 3
Crestview, FL 32542
3. Ritchie Brothers Auctioneers

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700 Ritchie Road
Davenport, FL 33897

X. Recommended Start Up Equipment List for Command Team to deploy to site with.

Item
State maps
Handheld radios (can be short range two-ways)
Map software installed on laptop computers
Laptop computers
Air card for Internet access (<i>if wireless is not supplied</i>)
USB jump drive
All-in-one printers
Cell phones
GPS unit
Easel with paper pads
Color marker pens
Ball point pens
Clipboards
Tape—clear and masking (rolls each)
Correction tape
Stapler with extra staples
Paper clips and rubber bands (boxes)
Alphabetical accordion file (A–Z)

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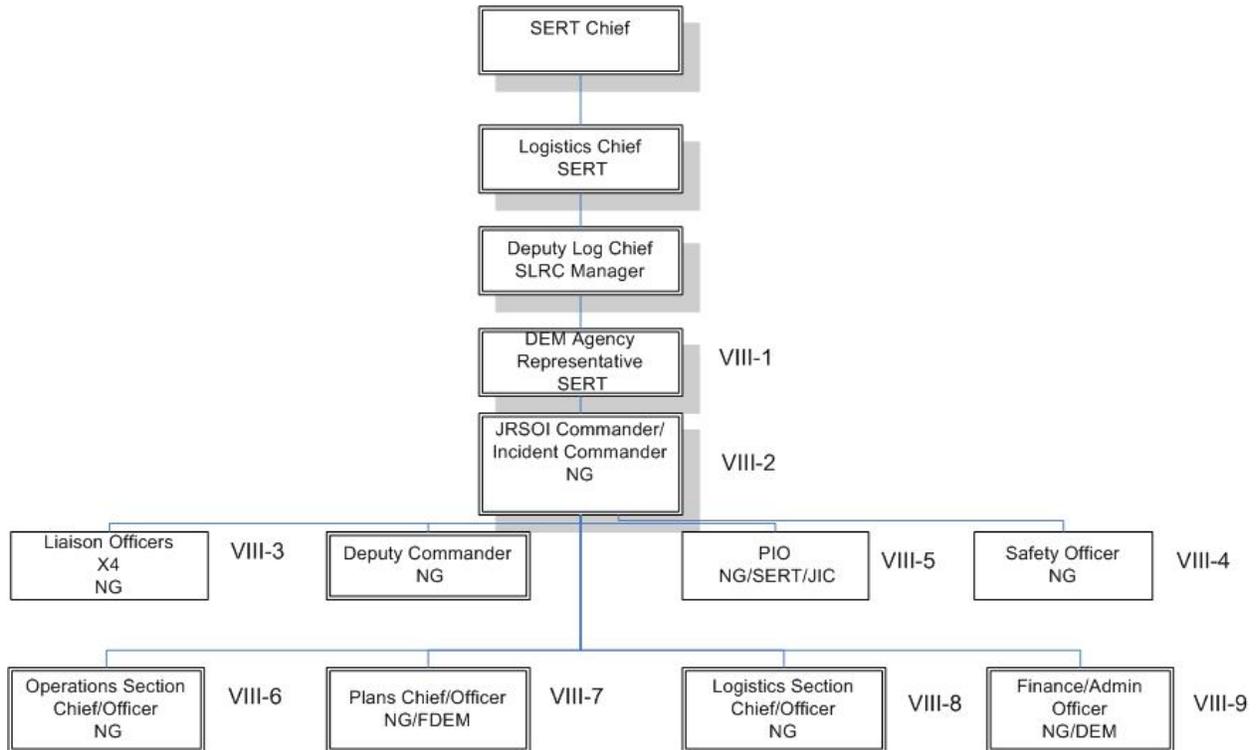
EMAC Operations Manual
Station signage (one sign for each station)
Item
Folding tables 6 ft
Chairs, folding
Shelter tent 10 x 12 ft min (with supporting electrical systems) or mobile trailer units
Portable toilets, self contained with daily service contract *Planning factor 1 toilet per 20 persons
Hand wash station, self contained (if no running water) with daily service contract *Planning factor 1 hand wash station per 10 persons
Item
ID badge software/camera/printer
ID badges with clips

When the decision is made to open up a JRSOI site the Division of Emergency Management will order as a minimum the following:

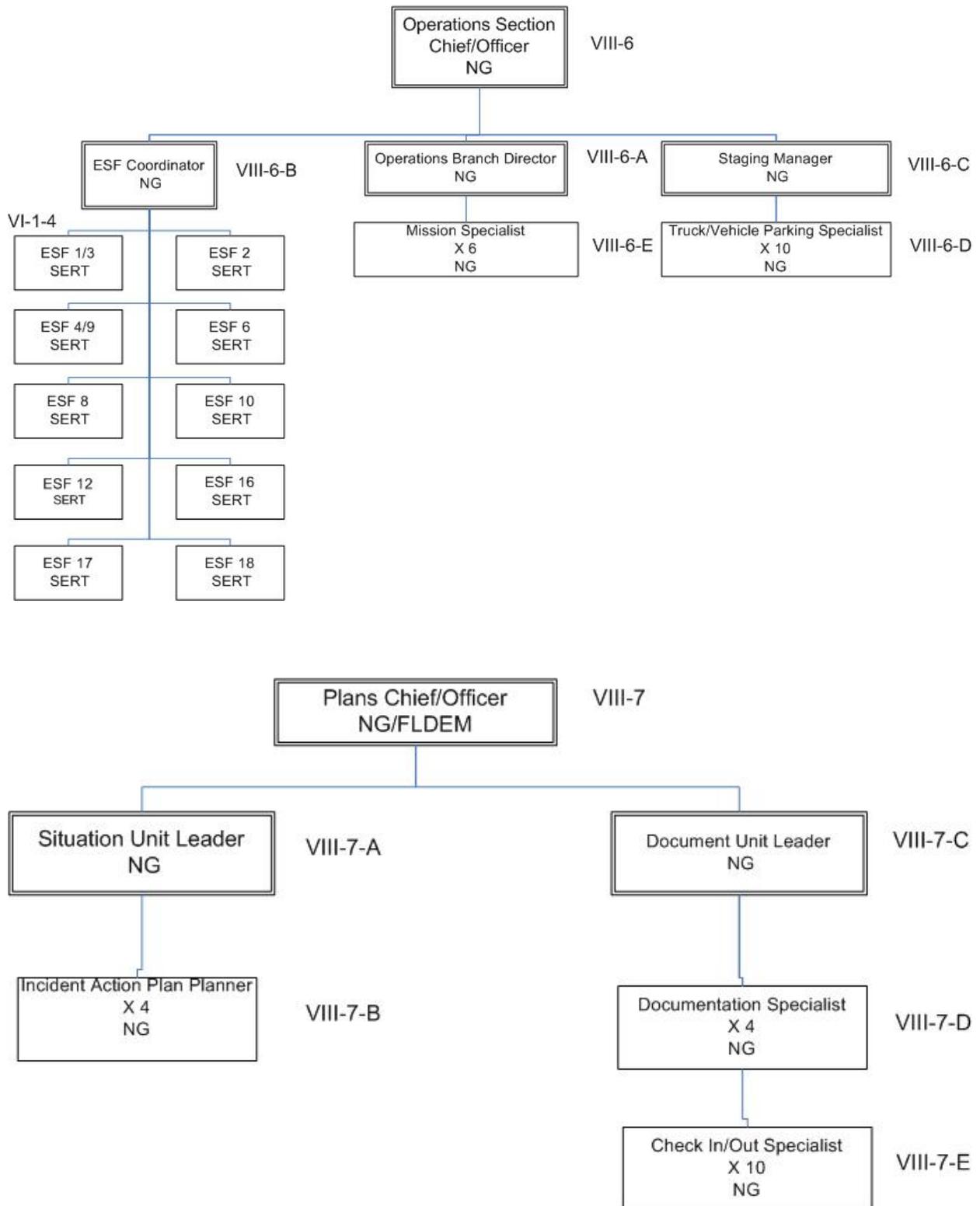
1. Base Camp, to include catering service, sleeping facilities, restrooms, showers, laundry service, and recreational services.
2. Fuel services
3. Internet, phone lines, and any other needed communications
4. Either issue from cache or rent computers, printers, and copiers
5. Portable generator, light plants, barricades, and any other equipment needed to establish the site.

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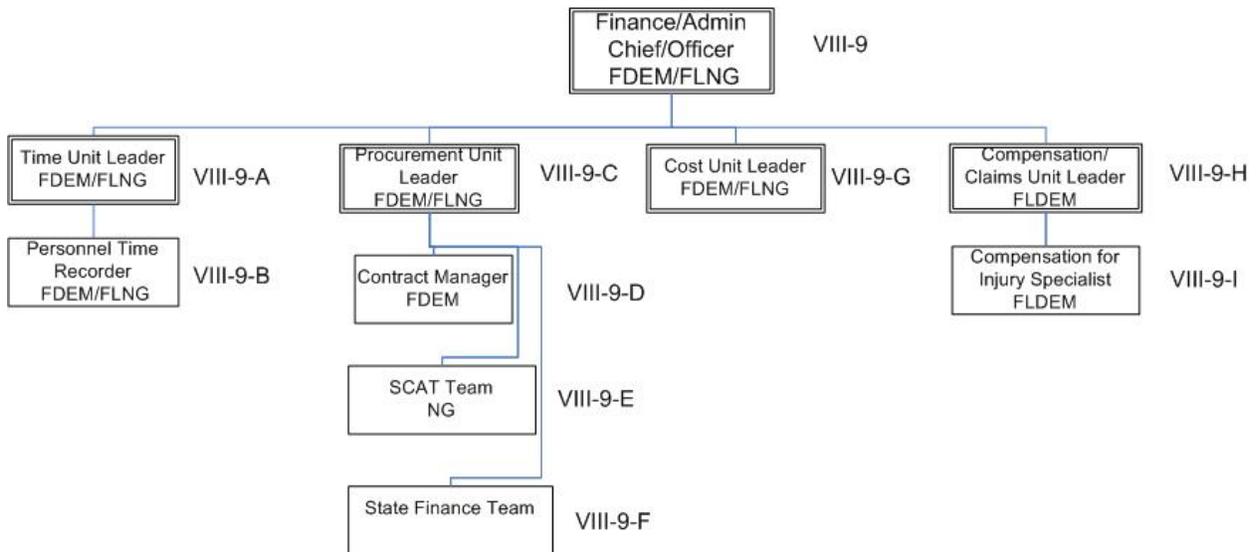
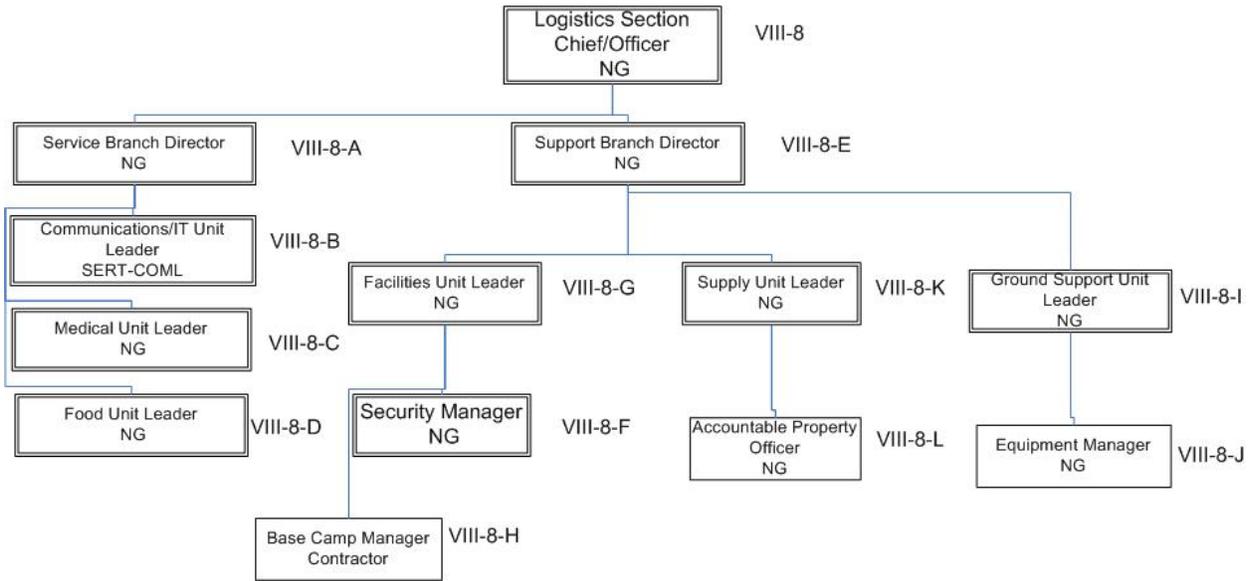
XI. Organization Charts for the Joint Reception, Staging, Onward Movement, and Integration Site



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XII. Projected Staffing Numbers

These are only suggested staffing levels, the JRSOI Site Commander/IC can increase or decrease these numbers based on the operations tempo.

Estimated Personnel Numbers Day/Night Operations at Joint Reception, Staging, Onward Movement, Integration Site

	DAY	NIGHT
JRSOI Commander	1	
Liaison Officer	4	
Deputy Commander	1	1
PIO	2	1
Safety Officer	2	2
Operations Officer/Section Chief	1	
Deputy Operations Officer/SC	3	3
Plans Officer/Section Chief	1	
Deputy Plans Officer/Section Chief		1
Reception/Onward Movement Section	8	8
Logistics Officer/Section Chief	1	
Deputy Logistics Officer/SC		1
Finance/Admin Officer/Section chief	1	
ESF Coordinator	1	1
Operations Branch Director	1	1
Mission Specialist	6	6
Staging Manager	1	1
Parking Specialist	10	10
Status Check In/Out Manager	1	1
Check in/Out specialist	10	10
Situation Unit Leader	1	1
Incident Action Planners	3	2
Documentation Leader	1	
Documentation Specialist	4	3
Service Branch Director	1	1
Support Branch Director	1	
Communications Unit leader	1	1
Communications Specialist	2	2
Medical Unit Leader	1	1

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Food Unit Leader	1	1
Food Unit Specialist	3	1
Security Unit Leader	1	1
Facilities Unit Leader	1	1
Facilities Specialist	5	5
Supply Unit Leader	1	1
Accountable Property Officer	2	1
Ground Support Leader	1	1
Equipment Manager	1	1
Equipment Specialist	5	5
Time unit leader	1	
Personnel time recorder	1	1
Procurement Unit Leader	1	
Cost Unit Leader	1	
Sub Total	95	77
Grand Total	172	