STATEWIDE EMERGENCY RESPONSE PLAN (SERP)

JULY 16, 2021

FLORIDA FIRE CHIEFS' ASSOCIATION
221 Pinewood Drive, Tallahassee, Florida 32303

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Revision Log

Line #	Date	Page/Section	Revision
1	June 25, 2003	DEM area	Revised
2	June 26, 2003	FFCA ERC	Revised ERC list
3	April 6, 2004	Page-5	Added reference to HazMat, ESF 10
4	April 6, 2004	Page-6	Added reference to Florida Department of Environmental Protection (DEP)
5	April 6, 2004	Page-6	Added reference to Florida Association of HazMat Responders
6	April 6, 2004	Page-8	Added reference to MOU with DEP
7	April 6, 2004	TOC	Table of Contents
8	May 18, 2004	Appendix-D	Removed Appendix D, MARC Frequencies
9	May 18, 2004	TOC	Table of Contents
10	April 29, 2005	Title Page	Changed address
11	April 29, 2005	Page-5	Changed IMS to NIMS
12	April 29, 2005	Page-7	Added reference to Region 7 North and 7 South
13	April 29, 2005	Page-8	Added SEOC Liaison position and responsibilities
14	April 29, 2005	Page-8	Added Training Competencies
15	April 29, 2005	Page-14	Revised Mission Tasking Number Definition
16	April 29, 2005	Page-14	Revised Pre-Hospital EMS Guidelines
17	April 29, 2005	Plan wide	Changed MAC to MARC
18	May 2, 2006	Page-50	Added Appendix D, Public Information Officer Deployment Ratings
19	August 3, 2006	Page-10	Added Code of Conduct
20	August 3, 2006	Plan wide	Re-numbered pages
21	August 18, 2006	Page-61	Added HazMat Resource Typing
22	August 18, 2006	Plan wide	Re-numbered pages
23	August 18, 2006	TOC	Revised Table of Contents
24	October 2006	Plan wide	Major Revision and Rewrite
25	April 2008	Page-8	Updated ESF Chart
26	April 2008	Page-10	Aligned FFCA and FDEM Regions (eliminated 7N)
27	April 2008	Page-12	Updated SEOC Liaison position rotation matrix
28	April 2008	Page-17	Added "Rapid Activation" language to Deployments
29	April 2008	Page-39	Added Regional EMS Liaison position
30	April 2008	Page-40	Added Agency Representative position
31	April 2008	Page-54	Added Swiftwater/Floodwater Typing
32	April 2008	Page-62	Updated Dept/Agency Designators

Line #	Date	Page/Section	Revision
33	April 2008	Page-102	Added Appendix H - Suggested Personal "Go Kit"
34	April 2008	Page-113	Added/updated FFCA/ICS 214 Form
35	October 2009	Page-10	US National Grid reference added
36	October 2009	Page-17	US National Grid reference added
37	October 2009	Page-18	Florida Disaster Assessment Snapshot System language
38	October 2009	Page-22	Emergency Response Telecommunications Task Force language
39	October 2009	Page-28	After Action Reporting
40	October 2009	Page-29	Removed yearly acknowledgment list of names
41	October 2009	Page-46	Appendix B, Updated the typing document
42	October 2009	Page-102	Appendix I, US National Grid, added
43	October 2009	Page-103	Appendix J, Florida Disaster Assessment Snapshot System
44	January 2010	Plan Revision	FFCA Board of Directors Approval
45	July 2011	Page-102	Appendix I, Updated USNG Web Tools section (#1 and 3)
46	July 2011	Page-117	Added Start/End to Engine and Pump Hours on the FFCA ICS 214 Form
47	July 2011	Page-10	Added FDLE, DSCR, FFCA, FNG to the ERC List
48	July 2011	Page-15	Added language describing minimum wildland firefighting qualifications
49	July 2011	Page-18	Added language to include FWC under Force Protection
50	July 2011	Page-27	Added language regarding work hours in Activation Orders to the end of "Expense of Personnel" section
51	July 2011	Page-45	Replaced the term "Comm Operator" with Telecommunicator
52	July 2011	Page-60/98	Updated Fire Department Dept/Agency Designators
53	January 22, 2014	Overview	Changed section title from Overview to SERP Overview
54	January 22, 2014	Overview	Added sub-section of FFCA SERP Mission between Overview section and body text
55	January 22, 2014	Overview	Reordered sub-sections
56	January 22, 2014	Overview	FFCA SERP Regions sub-section title removed. Content rolled into Regional Structure sub-section title
57	January 22, 2014	Overview	Moved Resource Inventory sub-section to new Resource Management section

Line #	Date	Page/Section	Revision
58	January 22, 2014	Overview	Added sub-section title Memorandum of Understanding with Other ESF Lead Agencies, to existing body text
59	January 22, 2014	Resource Management	Added Resource Management section, and moved resource related sub-topics to this section. Sub-sections now include (Resource Typing; Resource Terminology; Mission Ready Packages (MRPs); FL-MutualAidNet Fire & EMS Resource Catalog & Deployment & Program; Resource Inventory Maintenance; Dept/Agency Resource Counts)
60	January 22, 2014	Resource Management	The FFCA SERP Typed Resource Guidance Document has been created to provide a single source for all resource typing definitions, used in the management of the SERP
61	January 22, 2014	Training and Credentialing	Combined Credentialing and Training section titles, into one, now named Training and Credentialing. Sub-sections now include (Minimum Firefighter Competences; State EOC Liaison Officer Training; Minimum Wildland Fire Qualifications; FL- MutualAidNet Training; Position Specific Minimum Training; Credentialing)
62	January 22, 2014	Plan Activation-Statewide Deployment	Divided Activation section into two sections, Plan Activation- Statewide Deployment and Plan Activation-Regional Deployment. Sub-sections now included under Statewide Deployment (Statewide Mutual Aid Agreement; Requesting Assistance; Locating and Confirming Assistance; Resource Deployment Concepts; Activation Orders; Documentation; Resource Deployment Actions and Support)
63	January 22, 2014	Plan Activation-Regional Deployment	Sub-sections now included under Regional Deployment (Overview; Regional Deployment Restrictions; Regional Deployment Coordination; Pre-Identifying Regional Deployment Resources; Run Cards; Requesting Assistance; Response to Request For Assistance; Reimbursement; State Notification)
64	January 22, 2014	Added Regional Deployment Process	Added a section that allows the SERP to support the rapid response of resources within a specified area, county or region
65	January 22, 2014	FL-MutualAidNet	Incorporated the use of FFCA's new FL-MutualAidNet Fire & EMS Resource Catalog & Deployment & Program, into the plan
66	January 22, 2014	Misc topics moved	Topics: Code of Conduct, Force Protection, Florida Disaster Assessment Snapshot, Uniform Vehicle Mission Markings, Mission Books, Logistical Support, Communications, moved to

Line #	Date	Page/Section	Revision
			Plan Activation-Statewide Deployment/Resource Deployment Actions and Support
67	January 22, 2014	Request for Assistance (RFA)	Moved to Plan Activation-Statewide Deployment/Requesting Assistance
68	January 22, 2014		FFCA Board of Directors approved SERP revisions (all January 22, 2014 changes)
69	July 17, 2015	Key Positions	Added "FFCA" to all ERC titles; added "EMS Liaison" to SEOC Liaison Office list; added "Committee Chair, through the FFCA board liaison" to the FFCA SERP Revision Process
70	July 17, 2015	Resource Management	Added reference to using the FEMA's new "Resource Typing Library Tool (RTLT)"
71	July 17, 2015	Training and Credentialing	Added "SFFT", "ENGL" and "STKL" to titles under Minimum Wildland Fire Qualifications; added "Structure Protection Specialist (STPS)" to Minimum Wildland Fire Qualifications list
72	July 17, 2015	Plan Activation-Statewide Deployment	Added additional fields of information to deployment and activation order forms
73	July 17, 2015	Plan Activation-Regional Deployment	Updated "Florida State Warning Point" to "Florida State Watch Office"
74	July 17, 2015	Appendix-A	Added "FFCA" to ERC Titles; added "with at least two meetings held face to face" to the number of ERC meetings held annually
75	July 17, 2015	Appendix-B	Updated table to reflect 2015-2016 assignments; Added EMS Liaison under "Positions Filled May Include"
76	July 17, 2015	Appendix-E	Removed blank page at end of section
77	July 17, 2015	Appendix-I	Removed Dept/Agency ID Designators lists from plan, and placed on FFCA Web Site to allow updated throughout year
78	July 17, 2015	Appendix-J	Activation Order Form edited to include additional fields
79	July 17, 2015	Appendix-L	Updated USNG Links; Edited language under Latitude & Longitude
80	July 17, 2015	Appendix-N	Replaced Forms from this section with a list of forms and a reference (Link) to the FFCA-SERP site with all forms in fillable PDF format
81	July 17, 2015	Appendix-O	Added "Appendix O- Reference Documents" that includes list of reference documents, and a link to site where they can be found
82	July 9, 2019		Details of final changes to be added after final review and approval by Bods

Line #	Date	Page/Section	Revision
83	June-2021	Full Document	Reformatted and cleaned up language
84	June-2021	13 / Emergency Support Function	Added ESF-19 Fuels and ESF-20 Cyber
85	June-2021	14 / Integration with SEOC	Added reference to CFO as SFM under 633.104 FS
86	June-2021	15 / MOU with other ESF Leads	Title changed to *Coordination with other ESF Lead Agencies* and minor edits
87	June-2021	17 / ERC	Added FFMIA and FPF liaison positions
88	June-2021	18 / SEOC Liaisons	Added HazMat Liaison
89	June-2021	19 / Regional EMS Liaisons	Changed to GOV-EMS Liaisons and NON-GOV-EMS Liaisons
90	June-2021	19 / SMAA References	*New- combined Article IX Worker's Compensation & Liability* sections and added additional related detail from SMAA.
91	June-2021	22 / Resource Naming Convention	New- resource naming formats for different types of teams when deployed. (ex: EST-1501)
92	June-2021	24 / EMS Deployment Guidelines	Moved- Defines how pre-hospital EMS resource requests are handled based on mission and resource owners (FD/Gov based vs Private based).
93	June-2021	16 / FL-MutualAidNet	Section deleted in old plan, no longer being used. Reference to using FL-SERP.com site to capture resources by organization.
94	June-2021	26 / Deployment Qualifications	Renamed- was Training and Credentialing section. Updated Wildland Qualifications with full details moved to appendix.
95	June-2021	26 / Code of Conduct	Moved- now under *Deployment Qualifications*.
96	June-2021	29 / Resource Deployment- Planned Event	Renamed- was *Plan Activation- Statewide Deployment*. Significant rewrite. Process to include using SMAA Form-B for making request; using WebEOC Detail Form in place of Activation and Demob Orders; Updated list of forms to be used.
97	June-2021	32 / Resource Staging	New
98	June-2021	35 / Uniform Vehicle Markings	Updated- uses WebEOC Mission and Deployment numbers.
99	June-2021	35 / Logistical Support	Updated- uses three levels of support: Tier 1 – (Self-sufficiency); Tier 2 – (Logistical Support Unit); Tier 3 – (Base Camp).

Line #	Date	Page/Section	Revision
100	June-2021	36 / Resource Deployment - No Notice Event	Renamed- was Plan Activation- Regional Deployment. Significant rewrite. Deployment of on-duty crews without expectations of reimbursement with crews not expected to remain on location past their normal work schedule without relief. Requesting process uses SMAA Form-B.
101	June-2021	38 / MARC	Significant rewrite. Details moved to appendix.
102	June-2021	39 / Finance and Operational Accountability and Reimbursement	Significant rewrite. Additional detail added.
103	June-2021	46 / Appendix Management	New- provides flexibility to allow appendices to be updated as needed outside of the SERP Plan revision cycle.
104	June-2021	46 / Appendix-A	Key Positions Checklist
105	June-2021	60 / Appendix-B	State Emergency Operations Center Rotation Matrix- updated.
106	June-2021	61 / Appendix-C	MARC Unit Capabilities- added with significant updates.
107	June-2021	64 / Appendix-D	Public Information Officer Resource Typing
108	June-2021	65 / Appendix-E	Code of Conduct
109	June-2021	67 / Appendix-F	New- WebEOC Mission Details Form (completed example)
110	June-2021	69 / Appendix-G	Suggested Personnel "Go Kit"
111	June-2021	71 / Appendix-H	US National Grid Information
112	June-2021	73 / Appendix-I	Florida Disaster Assessment Snapshot System
113	June-2021	75 / Appendix-J	List of Forms- names with a link to FL-SERP.com where all forms are located.
114	June-2021	76 / Appendix-K	Reference Documents
115	June-2021	77 / Appendix-L	Wildland Qualifications
116	June-2021	Deleted Appendices	• Typed Resource List by Category • Regional Deployment Runn Cards • Communications Frequency Plan • Dept/Agency List • Activation Order
117	July-2021	20/SERP Revision Process	• Plan Revision cycle now every 2-years
118	Jult-2021	Plan Approved	• SERP Plan draft approved by the Board of Director's, dated 7/16/21

History

On August 24, 1992 Hurricane Andrew devastated southern Miami-Dade County with the worst natural disaster to strike the United States up to that time. The personnel of Miami-Dade County Fire Rescue responded rapidly and tirelessly in assisting the citizens of these communities. Numerous fire-rescue agencies from across the State of Florida and the nation assisted in this valiant effort. It became abundantly clear from this disaster, and the ensuing relief effort, which followed, that greater coordination for inter-agency disaster management was required.

The purpose of the Florida Fire Chiefs' Association's (FFCA) Statewide Emergency Response Plan (SERP) is to provide such coordination. This plan is based on a series of observed occurrences and discussions of shared experiences following Hurricane Andrew. It is also an evolution of our past experiences in dealing with the day-to-day incidents that continually challenge our resources and competencies. Most importantly, it is a practical approach in providing a useful guide to assist the fire service in managing the types of devastation that could occur from natural or man-made events.

The FFCA created the SERP to provide for the systematic mobilization, deployment, organization, and management of emergency resources throughout Florida, and the Nation, in assisting local agencies in mitigating the effects of any large-scale disaster. The local fire rescue agency is the first tier of response in the event of a natural or man-made disaster. These first responders provide the initial damage assessment, conduct search & rescue operations, treat the injured, and make every effort to stabilize the incident. It is understood that no local entity has all the resources to handle the breadth of every disaster and therefore the FFCA SERP has been developed to provide additional tiers of response should the incident warrant.

Florida, with its large and rapidly growing population centers located in regions susceptible to natural and man-made events accentuates the need for multiple levels of preparation and coordination. The FFCA SERP embraces an all-hazards approach to the effective management of emergency response personnel during the Response Phase of any major incident and throughout its extended operations. Effective utilization of this plan will by far, have the most significant impact on reducing loss of life and coordinating the use of statewide resources in the most efficient means possible. The FFCA SERP lends itself to the rapid activation and response of regional assets to a community who's local and mutual aid resources have been exhausted.

State of Florida Emergency Management

STRUCTURE

The emergency management structure in the State of Florida is guided by Chapter 252, Florida Statute and establishes a structure for disaster management, which identifies four (4) levels of ascending intervention (local, county, state and federal). The basic concept of the SERP is to allow the first level (local) of government to be charged with the initial responsibility for emergency response and relief, attempting to mitigate the situation with the resources available. Requests for assistance from the next higher level will be made when the magnitude of the disaster either exceeds the resources available locally, or otherwise not available.

Under Chapter 252, each county government is to operate an emergency management agency for the purpose of coordinating disaster relief efforts in that county. Upon or in the anticipation of the exhaustion of resources at the county level and existing mutual aid agreements, requests for State assistance through the Statewide Mutual Aid Agreement (SMAA) will be made to the Florida Division of Emergency Management (FDEM). The Governor may declare a state of emergency and direct state resources into the affected area. State resources may also be requested from other States through the Emergency Management Assistance Compact (EMAC). These requests will be filtered through the FDEM and the State Emergency Operations Center (SEOC). The SEOC would be activated and will provide direct liaison to the County Emergency Operations Center (EOC) regarding the coordination of State and/or EMAC resources operating and/or responding into the affected area. The FDEM will coordinate all disaster resources through various Emergency Support Functions (ESF's). Each ESF has assigned to it a State agency with primary responsibility for managing that function (Table 1).

When all the previously stated resources are determined to be inadequate to respond to the emergency, the Governor will request assistance through the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA). When the President of the United States declares an emergency or a major disaster, federal assistance would then be authorized to assist State government. In Florida, the FDEM has been designated as the State agency responsible for coordinating assistance received through federal programs.

EMERGENCY SUPPORT FUNCTION (ESF)

ESF	Function	Lead Agency
1	Transportation	Department of Transportation
2	Communications	Department of Management Services, Division of Communications
3	Public Works & Engineering	Department of Transportation
4	Firefighting	Department of Financial Services, State Fire Marshal
5	Information & Planning	Division of Emergency Management
6	Mass care	Department of Business and Professional Regulation
7	Resource Support	Department of Management Services Division of Purchasing
8	Health and Medical	Department of Health, Division of EMS
9	Search and Rescue	Department of Financial Services State Fire Marshal
10	Hazardous Materials/Environmental Protection	Department of Environmental Protection
11	Food and Water	Department of Agriculture & Consumer Services
12	Energy	Public Service Commission
13	Military Support	Department of Military Affairs Florida National Guard
14	Public Information	Division of Emergency Management
15	Volunteers & Donations	Volunteer Florida
16	Law Enforcement & Security	Department of Law Enforcement
17	Animal Issues	Department of Agriculture & Consumer Services
18	Business Industry and Economic Stabilization	Department of Economic Opportunity
19	Fuels	Florida Division of Emergency Management
20	Cyber	Florida Digital Services

Table 1

SERP Overview

FFCA SERP MISSION

The FFCA SERP is directed towards enhancing disaster management and emergency response at the local, county, and state levels of government by:

- Utilizing the National Incident Management System (NIMS) to manage resources during a disaster.

- Providing a companion document to the National Response Framework.

- Providing central coordination for local supporting fire rescue resource management and response through a regional concept in conjunction with Emergency Support Functions (ESF) 4/9 (Firefighting/ Search & Rescue) at the State Emergency Operation Center (SEOC).

- Providing resources for pre-hospital EMS in coordination with ESF 8 (Health & Medical).

- Pre-designating responsibilities for leadership and resources at the local, county, Regional and state levels.

- Integrating fire rescue into the planning and response phases of emergency management systems at the local, county and state level.

- Encouraging each local jurisdiction to sign the Statewide Mutual Aid Agreement (SMAA), which is the basis for all mutual aid requests made through the SERP. The SMAA supports mutual aid requests for Major or Catastrophic Disaster Response and Recovery, as well as for a minor disaster or other emergencies that supports all fire rescue agencies responding in support of the FFCA SERP.

- Support the response to hazardous material incidents in coordination with ESF 10. (Hazardous Materials/Environmental Protection).

- Support the response needs for Public Information Officers in coordination with ESF 14 (Public Information).

- Support the response needs for fire-rescue dispatchers in coordination with ESF 2 (Communication) and the FDEM State Emergency Response Team (SERT) Chief.

- Support the response needs for critical incident stress management (CISM) with ESF 8 (Health & Medical).

- Utilizing common reference grid system; US National Grid.

INTEGRATION WITH THE STATE EMERGENCY OPERATIONS CENTER (SEOC)

The State Chief Financial Officer (CFO) is designated as the State Fire Marshal under 633.104 FS. The Division of the State Fire Marshall (DSFM) is the lead agency responsible for the management of ESF 4/9. An Incident Management System (IMS) structure, with pre-designated positions, is established in the SEOC. The State SERP Coordinator or their designee will provide the requested

staff to support ESF 4/9 at the SEOC, coordinating resource response into the affected region. Additionally, the FFCA provides the coordination for logistical support as requested by ESF 4/9, as well as other ESF's. The State SERP Coordinator or their designee also serves as an advisor to FDEM and the DSFM on other disaster management issues.

COORDINATION WITH OTHER ESF LEAD AGENCIES

The FFCA and DSFM are partnered under the Emergency Services Branch within the SEOC with other ESF Lead Agencies who share a common responsibility for resource(s) and/or where cooperation is mutually beneficial when managing resource requests made through the Statewide Mutual Aid Agreement or State Issued Mission Assignments. These agencies include:

- ESF-8 Health and Medical: Department of Health, Division of EMS

- ESF-10 Hazardous Materials/Environmental Protection: Department of Environmental Protection

Additionally, three other ESF partners, ESF -2, Communications; ESF 14, Public Information; and ESF 16, Law Enforcement have partnered in the past to fulfil the SERP mission.

REGIONAL STRUCTURE

The FFCA divided the state into seven (7) regional response areas. These seven regions combined, comprise the Statewide Emergency Response Network (SERN)
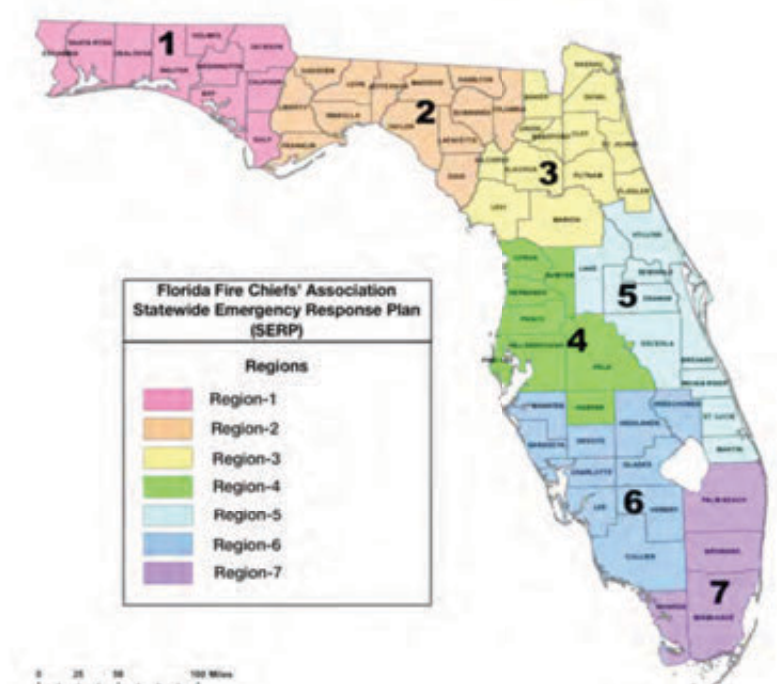
Figure 1

Bay	Columbia	Alachua	Citrus	Brevard	Charlotte	Broward
Homes	Hamilton	Duval	Pasco	Orange	Hendry	
Walton	Liberty	Marion		Volusia	Okeecho	
10	13	13	8	9	10	4

Table 2

EMERGENCY RESPONSE COMMITTEE (ERC)

The FFCA SERP, including its development, revision, distribution, training, and implementation is the responsibility of the FFCA. The FFCA Emergency Response Committee (ERC) is responsible to oversee this process. The committee is composed of the following 26 positions.

Emergency Response Committee (ERC) Structure	
Position Title	#
ERC Chair (State SERP Coordinator)	1
ERC Vice-Chair	1
ERC Regional Coordinator (Regional SERP Coordinator), one per region	7
Florida Division of Emergency Management (FDEM) Liaison	1
Florida Forest Service (FFS) Liaison	1
Florida Department of Health (DOH) Liaison	1
Florida Division of State Fire Marshal (DSFM) Liaison	1
Association of Public Safety Communication Officers (APCO) Liaison	1
Florida Association of Public Information Officers (FAPIO) Liaison	1
Florida Emergency Preparedness Association (FEPA) Liaison	1
Florida Association for Search and Rescue (FASAR) Liaison	1
Florida Fish and Wildlife Conservation Commission (FWC) Liaison	1
Florida Department of Environmental Protection (DEP) Liaison	1
Florida Association of HazMat Responders (FLAHR) Liaison	1
Florida Department of Law Enforcement (FDLE) Liaison	1
Domestic Security Response Committee (DSRC) Liaison	1
Florida Fire Chiefs' Association Board Liaison	1
Florida National Guard Liaison	1
Florida Fire Marshals and Inspectors Association (FFMIA)	1
Florida Professional Firefighters	1
Total Positions	26

Table 3

The President of the FFCA, with the FFCA Board of Directors approval, and consultation with the State SERP Coordinator, can revise the ERC membership as deemed necessary for the success of the FFCA SERP.

KEY POSITIONS

FFCA EMERGENCY RESPONSE COMMITTEE CHAIR (STATE SERP COORDINATOR)

Responsible for assigning FFCA SERP staff in the ESF 4/9 positions at the SEOC. Responsible for the oversight and implementation of the FFCA SERP and providing guidance and direction to the FFCA ERC. The State SERP Coordinator shall appoint, a Vice Chair and alternate(s) as needed.

REGIONAL EMERGENCY RESPONSE COORDINATOR (REGIONAL SERP COORDINATOR)

Coordinates emergency assistance operations at the regional level, providing for the deployment of resources into the affected area(s). Appoints County SERP Coordinators, Alternate(s), and other liaison positions as required. Representatives should be geographically separate in the region, minimizing the possibility of both persons being directly affected in the event of an emergency occurring in that region. Each Regional SERP Coordinator and appointed representatives are responsible for tracking all available resources within the region. Provides personnel to assist at the SEOC during activations as requested.

SEOC LIAISON OFFICER

When requested, an FFCA ERC representative(s) will staff the SEOC (ESF 4/9) as required to interface between the FFCA ERC, DSFM management, and the SEOC. These representatives may include but are not limited to:

- Planning Specialist

- Logistics Specialist

- Urban Search and Rescue (US&R) Specialist

- EMS Liaison (Support the coordination between ESF-4 & 8)

- HazMat Liaison (Support the coordination between ESF-4 & 10)

Regional SERP Coordinators will be responsible for augmenting SEOC staffing. On or before December 15 annually the State SERP Coordinator will issue a rotation matrix that will identify a primary and alternate regional coordinator responsible for filling Liaison requests for each month. The current State Emergency Operations Center Rotation Matrix can be found in Appendix B. The State SERP Coordinator will be responsible for scheduling the necessary training to ensure an adequate number of SEOC Liaison Officers are available.

COUNTY EMERGENCY RESPONSE COORDINATOR (COUNTY SERP COORDINATOR)

There are sixty-seven identified, one per county. Rural areas may identify one person to handle several counties. County fire chief associations, or like organizations, may be contacted for a name to be submitted to the respective Regional SERP Coordinator for appointment. This person shall coordinate assistance among fire rescue agencies in their respective county. This position also serves as the liaison between the County Emergency Manager and the FFCA SERP. One or more alternates should be chosen for this position.

REGIONAL EMS LIAISONS

GOV-EMS Liaison- Each Regional SERP Coordinator shall appoint an GOV-EMS Liaison that will assist with the management and coordination of EMS resources assigned to a governmental EMS provider. These governmental EMS providers include fire departments and county EMS agencies.

NON-GOV-EMS Liaison- In addition, the Department of Health, Division of EMS, as part of the Florida Ambulance Deployment Standard Operating Procedure, shall appoint a NON-GOV-EMS Liaison for each DEM region to assist with the management and coordination of all EMS resources assigned to non-governmental EMS providers operating in the state of Florida.

These Liaisons shall coordinate EMS resources in the region in concert with ESF 8 and the FFCA SERP. Appointment of all Liaisons should be coordinated between the Division of EMS and the SERP ERC leadership.

A checklist for each key position with their roles and responsibilities are included in Appendix A.

STATEWIDE MUTUAL AID AGREEMENT REFERENCES

Each fire departments' home governing body is a signatory of the Statewide Mutual Aid Agreement (SMAA), and as such, can participate in cooperative relationships to accept services, equipment, supplies, materials, or funds for emergency management efforts. Any participating party may request assistance (oral or written) during emergency or disaster.

The FFCA SERP utilizes Form-B, used by both the Requesting Party and Assisting Party(s), when requesting assistance. Florida Department of Emergency Management has developed an Excel version of Form-B and a link to this form can be found in appendix K-List of Forms.

Article VI, Rendition of Assistance, Section C- Personnel of the Assisting Party who render assistance under this Agreement shall receive their usual wages, salaries and other compensation from their employing agency, and shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. If personnel of the Assisting Party hold local licenses or certifications limited to the county or municipality of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the support.

Article IX Insurance, Section A- Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall file with the Division a certificate issued by the insurer attesting to such coverage.

Article IX Insurance, Section E- Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties and shall not be deemed to be the agent of any other Participating Party.

<u>Article IX Insurance, Section F</u>- Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.

FFCA SERP REVISION PROCESS

The revision process will be initiated in September of every other year (on the odd year) with the next cycle beginning September of 2023.

- September: The FFCA ERC members are requested by the Committee Chair to solicit their respective areas for recommended revisions to the FFCA SERP. These individuals will provide written comments to the chair by the fall quarterly meeting of the FFCA.

- October: At the FFCA Board of Directors meeting, the Committee Chair, through the FFCA Board Liaison, summarizes the recommended revisions to the FFCA SERP. The Board of Directors provides preliminary direction as to the scope of the proposed changes and sends it back to the ERC for final draft.

- January: The Committee Chair, through the FFCA Board Liaison, provides a final draft of the revised FFCA SERP to the FFCA Executive Director for reproduction and distribution to the Board of Directors. The Board of Directors will review the revisions and adopt the FFCA SERP.

- April: The revised FFCA SERP will be distributed to all FFCA ERC members and revisions will be included in the annual FFCA SERP training. The updated FFCA SERP will be posted on the Association's web page

Resource Management

RESOURCE TYPING

Resource typing is categorizing, by capability, the resources requested, deployed, and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources.

Resources entered in the SERP Resource Inventory will be typed in a manner consistent with the FEMA/NIMS national resource typing protocol.

TYPING DEFINITIONS

Resources shall be identified as meeting NIMS specific typing or State specific typing:

- National/Tier I: Resources that are national in scope and included in the Resource Typing Library Tool (RTLT) program, FEMA's online catalogue of national resource typing definitions.
- State/Tier II: Resources defined and inventoried by the states, tribal, and local jurisdictions that are not "Tier I" resources, but rather those that are specific for the State.

FFCA SERP TYPED RESOURCE GUIDANCE DOCUMENT

This document provides a list of the most common typed resources deployable through the SERP, including both Tier I and Tier II. Links to the current FFCA *FL-Typed Resource List – Abridged Definitions* and DHS/FEMA's Resource Typing Library Tool (RTLT) can be found in Appendix L-Reference Documents.

RESOURCE TERMINOLOGY

To provide standardization in deployment, specific terminology has been chosen:

STRIKE TEAM

Five (5) like units, e.g. Type I Engines, with common communications and an assigned Strike Team Leader. The Leader should be in a separate vehicle for mobility, accompanied by an Aide, and is responsible for coordinating the Strike Team's response to, efforts during the incident, and return home.

TASK FORCE

A combination of single resources assembled for a particular tactical need with common communications and a Leader. The Leader should be in a separate vehicle for mobility, accompanied by an Aide, and is responsible for coordinating the Task Force's response to, efforts during the incident, and return home.

SINGLE RESOURCE

Individual engine, equipment, or person(s) that may be requested to support the incident.

RESOURCE NAMING CONVENTION

Certain types of resources deployed through the SERP will be identified using a naming routine that provides a consistent practice of defining their capability. These Strike Teams, Task Forces and Specialty Teams usually involve pre-identified resources and will be identified using the following practice:

STRIKE TEAMS & TASK FORCES

Utilizes a 4-Digit number that identifies the resource type, region deployed from and order of deployment from the region

- First Number - Resource type
    - 1-Engine Strike Team (EST)
    - 2-Ambulance Strike Team (AST)
    - 3-Structural Task Force (STF)
    - 4-Tender Strike Team (TST)
    - 5-Haz-Mat Task Force (HTF)
    - 6-Brush Strike Team (BST)
    - 7-Wildland Task Force (WTF)

- Second Number - Region

- Third & Fourth Number - Unique Team identifier based on order of deployment from region

Example, first EST deployed from Region 4

```
EST- 1    4    01
     |    |    |
     EST  Region 1st deployed from
                 Region
```
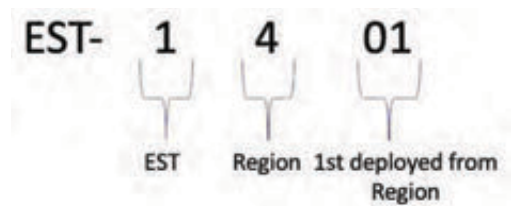
Example, first AST deployed from Region 1

```
AST- 2    4    01
     |    |    |
     AST  Region 1st deployed from
                 Region
```
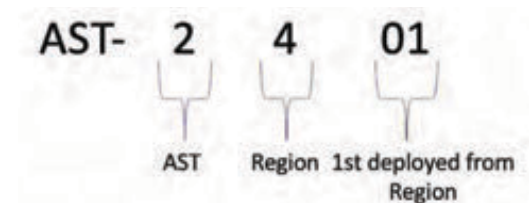
HAZARDOUS MATERIAL TEAMS

Hazardous Material Teams are pre-identified teams that are numbered utilizing a 4-Digit alpha/numeric identifier:

- First & Second (Letters)- HM (Hazardous Materials)

- Third (Digit)- Region

- Fourth (Letter)- Unique Team identifier for the region

Example of HM-7C deployed from Region 7
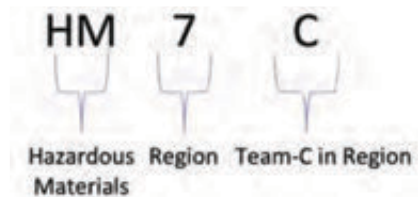
SEARCH AND RESCUE

Search and Rescue Task Forces are pre-identified using the following alpha/numeric identifiers:

- First and Second (Letters) – State

- Third & Fourth (Letters) - TF (Task Force)

- Fifth (Digit)- Unique Statewide Team identifier

- Sixth (Letter) – Included capability. Ex 'W' for Water Rescue Element
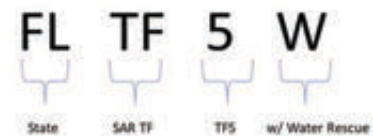
TECHNICAL RESCUE TEAMS

Technical Rescue Teams (TRT) are pre-identified teams that are numbered utilizing a 4-Digit alpha/numeric identifier:

- First, Second & Third (Letters)- TRT (Technical Rescue Team)

- Fourth (Digit)- Region

- Fifth & Sixth (Digits)- Unique Team identifier for the region

Example of TRT-757 deployed from Region 7

EMS DEPLOYMENT GUIDELINES

The FFCA and the State of Florida Department of Health, Division of Emergency Medical Services, have executed a Memoranda of Understanding (MOU) to formalize the use of the FFCA SERP to deploy pre-hospital EMS resources to disaster situations.

When a request is received for a pre-hospital EMS resource at the SEOC, the ESF 4/9 and ESF 8 Representatives will work together in confirming the nature of the request, appropriate resource, and then forward the request through ESF 8 or the ESF 4/9 Representative to fill utilizing the SERP process. The initial focus is to utilize Private 3rd party EMS providers for non-emergency missions such as medical facility evacuations and inter-facility transfers coordinated by ESF 8. Fire and County based EMS to focus on 911 emergency call support to impacted jurisdictions coordinated through ESF 4&9. In times of urgency any or all resources may be utilized in either function.

MISSION READY PACKAGES

Mission Ready Packages (MRP) combine mission, limitations, support, footprint, and estimated cost to make response and recovery capabilities more readily identified, more easily deployed, and more effectively used. Specific response and recovery resource capabilities are organized, developed, trained, and exercised prior to an emergency or disaster.

Mission Ready Packages are developed in cooperation with the resource providers and coordinated with the FDEM. Developing and maintaining a MRP with a complete cost estimate will result in a more efficient deployment and facilitate the reimbursement process.

Developing an MRP benefits both statewide and EMAC deployments by providing the required cost estimates ahead of time. Providing MRPs for Strike Teams, Task Forces and single resources commonly deployed within the State, can also provide local governmental agencies with immediate estimated costs while they may be preparing to initiate a request for assistance, or for planning purposes.

Excel templates for the completion of MRPs can be downloaded from the EMAC (Emergency Management Assistance Compact) web site at http://www.emacweb.org . Completed Mission Ready Packages will be maintained by the Regional Coordinators, shared with the FDEM State Mutual Aid Branch Coordinator and the ESF 4/9 Section.

RESOURCE INVENTORY MAINTENANCE

Each region will maintain a Resource Inventory that includes equipment, vehicles, key personnel, and their associated agencies, which are available for response within the scope of the FFCA SERP. The Regional SERP Coordinators shall oversee this process and approve updates of their regions Resource Inventory.

The SERP Resource Inventory is maintained within the FL-SERP.com site. This internet-based program is available for authorized users and will be the primary method for adding and editing data included in the FFCA's Resource Inventories, Organizations and POCs.

County SERP Coordinators shall oversee the initial collection and updates of Resource Inventory data within their county by working directly with their agencies, and ensuring the Regional Coordinator is informed of all changes, so they can approve them.

Deployment Qualifications

MINIMUM COMPETENCES (ALL DEPLOYMENTS)

Training will be based on minimum competencies for specific functions and/or positions. As a baseline, the following training will be required of responding members:

- All Responders
    - ICS-100 Introduction to the ICS
    - IS-700 NIMS, an Introduction

- Team Leaders (in addition to above courses)
    - ICS-200 ICS for Single Resources and Initial Action Incidents

- Field Liaisons and Command Officers (in addition to above courses)
    - ICS-300 Intermediate ICS for Expanding Incidents
    - ICS-400 Advanced ICS
    - IS-800 National Response Framework (NRF), an Introduction

CODE OF CONDUCT

The conduct of deployed resources under the FFCA SERP is of paramount importance to the Florida DSFM, FFCA, the sponsoring agency, and the local Authority Having Jurisdiction (AHJ).

These resources are perceived as representatives of a well-organized, highly trained group of responders who have been assembled to help communities in need of assistance. At the conclusion of a mission, system members must ensure that their performance has been positive, and that they will be remembered for the outstanding way they conducted themselves both socially and in the work environment.

A Code of Conduct (Appendix F-Code of Conduct) consists of the rules and standards governing the expected demeanor of members of agencies responding as part of the SERP. Each system member is both a representative of their response team and their Sponsoring Agency. Any violation of principles or adverse behavior demonstrated will be looked upon as unprofessional. Such behavior may discredit the good work that the resource completes and will reflect poorly on the entire team's performance and it's Sponsoring Agency.

General Responsibilities

- It is the responsibility of the Sponsoring Agency to prepare its system members before deployment regarding conduct expectations. Each deployed member is bound by their sponsoring agency's rules, regulations, policies, and procedures.

- It is the responsibility of the FFCA ERC members or designee(s) to reinforce the Code of Conduct during all planning sessions, team meetings and briefings and to monitor compliance. Any violations must be documented, with appropriate follow-up action taken by the FFCA ERC, DSFM and the Sponsoring Agency.

- At no time during a mission will system members take personal advantage of any situation and/or opportunity that arises.

- It is the responsibility of each system member to abide by this Code of Conduct.

SEOC LIAISON OFFICER DEPLOYMENTS

Personnel assigned to the SEOC during activations to assist the Division of State Fire Marshal (ECO) with ESF-4/9 functions, should meet at least one requirement from the list below: (The SERP Chair may authorize exceptions)

- Participated in a statewide annual exercise

- Participated in SERP SEOC training

- Previously deployed to the SEOC during an activation

Additional qualifications and or experiences may be required based on the specific assignments to include Hazardous Materials, Search and Rescue, Planning and EMS.

WILDLAND FIRE DEPLOYMENTS

All personnel deploying through the SERP for a wildland fire incident when assigned to fire suppression apparatus and/or any unit that will be operating on or near the fire lines, including all structural protection assignments shall possess as a minimum the following wildland fire qualification for the Structural Firefighter (SFF):

- S-130 (Firefighter Training) or FL-130 (Firefighter Training)

- S-190 (Introduction to Wildland Fire Behavior) or FL-190 (Introduction to Wildland Fire Behavior)

- I-100 (Introduction to ICS) or FEMA IS-100 (Introduction to the Incident Command System) (Online - https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b)

- L 180 – Human Factors in the Wildland Fire Service (Online - https://onlinetraining.nwcg.gov/node/163)

Additionally, personnel deploying in the following positions must have the position-specific training as defined in Appendix L - Wildfire Qualifications:

- Engine/Single Resource Leader (ENG/SRL)
- Strike Team/Task Force Leader (ST/TFL)
- Structure Protection Specialist (STPS)

NOTE: For the purpose of the <u>SERP ONLY</u>, Florida Bureau of Fire Standards and Training (BFST) courses designated by an 'FL' prefix are equivalent to the National Wildfire Coordinating Group (NWCG) courses designated by an 'S' prefix, i.e., FL-130 is equal to S-130.

DEPT/AGENCY RESPONSIBILITY

Local agencies providing resources are responsible for providing personnel, teams and or equipment that meet the minimum qualifications listed above and any additional requirements as included in deployment documentation. In addition, the local agencies must ensure the individual is deemed fit for duty and possess any applicable licenses/certifications.

MINIMUM DOCUMENTATION REQUIRED FOR DEPLOYMENT

- Agency-issued identification card

- State-issued identification (driver's license)

- FFCA SERP Activation Order authorizing deployment

Resource Deployment - Planned Event

OVERVIEW

In anticipation of a natural disaster, other planned event, or to sustain resources previously deployed to a No Notice event, fire rescue resources may be requested through the SERP process to deploy to an identified incident or Staging Area. As this is planned, agencies asked to provide resources have time to "callback" personnel to backfill units or staff reserve units that would be deployed. Resources would not be asked to depart their Point of Assembly (POA) for a minimum of 4-6 hours. Personnel would have the opportunity to prepare for a deployment that may last up to 14 days.

REQUESTING ASSISTANCE

When WebEOC is activated, a request can be entered into WebEOC by the County Emergency Manager or designee. After the Mission Request is entered into WebEOC or, in cases when WebEOC is not active, the local agency will complete a Statewide Mutual Aid Agreement (SMAA) Form B, Section 1 – *Resource Request*. Once the WebEOC Mission Request or the SMAA Form B is received at the SEOC, the request will be forwarded to the ESF-4/9 Section who will then notify the State SERP Coordinator.

STATEWIDE MUTUAL AID AGREEMENT (SMAA) FORM B

Section 1 of the SMAA Form B, Resource Request shall be completed by the requesting agency (Fire Department) either after the Mission Request is entered into WebEOC or in lieu of using WebEOC when it is not active. Once the request is received an ESF 4/9 Representative or the State SERP Coordinator will contact the requesting agency to:

- Verify the request
- Obtain the name/number of a local Point of Contact (POC)
- Obtain the location of the where the resource(s) is/are expected to report

The State SERP Coordinator or designee will identify the appropriate resource(s) working with the Regional SERP Coordinator(s) who in turn work with their County SERP Coordinator(s). Once the resource(s) is/are confirmed the ESF 4/9 Representative will coordinate the completion of Section 2 (all tabs) *Cost Estimate*, of the SMAA Form B.

Absent a State or Federal disaster declaration, the Requesting Agency must understand they are responsible for the costs associated with the resource(s) deployment to include personnel salary, backfill costs, lodging, food, mileage, and any other allowable expenses.

Requests requiring additional support from other ESFs or the FDEM within will be routed through the DSFM for approval prior to requesting.

WEBEOC MISSION DETAILS

Regional SERP Coordinators will ensure that all personnel and equipment deployed under this plan are accounted for prior to, during, and upon return from each mission. To assist in the accountability process, the ESF 4/9 Section will issue a WebEOC Mission Number and possibly a Deployment Number (D Number), authorizing all equipment, apparatus, and personnel deployed under the FFCA SERP.

In lieu of an Activation Order, the SEOC ESF 4/9 Representative will forward a WebEOC Mission Details form or other similar document to the Regional Coordinator who will in turn forward this to the deploying agency POC, or individual for a Single Resource. Information provide shall include:

- The WebEOC Mission Number

- Deployment Number 'D Number' (if issued)

- Mission Description

- Incident Location, to include USNG 1 Km Grid, Example: 16R GU 58 70

- On scene Point of Contact

- Any special instructions or equipment required

- Report date and time

- Resources authorized to deploy

- Logistical Support Tier (ie: Tier 1 – Self-sufficiency)

DOCUMENTATION

All resources deployed must be documented PRIOR TO leaving their POA and any changes updated during the mission. Regional SERP Coordinators must ensure that at a minimum, the following documentation is completed and forwarded to the ESF 4/9 Section at the SEOC PRIOR TO any resources departing. A link to all forms can be found in Appendix J- List of Forms:

- FFCA Form 2 - Team Roster

- FFCA Form 3 – Emergency Agency POC

- ICS 218 Form - Support Vehicle/Equipment Inventory

Completed forms must be e-mailed to ESF49@myfloridacfo.com.

ICS 214 Activity Log

An ICS 214 Activity Log must be completed by each Leader, Unit Supervisor, and/or Single Resource for each operational period while assigned to a Mission. These logs will be required to be submitted as part of the agencies reimbursement package to document each operational period and hours worked.

RESOURCE DEPLOYMENT ACTIONS AND SUPPORT

COMMUNICATIONS

The key to the successful operation of the various resources into a region will depend heavily upon the ability of resources to communicate effectively. It is realistic to assume that in the wake of a major disaster, such as a hurricane, the existing communication system in the affected area will be inoperable or severely compromised. Therefore, deployed resources must be able to communicate with each other, independent of the local communications network.

It is essential that a statewide emergency communications network be established. This is perhaps the highest priority in the effort to design an effective statewide emergency response plan. A Frequency Plan has been established and is listed in Appendix C. The Communication Network should include the following:

- The designation of a Statewide Communications Network (within the Statewide Emergency Management Radio Network) using non-proprietary hardware.

- The non-proprietary hardware must have a cost that most small fire agencies can afford to purchase.

- The Network must meet the eligibility requirements of FCC Part 90.

- The Network must be consistent with the State of Florida EMS Communications Plan.

- The Network should be consistent with the use of transportable communications caches available through State Emergency Management, regional and local government agencies.

- The FFCA will maintain a current list of emergency contact numbers of the Officers, Board of Directors, Emergency Response Committee, State, Regional, and County SERP Coordinators.

- Computer access regionally with internet connection.

- Use of plain language during disaster for radio communication with all resources.

- Designate a Statewide Communications Frequency within the Statewide Emergency Management Radio Network.

- Facilitate the activation and response of "Incident Dispatchers & Emergency Response Telecommunications Taskforce –FL-TERT TEAMS".

- Deployment of Mutual Aid Radio Caches to support operations within the impacted area.

RESOURCE STAGING

For a Planned Deployment it may be necessary to stage resources in advance, to better position them geographically for a timely response into an affected area. This decision will be made by the ESF 4/9 Emergency Coordinating Officer. The Staging Area designated must be under the direct supervision of a Staging Area Manager, provide the necessary logistical support to accommodate the deployed resources for the anticipated period of time and provide safety and security for all

resources. Once deployed to a Staging Area, all resources shall be considered in "active mission" status. Staged resources will only be released into an affected area by the ESF 4/9 IMT.

FORCE PROTECTION

Protection of responders will be coordinated with ESF 16 (Law Enforcement & Security) based on the nature of the mission and extent of risk to those responders. If provided, the protection shall include but not be limited to protection of personnel and equipment while in transit, security at the Base of Operations (BoO), protection during search & rescue operations, and protection during rescue operations.

The primary mission of the force protection resources is to assess and detect hostile activity before it becomes a risk to operations. The law enforcement officer must assess, evaluate, and then advise the Leader or the senior operations officer, regarding risk associated with criminal or hostile individuals or groups. The law enforcement officer is a deterrent by his or her mere presence, which may be sufficient to deter and prevent criminal and hostile behavior. When mere physical presence is insufficient to establish a safe work environment, then FFCA SERP resources should be removed from danger until law enforcement can establish a secure environment.

MISSION BOOK

When resources are deployed to an affected area, the Single Resource or Team Leader should have a Mission Book that includes the following information:

- Sufficient ICS 214 Activity Log's for each unit to cover multiple operational periods
- ICS 218 Support Vehicle/Equipment Inventory form
- Code of Conduct
- Copy of all vehicle/apparatus registrations
- Copy of vehicle insurance card(s)
- List of members cell numbers
- Copy of basic vehicle/apparatus inventory
- Copy of the WebEOC Mission Details form
- Regional/State SERP and ESF 4/9 SEOC contact numbers
- Maps (if available)

UNIFORM VEHICLE MARKINGS

To identify Strike Teams, Task Forces or other Single Resources, vehicles shall be marked in a uniform method that identifies the WebEOC Mission #, Deployment # (if issued) and other identifying information in the following format:

Mission #/Deployment #/Team ID/Agency ID/Resource ID

Example: For Engine 12 from Orlando Fire Rescue assigned to the first Engine Strike Team from Region 5 the marking would be:

M-21021/D-07/EST-1501/ORL/E-12

These numbers can be marked on vehicle at time of need and should be on the upper most part of the windshield. Good results can be attained from using markers designed for writing on windshields used by automobile dealers. A link to the Dept/Agency ID Designators for each Department can be found in Appendix K-Reference Documents.

LOGISTICAL SUPPORT

The logistical support of deployed resources is critical to the effective management of an emergency incident. Every effort will be made to support the resources deployed as soon as possible. The level of support will be dependent on many factors including local infrastructure, available resources, and time of expected deployment. Logistical support for resources deployed under the SERP will occur in a "Tiered" fashion:

- Tier 1 – (Self-sufficiency) - Personnel must be self-sufficient with regards to personal amenities, equipment, and personal protective equipment (PPE) for up to the first 72 hours (3 days) of a deployment. For suggested personal equipment see Appendix G-Suggested Personnel "Go Kit".

- Tier 2 – (Logistical Support Unit) – A SERP Logistical Support Unit (LSU) may be deployed with a resource or within 48 hours of the deployment of a resource to assist with logistical needs to include food, shelter, water, and sanitation. This unit may be a basic support trailer up to and including a mobile kitchen or catered meals.

- Tier 3 – (Base Camp) – For long term operations, the establishment of a base camp my occur.

Additional tiered responses after Tier 1 will be dependent on several variables which include but are not limited to the scope of the disaster, the size of the affected area, the existing infrastructure in the affected area, and the resource's ability to re-supply.

Resource Deployment - No Notice Event

OVERVIEW

There are times when local, mutual aid, and regional resources are quickly overwhelmed and there is a need for immediate assistance through the FFCA SERP. Such requests require an immediate deployment of on duty resources that would not be expected to remain on location past their normal work schedule without relief. In other words, a No Notice Deployment is like any other mutual aid request, just from a greater distance. Examples of a No Notice event include wildfires, weather-related events, and terrorism. A goal is to provide assistance as quickly as possible and either demobilize or transition resources to that of a sustained emergency, i.e., Planned Deployment. Additionally, a goal should be to fill the request as expeditiously as possible utilizing resources from as close as possible to the incident location first. Often, resources may be "rolling" prior to all the required documentation is complete.

REQUESTING ASSISTANCE

When a fire department has exhausted all its traditional resources, local, mutual aid, and regional, a request should be made for FFCA SERP resources. To expedite the process the Regional SERP Coordinator for the affected area should contact the SEOC ESF 4/9 Representative and the State SERP Coordinator. Requests may come through the FDEM State Watch Office from the impacted County or municipality. DSFM ESF 4&9 on call will notify the State SERP Coordinator and will jointly follow through with the resource process.

CONFIRMING AND PROVIDING ASSISTANCE

Once a request for assistance is received a ESF 4/9 Representative or the State SERP Coordinator will contact the requesting agency to:

- Verify the request
- Obtain the name/number of a local Point of Contact (POC)
- Obtain the location of the where the resource(s) is/are expected to report

The State SERP Coordinator or designee will identify the appropriate resource(s) working with the Regional SERP Coordinator(s) who in turn work with their County SERP Coordinator(s). Once the resource(s) is/are confirmed the ESF 4/9 Representative will coordinate the completion of Section 2 (all tabs) *Cost Estimate*, of the SMAA Form B.

Absent a State or Federal disaster declaration, the Requesting Agency must understand they are responsible for the costs associated with the resource(s) deployment to include personnel salary, backfill costs, lodging, food, mileage, and other allowable expense.

DOCUMENTATION

All resources deployed must be documented PRIOR TO leaving their POA and any changes updated during the mission. Regional SERP Coordinators must ensure that at a minimum, the following documentation is completed and forwarded to the ESF 4/9 Section at the SEOC PRIOR TO any resources departing. A link to all forms can be found in Appendix J- List of Forms:

- FFCA Form 2 - Team Roster
- FFCA Form 3 – Emergency Agency POC
- ICS 218 Form - Support Vehicle/Equipment Inventory

Completed forms must be e-mailed to ESF49@myfloridacfo.com.

ICS 214 Activity Log

An ICS 214 Activity Log must be completed by each Leader, Unit Supervisor, and/or Single Resource for each operational period while assigned to a Mission. These logs will be required to be submitted as part of the agencies reimbursement package to document each operational period hours worked.

READY-RESOURCE LIST

To help facilitate a rapid deployment for a No Notice event, Regional SERP Coordinators are encouraged to pre-identify resources that may be assembled quickly for immediate deployment. Examples include.

- Engine Strike Teams (Type I or II)
- Ambulance Strike Teams (Type I)
- Technical Rescue
- Structural Protection Task Forces
- Brush Truck Strike Team
- Tender Strike Team

REIMBURSEMENT

It is expected that agencies providing resources for a No Notice Deployment will not seek reimbursement from the requesting agency as this should be considered a type of mutual aid response with on duty resources. If, however, later a formal disaster declaration is issued and the agency is eligible for reimbursement, this does not preclude that request. Therefore, documentation is critical as if it were a Planned Deployment.

Mutual Aid Radio Communications (MARC) Unit

The MARC Unit(s) are a resource managed by the FFCA ERC that provides a self-sustained radio cache that can be deployed into impacted areas that have lost existing or need additional radio communication capabilities. MARC Units are only to be deployed under the provisions of the FFCA SERP. Any deployment, emergency, or non-emergency will be tasked only with prior approval of the State SERP Coordinator and/or the ESF 4/9 Emergency Coordinating Officer (ECO). In addition, the State SERP Coordinator and/or the ESF 4/9 ECO shall have final authority, unless directed otherwise by the SERT Chief, to determine the appropriateness of all mission requests and the duration of all MARC Unit deployments.

There are five (5) basic applications for a MARC unit:

- Static regional repeater site - Supporting multiple operational assets and/or channels operating within a geographic region, geographically tasked.

- Mobile dedicated repeater site - Supporting communications for a dedicated mission or resource. The unit would remain relatively mobile and remain with the assigned resource.

- Radio cache

- As a stand-alone antenna site – Providing communications with a distant repeater or station, example the ICP located 20 miles from the area of operations.

- An All-Hazards communications unit that can provide

  o Technical expertise and coordination of public safety communication frequencies utilized within an area of operations.

  o Work with the Statewide Interoperability Coordinator (SWIC) to coordinate frequency allocation issues.

  o Assist local radio system managers bringing native systems online.

  o Create and ICS 205, *Incident Radio Communications Plan*

  o Ability to program radios, perform minor radio repair, provide battery replacement and charging resources.

Additional information on MARC unit capabilities can be found in Appendix-D.

Finance and Operational Accountability and Reimbursement

In times of emergent situations, the ability to acquire needed resources and services can be paramount to the success of responding to and mitigating emergency situations. In daily operations local and area resources are readily available to handle the volume of calls for help. It is when the threat or eminent impact exceeds or is anticipated to exceed local capabilities that the AHJ must reach beyond the norm to acquire assistance.

In those times when a major or catastrophic threat exceeds local capabilities, assistance may be requested from the State of Florida. The Director of the Division of Emergency Management (DEM) or their agent makes the determination of state assistance needs and available resources.

If the threat or impact rises to the level of the State providing resources, the Director of DEM will consult with the Executive Office of the Governor. The Governor may declare a State of Emergency in the form of a Governors Executive Order (EO). The EO will spell out the nature of the emergency and make State funds, personnel, and resources available. With a major threat or anticipated impact, the Governor may request federal assistance from the President of the United States through the Federal Emergency Management Agency.

If the need for Federal assistance is justified, the President issues a Major Disaster Declaration and resources are made available. This official declaration makes Federal funds, personnel, and resources available. Federal funding is usually on a shared cost basis with 75% Federal funds and 25% state local cost share.

During major wildfire outbreaks that threaten and impact homes and business which exceeds the local and state capabilities, the Florida Forestry Service (FFS), the DEM State Emergency Response Team (SERT) Chief and the local Unified Incident Command may request a Fire Management Assistance Grant (FMAG) declaration. FMAG declarations are submitted to the FEMA Regional Administrator for consideration.

An FMAG declaration reimburses the eligible cost of additional resources to combat and secure the fire to include emergency support to the impacted County. The FMAG declaration may be issued for one specific fire or more than one in the same vicinity if a complex of fires has been granted.

FMAG declarations award 75% federal and 25% local cost share. The eligible expenses are Category B Emergency Protective Measures and requires the same complete documentation as a major Presidential Declaration (DR).

There are two Primary Designations in response and recovery operations when discussing responsibilities and subsequent financial considerations:

- Impacted Jurisdictions to include county, towns, cities, and districts recognized in statues. State agencies who provide resources are identified as well. In the Disaster Recovery Phase these are referred to as Applicants. Applicants are the impacted local, special districts, state jurisdictions and private non for-profit entities who have received eligible damages and/or incurred extra-ordinary expenses due to the impact of the event.

- Unimpacted Jurisdictions that respond to authorized requests for assistance outside their home jurisdiction are considered as support or vendors. Requests may be in the form of mutual aid or state missions. The costs associated with the support is 100% eligible for reimbursement from the Applicants.

It is paramount that no matter whether an entity is the impacted jurisdiction or a resource responding to a request, all assignment orders, activity, personnel, equipment and expenses, no matter how insignificant, including out of the ordinary activities are accurately captured as they occur. Lack of proper documentation can result in ineligible expenses for reimbursement at the local, state, and federal levels.

Activity logs and chronological logs that are in compliance with State and Federal guidelines are available to participating agencies. Current standardized fee schedules for the use of apparatus, equipment, and allowable replacement costs are provided under the Reimbursement Procedures section of this document, to the Responding Agency when reimbursements are requested on state and/or federal declared disasters. For incidental expenses such as food, fuel, and lodging, Responding Agencies should consider the use of a purchasing card (p- card) or purchase orders to make post-deployment reimbursement easier. It will be the responsibility of the Responding Agency to submit reimbursement forms to the appropriate local, State or Federal agency.

FEMA REIMBURSEMENT

This section serves as a reference for information on disaster cost recovery to assist individuals in documenting disaster-related expenditures following a Presidential and/or State Declaration to facilitate reimbursement from the federal government, the State of Florida and the county's private insurance carriers. If a Responding Agency fails to provide a comprehensive, detailed, and accurate documentation, portions of the claim and possibly the entire claim may be disallowed. If disallowed the Responding Agency may be required to absorb these costs.

REIMBURSEMENT ELIGIBILITY

To meet eligibility requirements for FEMA reimbursement, an item of work must:

- Be required as the result of the major disaster event

- Be located within a designated disaster area

- Be the legal responsibility of the eligible applicant

FEMA CATEGORIES OF WORK

FEMA provides reimbursement of funds based on the type of disaster-related work that was performed. Each activity for disaster-related work is eligible for a specific amount of reimbursement. There are seven (7) primary categories of eligible work under FEMA Public Assistance, Categories A-G. Emergency response falls under Category B Emergency Protective Measures. Under the SERP, Category B "Emergency Protective Measures" defined as *"...work performed immediately to save lives and protect improved property and public health and safety, or to avert or lessen the threat of a major disaster"*.

DISASTER RELATED EXPENDITURES

FEMA will provide reimbursement of expenditures to perform emergency protective measures in disaster-related work. Reimbursements must be in accordance with Federal Financial Management Annex and 44 CFR, Part 206. Examples of eligible reimbursement activities include, but are not limited to:

- Payroll expense for personnel operating at the incident

- Hourly cost to operate capital equipment (fire engines, rescues, etc.)

- Mileage for staff and personnel transport vehicles

- Hours to operate power tools such as chainsaws

- Expendable materials used at the incident

- Equipment leased/purchased specifically for the incident

- Contracted services made necessary by the disaster

- Logistical support

EXPENSE FOR PERSONNEL

According to the Federal regulations only actual hours worked; regular and overtime, for employees of a Responding Agency working within the declared area may be claimed under FEMA Category B. Overtime, either time and one-half or double time as well as extra pay for holiday work, and/or portal-to-portal pay can only be claimed if these types of payments were already established prior to the disaster, as stated in preexisting Collective Bargaining Agreements or department pay polices.

FEMA guidance provides for the cost of "backfill" of positions to maintain a given level of service when normal scheduled resources are committed to the declared disaster. In public safety backfill is normally associated with deployment outside the responder's home jurisdiction. Off duty or part time personnel are "hired back" at their appropriate rates to fill coverage gaps left by on-duty personnel who are responding to the disaster. Accurate payroll records must be maintained to clearly identify the employee's overtime hours versus regular time hours. In addition, records must identify each employee by location and purpose of the work in order to designate the proper FEMA category and organize the claim. The records must also include the WebEOC Mission Number and Deployment Number (if issued) and the name of the person who is providing the backfill to the person covered on the response.

The ICS 214 Activity Log will be used to document all time and days worked for reimbursement purposes. It is necessary that every member deployed under the SERP is accounted for on the ICS 214 Activity Log regardless if they are listed on other required form(s). Vehicle hours and/or mileage shall also be documented on the 214. A legible and complete ICS 214 Activity Log justifies the department's request for reimbursement.

EXPENSES FOR EQUIPMENT

Each Responding Agency may be eligible for reimbursement of equipment owned by the Agency used in disaster work. To assist in the reimbursement process, FEMA has developed an equipment rate schedule. The Agency should obtain the most recent version of the FEMA equipment rate schedule prior to submitting for reimbursement. The current approved FEMA rate schedule, for use in cooperation with this plan is found at https://www.fema.gov/assistance/public/schedule-equipment-rates. The DSFM provides technical assistance where needed to identify appropriate equipment codes.

The general rule for vehicle reimbursement: If the vehicle's primary use is to transport personnel, supervisors and the like the department shall claim mileage (sedan, SUV, pickup trucks, vans), if the primary use of the vehicle is to carry equipment or specialized use (apparatus, ambulance, semi-tractor trailer, etc.) the department shall use the FEMA cost codes based on vehicle specifications. Only actual miles traveled or hours in operations tied to the mission are eligible, down time between calls or operations is not eligible for state or federal reimbursement.

If a specific vehicle is not found on the FEMA cost codes, contact the DSFM reimbursement specialist for guidance.

Each request for reimbursement of department owned equipment must contain the following information:

- WebEOC Mission Number
- Deployment Number "D-Number" (if issued)
- Type and description of equipment
- Location equipment was used
- Number of hours actually used each day (no standby time allowed)
- Mileage in some cases transporting personnel
- Category of work performed

EXPENSES FOR MATERIALS

Each Responding Agency may be eligible for reimbursement of materials that were used in disaster work. This does not include personal items for responders. The DSFM will provide technical assistance where needed to identify appropriate process for materials reimbursement.

Each request for reimbursement of Materials must contain the following information:

- WebEOC Mission Number
- Deployment Number "D-Number" (if issued)
- Type and description of material(s)
- Copy of all invoices and/or receipts

- Hotel invoices which must include the occupant name(s) with each room number and agency if lodging accommodations are paid by another department.

- A written justification may be requested for expenditures such as meals or grocery items. Grocery store receipts are required if preparing meals for team members during operations. If meals are provided by another agency seeking reimbursement the deploying agency cannot claim costs. Meal rosters of individuals partaking at each meal with name, agency, mission number, date and location is required as part of the claim documentation.

- Credit card statement indicating approved purchase(s).

- Credit card statement from the next month indicating payment in full of the charges.

- If repairs of equipment, including tires is necessary, a written justification is required explaining how this expense was attributed to the response and not a result of routine maintenance/wear and tear.

- Any travel voucher(s) and proof of individual(s) reimbursement. A copy of the agency's travel reimbursement policy shall be included. The state limits travel reimbursement to the current state travel rate. The same for meals not claimed under department receipts.

- If an individual was reimbursed for a cash purchase, a copy of the receipt and confirmation of reimbursement is required.

DAMAGE/LOSS OF EQUIPMENT

Equipment that is damaged and/or loss during disaster incidents may be eligible for reimbursement. The damage and/or loss must be documented along with sufficient supportive documentation such as video and/or photographs. If the documentation is not comprehensive, detailed, and accurate, portions of the claim and possibly the entire claim may be disallowed, and the department will be required to absorb these costs. Documentation of insurance and determination of coverage must be included with a claim for consideration. Only the uninsured costs of repair or replacement is considered eligible for reimbursement

Each Responding Agency is responsible for capturing and preparing the necessary documentation and submitting a reimbursement claim in the established timeframe for resources deployed under the FFCA SERP. The State and FEMA reimbursement process is unique to each disaster and has led to processing reimbursement funds in a different manner, creating some degree of confusion and problems in reconciliation. Therefore, coordination between the Responding Agency, DSFM ESF 4&9, Regional and County SERP Coordinators is paramount to ensure full and timely reimbursement.

REIMBURSEMENT COORDINATION

Resources deployed for a "No Notice" event where the duration of the assignment is 12 hours or less may not be eligible for reimbursement. The methods which missions may be designated and reimbursed include:

- Resources deployed under a "No Notice" event that lasts greater than 12 hours the Requesting Agency is responsible for the reimbursement of Responding Agencies resources.
- DEM may issue direct mission assignments to local agencies and provide reimbursement.
- ESF 4&9 in coordination with the DEM SERT Chief issue a State mission via the ERC-SERP, reimbursed by DEM
- Another State agency or ESF partner may request ERC-SERP resources through ESF 4&9 such as Ambulance Strike teams to be reimbursed by the requesting State agency.
- ESF 4&9 may issue direct missions through the ERC-SERP to fire rescue resources and specialty teams which are reimbursed by DSFM.

For deployments where ESF 4&9 authorizes and/or coordinates the assets, the DSFM will oversee the gathering of documentation and facilitate the claims process. In situations where resources were deployed direct by DEM or another state agency, those agencies will facilitate the entire role of claims processing.

Over the past 5 years and multiple disasters the FFS/DSFM/ESF 4&9 has developed, implemented, and refined a universal clams reimbursement process. DEM, DOH and FEMA accept the DSFM claim packages and supporting documentation for reimbursement. DSFM distributes claim packages to Responding Agencies post response with clear instructions for preparation and submission.

It normally takes 60 days for Responding Agencies to gather the necessary documentation such as payroll and expenses. To establish budget authority, the DSFM will request an "estimated" cost of response around 30 days post deployment. Reimbursements are paid once all required documentation has been submitted and approved based on actual eligible costs.

After Action Reporting

Evaluating a response from an agency perspective as well as a system perceptive is essential towards improving the SERP. Following each deployment, with the assistance of the County and Regional SERP Coordinator(s), resources are encouraged to provide an After-Action Report (AAR) to the State SERP Coordinator. This should be accomplished as soon as practical but not longer than 90 days post- deployment unless otherwise specified. The AAR is intended to highlight "lessons learned" that can be provided to all members of the SERP. There is no standard format, but the following categories are suggested: Activation/Assembly; Travel; On Scene Operations; Demobilization; Return to Readiness/Reimbursement.

Acknowledgements

This document is the culmination of a desire to succeed and to improve in our mission to serve and protect the citizens of the State of Florida. Through the efforts and leadership of the Florida Fire Chiefs' Association and the Emergency Response Committee (formally known as the Fire

Rescue Disaster Response Committee) this document was possible. Special thanks go to the members of the original Disaster Response Task Force who brought the concept forward from an idea to a reality.

ORIGINAL TASK FORCE MEMBERS

T. L. Siegfried, Altamonte Springs Fire Department, FFCA President (1992-1993)

Michael Iacona, Palm Beach County Fire Rescue (Chair)

J. J. Brown, Metro Dade County Fire Rescue

Mitch Floyd, Orange County Fire Rescue

Jerry Knight, St. Petersburg Fire Department

Mike Long, Division of Forestry

Randy Napoli, Jacksonville Fire Rescue

Doug Trawick, Delray Beach Fire Department

Thomas Quillin, Tallahassee Fire Department

Appendix Management

The SERP Plan appendixes provide supplementary material previously referenced and includes supporting information and links to external materials that aid in the use of the Plan. Some appendixes include lists and forms that will be routinely updated, and those updates will be made independent of the SERP Plan revision schedule.

Appendix A: Key Positions Check Lists

PLAN IMPLEMENTATIONS

Responsibility: The activation of the FFCA SERP shall remain with the Authority Having Jurisdiction (AHJ) in the affected area.

IMPLEMENTATION ACTIONS:

☐   When mutual aid assistance has been exhausted, the local AHJ shall conduct a needs assessment to determine the type and amount of additional resources required

☐   The AHJ shall complete a "Statewide Mutual Aid Form-B" Section-1 and forwards it to the County Emergency Manager

☐   The County Emergency Manager forwards Form-B to the SEOC

☐   SEOC forwards Form-B to the ESF 4/9 ECO Representative for approval. Once approved, ESF-4/9 Representative will create a WebEOC Mission Detail form that will include the type and number of resources requested

☐   The ESF 4/9 Representative will contact the State Coordinator to notify them of the request

☐   The State Coordinator contacts the Regional Coordinator to locate the resources available to deploy

☐   Regional Coordinator locates requested resources within the Region through the County Coordinator(s), verifies their availability to response into the affected jurisdictions and advises State Coordinator of available resources

☐   State Coordinator forwards Form-B to the agencies deploying resources through the Regional Coordinator who oversees the completion and return of Section-II through the County Coordinator

☐   State Coordinator forwards Form-B with completed Section-2 to the ESF-4/9 Representative for approval by the Requesting Party (AHJ)

☐   ESF-4/9 Representative obtains approval from Requesting Party, updates Mission Detail form to include specific resources authorized to deploy and forwards PDF of Mission Detail form to State Coordinator

☐   State Coordinator forwards Mission Detail form to the Assisting Party through the Regional Coordinator and County Coordinator

☐   Assisting Party deploys resources as directed in the Mission Detail form and notifies County Coordinator when they are enroute

☐   County Coordinator notifies Regional Coordinator of resources enroute

☐   Regional Coordinator notifies State Coordinator of resources enroute and forwards required forms to ESF-4/9 Representative by emailing same to ESF49@myfloridacfo.com

☐   Regional Coordinator notify the affected County Emergency Management Agency Point of Contact as to which resources (committed or sent) from within the region

☐   Regional Coordinator contacts the State Coordinator when resource requests cannot be filled from within the region

PRESIDENT OF THE FLORIDA FIRE CHIEFS' ASSOCIATION

Position Responsibilities: Overall coordination and implementation of the FFCA SERP through the State Coordinator.

ACTION ITEMS:

☐   Annually appoints the Chair of the Association's Emergency Response Committee who also serves as the Statewide Emergency Response Coordinator (FFCA State Coordinator).

☐   Annually appoints a FFCA board liaison to Emergency Response Committee

☐   Notifies the SEOC Coordinator through the Division of State Fire Marshal annually with the identity of the State Coordinator.

☐   Appoints other members to assist the Emergency Response Committee as deemed necessary

☐   Communicates with State Coordinator on all matters affecting the FFCA SERP

☐   Notifies all FFCA Board Members of the FFCA SERP activation

☐   Assists State Coordinator with the FFCA SERP implementation and management as necessary

☐   Contacts adjacent state chiefs' associations, as necessary, to coordinate planning activities

☐   Liaison with IAFC for situation updates and assistance needs

☐   Attends critiques of the FFCA SERP

FFCA STATEWIDE EMERGENCY RESPONSE COORDINATOR (FFCA STATE COORDINATOR)

Position Responsibility: Overall direction, coordination, implementation and management of the FFCA SERP.

ACTION ITEMS:

☐   Appointed annually by the President of the FFCA

☐   Serves as Chairman of the FFCA Emergency Response Committee

☐   Appoints a Vice Chair of the FFCA Emergency Response Committee

☐   Appoints Regional Coordinators for each of the seven DEM Regions

☐   Maintains contact with all Regional Coordinators upon appointment

☐   Holds regular Emergency Response Committee meetings. These meetings shall be conducted at least quarterly, with at least 2 meetings held face to face.

☐   Represents the Emergency Response Committee to the FFCA Board of Directors

☐   Makes reports to the FFCA membership on the FFCA SERP and the activities of the Emergency Response Committee, as needed

☐   Assists Regional Coordinators with assigning key staff members for the Plan, as well as County Coordinators. Personnel may be drawn from law enforcement, EMS, or other fields as deemed appropriate for the success of the FFCA SERP

☐   Ensures FFCA SERP updating, training, funding and other administrative functions are on going

☐   Notifies the FFCA President when an emergency has occurred or is imminent in Florida or adjacent states that may require activation of the FFCA SERP

☐   Coordinates the FFCA SERP activation

☐   Serves as the Incident Commander for the FFCA SERP during its activation

☐   Serves as fire service representative/liaison in the SEOC to ESF 4/9

☐   Assigns qualified personnel to work with ESF 4/9 in the SEOC in the event of activation

☐   Serves as the liaison, during the disaster, to the affected Regional Coordinator in providing needed resources from other regions in the State

☐   Notifies Regional Coordinators of the FFCA SERP activation and that resources may be required

☐   Coordinates and manages the FFCA SERP while implemented

☐   Assigns or is assigned as a liaison in the emergency area

☐   Coordinates response requests from outside the emergency area

☐   Coordinates demobilization of resources and deactivation of the FFCA SERP

☐   Critiques response with FFCA Emergency Response Committee and makes appropriate recommendations to FFCA Board for changes in the FFCA SERP

VICE-CHAIR FFCA EMERGENCY RESPONSE COMMITTEE

Position Responsibilities: Assists the State Coordinator in the overall direction, coordination, implementation and management of the FFCA SERP.

ACTION ITEMS:

☐ Appointed annually by the Chairman of the FFCA Emergency Response Committee

☐ Serves as committee chairman and State Coordinator in the absence of the FFCA State Coordinator

☐ Responsible for coordinating all grants and training programs offered by the FFCA Emergency Response Committee

☐ Serves as the Logistics Officer at the SEOC as necessary

☐ Provides recommendations on revisions necessary to update the FFCA SERP

☐ Liaisons with external associations and agencies on training opportunities.

REGIONAL EMERGENCY RESPONSE COORDINATOR (FFCA REGIONAL COORDINATOR)

Position Responsibility: Coordinate emergency response resources at the regional level.

ACTION ITEMS:

☐   Appointed annually by the Chair of the FFCA Emergency Response Committee

☐   Identifies at least one (1) alternate for the Region

☐   Serves as member of the FFCA Emergency Response Committee

☐   Identifies County Emergency Response Coordinators

☐   Interacts with various County EOC's in the region

☐   Pre-identifies Staging Areas for emergency assistance

☐   Pre-determines equipment, personnel, etc. that are available for response from within the Region

☐   Communicates with the State Coordinator

☐   Responsible for training of staff, functional leaders, and alternates

☐   Maintains access to inventories of equipment, personnel, etc. in region

☐   Maintains an overhead team for assignment to the SEOC at ESF 4/9, or advance teams into affected areas

☐   May serve as a liaison between Unified Command agencies within their region during an activation

COUNTY EMERGENCY RESPONSE COORDINATOR (FFCA COUNTY COORDINATOR)

Position Responsibility: Serves as the liaison for the Regional Coordinator to the county emergency management authority.

ACTION ITEMS:

☐   Appointed annually by the Regional Coordinator

☐   Serves as a liaison for the FFCA SERP within the County EOC

☐   In rural counties or where there is a single agency providing fire rescue services countywide, then one coordinator may represent multiple counties

☐   Identifies a contact for each department in the county

☐   Identifies each department's ability to provide assistance and what form that assistance will take; personnel, apparatus, etc

☐   Identifies resources for response; reports and updates this information to the Regional Coordinator

☐   Maintains all necessary forms and Mission Books in a constant state of readiness for rapid deployment

☐   Updates the Regional Coordinator and reports changes of equipment, personnel, etc

INFORMATION OFFICER

Position Responsibility: This is a specialty position deployed through the FFCA SERP using an established system developed by the Florida Association of Public Information Officers, a section of the FFCA. Their responsibility is to deploy members from the PIO Statewide Deployment Team as requested and to work under the direction of the requesting agency. Team members will coordinate the release of information regarding the incident and help to organize news briefing and interviews. The release of information will be given in a timely and accurate manner to the media, community and other appropriate agencies as approved by the SEOC, Public Information Desk. Team members will represent the FAPIO and FFCA in a professional manner.

ACTION ITEMS:

☐ Appropriate Regional Coordinator or the State Coordinator Committee Chair shall contact the FAPIO Deployment Team Coordinator to identify requested resources

☐ A roster of members for the PIO Deployment Team will be kept by the Deployment Team Coordinator

☐ The PIO Deployment Team Coordinator shall make contact and establish communications with the SEOC, ESF 14, and Public Information Desk

☐ All PIO Deployment Team PIO resources will be coordinated through ESF 4/9 at the SEOC. Tasking numbers will be received from the Regional Coordinator or the State Coordinator and will be confirmed to the local agency through the County Coordinator

☐ When deployed to an incident the PIO will serve at the direction of the local agency and assigned local Incident Commander. If more than one PIO is requested, the PIO Deployment Team Coordinator will assign a Team Leader to the request. If the incident does not have a local PIO on scene then the requesting agency may request a PIO Deployment Team Leader to coordinate an Incident Information Center.

REGIONAL EMS LIAISON

Position Responsibility: For the purposes of the SERP and Ambulance Deployment Plan (ADP), during events, planned or otherwise, ESF 4, 9 & 8 activities will work cooperatively to contact, communicate, and coordinate with the EMS providers and those not directly under the immediate authority of the local fire rescue providers within the region in accordance with the FFCA SERP. The EMS function is the responsibility of ESF 8 (Health and Medical). The FFCA SERP is used as the method to mobilize and deploy pre-hospital EMS resources in cooperation with the Department of Health. The Regional EMS Liaisons provide a link between the SERP Regional Coordinators, ESF 8 (Health and Medical), and the field for EMS resources

ACTION ITEMS:

☐   There will be two (2) EMS Liaisons for each SERP Region, 1-Government Based Liaison selected by the SERP Regional Coordinator and 1-Non-Government Based Liaison selected by the FDOH (or FAA)

☐   Establish communications with the SERP Regional Coordinator

☐   Identify the assisting EMS agencies/jurisdictional representatives and establish communications and link them into the resource availability process

☐   Provide a point of contact for assisting EMS agencies/jurisdictional representatives, in coordination with the Regional Coordinator and appropriate County Coordinator

☐   Identify available ALS and BLS units, the number and types of transport units, and personnel that are State certified paramedics or EMT's, and report these numbers to the Regional Coordinator.

☐   Monitor emergency situation and involvement of each EMS agency/ jurisdiction

☐   Monitor incident operations to identify and resolve EMS related inter- organizational coordination problems

☐   At the direction of the Statewide Emergency Response Coordinator ESF 4 & 9 and/or in cooperation with ESF 8, the SERP/ADP EMS Liaisons may be notified of the need to deploy pre-hospital assets by ESF 4, 9 or 8 and will keep all ESF's aware of the status of the deployment

☐   Through the Regional Coordinators will acquire the necessary resources to meet the need of the event

☐   Through the Regional Coordinators, will assist in the procurement and management of logistical support for pre-hospital providers (Lodging, food, water, fuel, medical re-supply, mass casualty resources, DMAT, etc).

☐   Through the Regional Coordinators will assist to provide EMS command and control measures requested by ESF 8.

☐   Through the Regional Coordinator, assist ESF 8 in identifying ESF 8 liaisons for deployment to specific incidents requiring activity coordination for pre- hospital ambulance needs

AGENCY REPRESENTATIVE

Position Responsibilities: Serves as a Liaison for the State Coordinator to the Incident Commander within an affected area. Individuals serving in this role should be experienced Chief Officers having extensive knowledge of the SERP

ACTION ITEMS:

☐   Appointed by the State Coordinator or ESF 4/9 at the SEOC to respond to the disaster area

☐   Assesses the situation at the local emergency operations center and from input gathered from the Incident Commander, Emergency Manager, and Fire Chief

☐   Act as an intelligence source for ESF 4/9 and the Division of Emergency Management, reporting back to them on the real-time status.

☐   Serve as a resource for the local jurisdiction, guiding them on the process to obtain resources through the FFCA SERP

☐   Function as a liaison in the re-deployment of units by advising the local jurisdiction of requests coming from other jurisdictions for resources and by advising the SEOC of the status/need for resources within the jurisdiction where they are currently deployed

☐   Verify that requested resources have, in fact, made it to the requesting jurisdiction and report to ESF 4/9 on their status as well as keeping the local jurisdiction advised as to the status of requested but not yet received resources.

☐   Evaluate local support of mutual aid resources and determine if needs are being met. Work with requesting agency(s) to address resource support needs

☐   Assist in the demobilization process of SERP resources

COMMUNICATIONS UNIT LEADER

Position Responsibilities: Personnel serving in this capacity shall be responsible for developing plans for the effective and efficient use of deployed MARC unit(s), distribution of the MARC unit communications equipment, inventory of the MARC unit equipment and maintenance of the same.

ACTION ITEMS:

☐   When deployed, this position shall report to the Incident Management structure in place within the requesting agency/jurisdiction

☐   Prepare a regional communications plan to serve the communications needs of the requesting agency/jurisdiction.

    o   Coordinate with the FDEM communications leader

    o   Assess and advise on current communication service and support capabilities.

    o   Prepare service and support elements of the communications plan Ensure the MARC unit(s) is/are deployed, set-up, tested and functioning properly

☐   Coordinate and assure the distribution of MARC unit portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan.

☐   Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return.

☐   Assure repair, testing and programming of MARC unit communications equipment, as required.

☐   Maintain a section log including operational times, significant events, contracts, unit actions, and personnel names.

☐   Demobilize MARC units(s) in conformity with the Incident Demobilization Plan.

☐   Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation

COMMUNICATIONS TECHNICIAN

Position Responsibilities: Personnel serving in this capacity shall be responsible for the effective operations, troubleshooting and programming of radio equipment contained within the MARC Unit(s). In addition, this position may provide technical advice to the requesting agency and/or the Communications Unit Leader

ACTION ITEMS:

☐   Assure the MARC unit(s) is deployed, set-up, tested and functioning properly

☐   Assure the MARC unit(s) is utilized to fulfill the critical elements of the established Incident Communications Plan

☐   Coordinate and assure the distribution of MARC unit portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan

☐   Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return

☐   Assure repair, testing and programming of MARC unit communications equipment, as required

☐   Maintain a log of all repairs/service performed on MARC Unit equipment while deployed

☐   Provide for the transportation and security of a MARC unit while deployed to, and returning from an affected agency/jurisdiction

☐   Demobilize MARC units(s) in conformity with the Incident Demobilization Plan

☐   Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation

Appendix B: State Emergency Operations Center Rotation Matrix

SEOC LIAISON OFFICER

When requested, FFCA ERC representative(s) will staff the SEOC (ESF 4/9) as required to interface between the FFCA ERC and the SEOC. These representatives will include but are not limited to:

- Planning Specialist
- Logistics Specialist
- Urban Search and Rescue (US&R) Specialist
- EMS Liaison (Support the coordination between ESF-4/9 & 8)
- HazMat Liaison (Support the coordination between ESF-4/9 & 10)

Regional Coordinators shall be prepared for staffing the requested SEOC Liaison Officer positions during SERP activations based on the following rotation matrix:

CY 2021				CY 2022		
MONTH	REGION			MONTH	REGION	
	PRIMARY	ALTERNATE			PRIMARY	ALTERNATE
JANUARY	1	4		JANUARY	6	2
FEBRUARY	2	5		FEBRUARY	7	3
MARCH	3	6		MARCH	1	4
APRIL	4	7		APRIL	2	5
MAY	5	1		MAY	3	6
JUNE	6	2		JUNE	4	7
JULY	7	3		JULY	5	1
AUGUST	1	4		AUGUST	6	2
SEPTEMBER	2	5		SEPTEMBER	7	3
OCTOBER	3	6		OCTOBER	1	4
NOVEMBER	4	7		NOVEMBER	2	5
DECEMBER	5	1		DECEMBER	3	6

Appendix C: MARC Unit Capabilities

HISTORY

Following the 1998 wildfires, seven (7) MARC units were purchased by the DSFM through a special appropriation through the former Department of Insurance (DOI). The original seven (7) were State owned but operated by local fire departments (Hosting Agency) through the FFCA ERC. Currently, there are a total of eight (8) MARC Units that are strategically located throughout Florida (Table 4).

Region	MARC Unit ID	Hosting Agency	Hosting County
1	MARC-1	Ocean City Wright Fire Control District	Okaloosa
2	MARC-2	Tallahassee Fire Department	Leon
3	MARC-3	Alachua County Fire Rescue	Alachua
4	MARC-4	Hillsborough County Fire Rescue	Hillsborough
5	MARC-5-South	Martin County Fire Rescue	Martin
5	MARC-5-North	Orange County Fire Rescue	Orange
6	MARC-6	Greater Naples Fire Rescue	Collier
7	MARC-7	Broward Sheriff's Office Department of Fire Rescue	Broward
Total			8

Table 4

OVERVIEW

A MARC Unit consists of a trailer mounted 100-foot radio mast with a storage container, repeaters, generator, and both a mobile and portable radio cache. Each Unit has a portable radio cache consisting of a minimum of; 64 VHF, 15 UHF, 15 700/800 MHz radios, and three repeaters, one on each frequency band. Beginning in 2018 all MARC units began updating portable radios to tri-band portables allowing more versatility in communications support. The MARC's are also equipped with interoperability bridge packages that allow radios on dissimilar systems or frequencies to communicate.

MARC Units are towed to the site. A team of 3-4 trained individuals are required for rapid and safe deployment and should be deployed with the MARC Unit. For planning purposes, a MARC can be erected and "on-the-air", with an operating range of about 5 miles in an hour after arrival at the site. To set it up for maximum range will take approximately 2 ½ to 3 hours.

REPEATER OPERATIONS VS DIRECT COMMUNICATIONS

In the past when portable and mobile radios were used for incident communications, their effective range was somewhat limited. As an example, in the VHF band portable-to-portable range was about 1.5 miles, while mobile to portable range was about 2.5 miles. At 450 and 700/800 MHz frequencies the direct communications range of both mobiles and portables are less. The basic reason for this limited range is that VHF (and UHF/700/800) communications use

"line of site". As in visual sight, outdoor communication distance is limited by the curvature of the earth, the terrain and type of vegetation. Radio transmission distance is limited to the distance to the horizon. Actual transmission range will depend much more on antenna type and height than the power of the transmitter. Antenna elevation above the ground creates a condition where higher the antenna height, the line of sight distance from one radio to another is increased and, therefore, the effective communications range is increased.

The VHF and UHF portables and VHF mobiles in the eight MARC Unit caches have an extended range, since they operate through a repeater system, utilizing an antenna at heights of up to 100 feet above the ground. This allows communications to be much more extensive and reliable across the entire force working on an incident. Antenna(s) mounted on the mobile towers provide an increased circle of reliable communications during an incident. Working range is proportional to the height of the antenna.

The repeater functions by receiving a signal from a portable or mobile unit and simultaneously re-transmitting that signal, usually at higher power, through an elevated antenna. A common antenna is used for both receiving and transmitting, by employing a device known as a duplexer.

OTHER MARC CONSIDERATIONS

Effect of Antenna Height

The effective coverage area of a MARC Unit Repeater is proportional to the height of the MARC Tower. The following chart indicates, the expected range increases significantly when the tower is elevated to full height (~100 feet).

Situation	VHF Range*	800 MHZ RANGE*
Portable to Portable (No Repeater)	2.5 Miles	1.4 Miles
Mobile to Portable (No Repeater)	3.5 Miles	1.8 Miles
Repeater with 25' Antenna to Portable	6.0 Miles	3.5 Miles
Repeater with 50' Antenna to Portable	7.5 Miles	4.0 Miles
Repeater with 75' Antenna to Portable	8.5 Miles	4.5 Miles
Repeater with 85' Antenna to Portable	8.8 Miles	5.0 Miles
Repeater with 100' Antenna to Portable	10.0 Miles	5.5 Miles

The above repeater/antenna arrangements will have greater range when communicating with mobile units.

There are scenarios where extended communications range is not required or desired. When an incident or event takes place in a relatively confined area, a MARC tower can be raised to an intermediate height, thereby reducing the range.

An advantage of this set-up is that the MARC Unit can be operational in less time, if it is not necessary to install guy cables and anchors. When the wind speed is below 10 mph and not gusting, the MARC tower can be raised to approximately 25 to 45 feet, without guying. In this type of set-up, the MARC Unit can be operational in less than an hour. One important safety rule

is the tower cannot be left unattended in this configuration and must be lowered before wind speed/gusting occurs above 35 miles per hour occur, with one antenna on. The more antennas on the tower require the tower to be lowered at less wind gust speeds, example; with three antennas on the tower, the tower must be lowered when wind gusts reach 25 miles per hour.

Multiple MARC Towers (Planned Future Development)

When an incident takes place over a single, extended area or in several adjoining locations, as in very large wildfires or hurricanes, it is feasible to position more than one MARC Unit in the incident area(s) and extend the overall communications range.

Long Distance HF Radio Communications (Planned Future Development)

The MARC Unit's historical capabilities provided communications support within a focused operating area, allowing for command and control of resources. During multiple large-scale deployments, a need for long distance communication capabilities was recognized. HF radio capabilities will provide this long-range capability without relying on third party vendor equipment which may be rendered inoperable or overloaded by the incident.

Appendix D: Public Information Officer Resource Typing

The purpose of Typing resources is to create a standard that can be utilized for all deployments. This will allow for appropriate selection of individuals based upon the type of request and the needs of the event. These Types are based upon levels of training and experience and are in compliance with the Federal NIMS standards. Personnel are rated as Type I, Type II or Type III, with Type I being the highest possible rating.

MINIMUM REQUIREMENTS

All members of the Florida PIO Deployment Team will meet the following minimum requirements: Specific Typing (as listed below) will include the minimum requirements plus the scenarios indicated; must hold current membership in the Florida Association of Public Information Officers (FAPIO) or the Florida Law Enforcement Public Information Officers Association (FLEPIOA); have on file with FAPIO a Letter of Agreement (LOA) for participation authorization from their Authority Having Jurisdiction (AHJ); completed a basic PIO course; two years of public information experience; and attended at least one Deployment Team sponsored training program each year.

PIO Type	Training	Experience	Can Serve
Type I	Basic & Adv. PIO or Equivalent	Five years + One Deployment	Lead PIO, Team Leader
Type II	Basic PIO	Two Years	Team Member
Type III	N/A	N/A	Local JIC only

Appendix E: Code of Conduct

GENERAL RESPONSIBILITIES

This Code of Conduct consists of the rules and standards governing the expected demeanor of members of agencies responding as part of the SERP. Each system member is both a representative of their response team and their Sponsoring Agency. Any violation of principles or adverse behavior demonstrated will be looked upon as unprofessional. Such behavior may discredit the good work that the resource completes and will reflect poorly on the entire team's performance and it's Sponsoring Agency.

- It is the responsibility of the Sponsoring Agency to prepare its system members before deployment regarding conduct expectations. Each deployed member is bound by their sponsoring agency's rules, regulations, policies, and procedures.

- It is the responsibility of the FFCA Statewide Emergency Response Committee members or designee(s) to reinforce the Code of Conduct during all planning sessions, team meetings and briefings and to monitor compliance. Any violations must be documented, with appropriate follow-up action taken by the FFCA Statewide Emergency Response Committee, DSFM and the Sponsoring Agency.

- At no time during a mission will system members take personal advantage of any situation and/or opportunity that arises.

- It is the responsibility of each system member to abide by this Code of Conduct.

MEMBER RESPONSIBILITIES

- As a basic guide, system members will base all actions and decisions on the ethical, moral and legal consequences of those actions. It is in this manner that positive and beneficial outcome will prevail in all system events. Accordingly, system members will:
  - Keep the value of life and the welfare of the victim constantly in mind
  - Remain cognizant of cultural issues including race, religion, gender and nationality
  - Abide by all local law enforcement practices, including its policy regarding weapons
  - Abide by all regulations regarding the handling of sensitive information
  - Follow local regulations and agency protocols regarding medical care and handling of patients and/or deceased
  - Follow prescribed direction regarding dress code and personal protective equipment
  - Not carry firearms
  - Not be in possession of non-prescribed or illegal substances
  - Will not consume alcoholic beverages while on duty or subject to call
  - Only procure equipment through appropriate channels
  - Follow AHJ and federal regulations or restrictions regarding taking and showing pictures of victims or structures
  - Not remove property from an operational work site as a souvenir
  - Not deface any property

- Transit only via approved roadways and not stray into restricted areas
- Demonstrate proper consideration for other teams' capabilities and operating practices
- Not accept gratuities to promote cooperation

Appendix F: WebEOC Mission Details Form

Mission Details

SERT Training
Incident ID Number - 1

Last Updated: 05/19/2021 10:58:21
Created By: Thomas "TJ" Lyon Phone: 407-832-3375 Email: tjlyon@me.com On: 05/17/2021 08:58:12

Mission # 00207	Parent Mission # (If Applicable)	Incident SERT Training	Requesting Agency/Position SERT SERT ESF04/09	Approved By Kevin Guthrie SERT Chief fdem@123.org 407-999-9999

Status

Assigned To SERT EMERGENCY SERVICES	Tasked To SERT ESF04/09	Subtasked To	Status Complete	Vendor

Mission Details

Title FR-Engine Strike Team	Primary Contact Chief Bob Wright (Resource Unit) 407-123-4567	Location Region 6 - Collier County 1484 Keane Ave , Naples , FL 34117
Purpose Provide Fire Suppression & Structural Protection	abc@123.com	26.183470 -81.635140 17R MJ 36534 96157
Lifeline Safety and Security	Secondary Contact Big Al (Reg-6 Coord) 407-000-0000	On Scene Point of Contact Chief Bob Wright (resource unit) 407-123-4567
Needed By 05/18/2021 08:00:00	r6@fd.com	abc@123.com
Mission Entity Fire Rescue	Expected Outage Date 05/25/2021	Site Supported
Description Assist other teams in protecting structures at a wildfire.		Vaccine Supported Mission? No
	Federal Site Mission? No	Vaccine Sites Supported?

Delivery Details

Delivery Instructions Report to Resource Unit in north parking lot of American Farms LLC		Warehouse N/A	Loading Dock N/A
Expected Delivery Date N/A	Accept a 53ft trailer	Trailer Qty	Forklift/Dock Equipment N/A

Support Missions

Mission # Title	Assigned To	Tasked To	Subtasked To	Status	Needed By	Entry Date

Deployments

Deployment #	Type	Resource Name	Status	ETA	Entry Date

Military Deployments

Military Description	# of Personnel	Unit Assigned	Status	Last Updated

Finance

Cost Description	Category	Vendor/Provider	Amount	Entry Date
		Total Mission Cost	$0.00	

Comments

Date/Time	Position/Name	Comments	Status
05/19/2021 10:57:58	SERT ESF04/09 Thomas "TJ" Lyon	EST-1501 arrived home.	Complete
05/19/2021 10:57:18	SERT ESF04/09 Thomas "TJ" Lyon	Disregard previous entry (En-Route)	Enroute
05/19/2021 10:56:01	SERT ESF04/09 Thomas "TJ" Lyon	EST-1501 En-Route	Enroute
05/19/2021 10:55:00	SERT ESF04/09 Thomas "TJ" Lyon	EST-501 Arrived home 5/19/21 at 10:55 AM	In-Progress Mobilizing
05/19/2021 10:53:29	SERT ESF04/09 Thomas "TJ" Lyon	EST-1501 Authorized to Demob first thing this morning.	In-Progress Mobilizing
05/17/2021 08:00:00	SERT ESF04/09 Thomas "TJ" Lyon	EST-1501 on-scene at	In-Progress Mobilizing
05/17/2021 10:05:00	SERT ESF04/09 Thomas "TJ" Lyon	Resource located and authorized to deploy	In-Progress Mobilizing
05/17/2021 10:03:53	SERT ESF04/09 Thomas "TJ" Lyon	EST-1501 authorized to deploy as requested.	Tasked
05/17/2021 09:41:05	ADMN - SERT Administrator Colby Maxwell	tasked	Tasked

Attachments

Attachment	Description	
EST-1501 Roster.xlsx	EST-1501 Roster	Edit

Appendix G: Suggested Personnel "Go Kit"

This is a list of items that a responder might want to take during a deployment for up to 96 hours. It is not necessary to take everything, and contents may vary with the individual and the logistical capability of the incident. This kit should be pre-assembled, with the exception of perishable items, so that the deployment is not delayed.

As a Minimum:

- 2-3 work uniforms
- Baseball cap or other appropriate hat.
- Appropriate clothing for off-duty wear
- Jacket appropriate for season and climate
- Tennis shoes/walking shoes
- Light weight rain gear
- Extra underclothing/socks
- Sunglasses, sunscreen, lip balm
- Medications (both prescript and over counter). Don't forget;
  - Advil, Tylenol, etc.
- Contact solution (bring glasses with you)
- Identification/certification cards
- Toiletry items
- Soap, towel, wash cloth
- Toothbrush, toothpaste
- Razor and shaving cream
- Antiperspirant/Deodorant
- Gold balm-type powder
- Unscented toilettes
- Moisturizing lotion
- Personal hygiene items for women
- Insect Repellant
- Small flashlight w/ spare batteries
- 2-3 bottles of water per day
- Pre-packaged snack bars
- Leatherman or small pocket/utility knife
- Personal Protection Equipment (PPE); boots, gloves, helmet, bunker gear
- Cash (ATMs may not be operational)

ADDITIONAL ITEMS FOR CONSIDERATION

- Electronic Equipment
- Computer/printer
- Cell Phone
- Pillow (travel size)
- Alarm Clock
- Flip flops for shower
- Sleeping bag
- Tent

Appendix H: US National Grid Information

The US National Grid (USNG) is the preferred coordinate system for use by Florida responders. It is functionally identical to Military Grid Reference System (MGRS). It allows for interoperable positional reporting amongst many users and agencies and is primarily for ground-based operations. MGRS and/or USNG is found in hand-held and some vehicle GPS units.

WEB TOOLS:

Allows for determination of USNG coordinates from a computer or to display a field reported coordinate/location on a computer.

http://bit.ly/1tFmliF   GMap4

http://bit.ly/15Ph0Ai   Mission Manager

http://map.floridadisaster.org/gator/map.html   FL-DEM GATOR

GPS SETUP:

- Set map datum to NAD83. If not found, use WGS 84.
- Set coordinate system to: US National Grid (USNG). If not found, use MGRS.
- Dual display with USNG as primary and Lat/Long as secondary, in DD-MM.mmm format only is recommended. See Lat/Long information below.

TYPICAL USNG USE:

- Report locations of the incident, staging areas, fuel depots, command posts, etc. with the address if known and the USNG coordinate, which is scalable.

EXAMPLES:

- 900 Nicolson Road, Jacksonville, USNG: 17R MP 38 53 (1000 meter square area containing this address)
- 3699 North Prospect Drive, Sunrise Park, USNG: 17R NJ 749 437 (100 meter square area containing this address)
- 2514 Airport Blvd, Pensacola, USNG: 16R DU 8121 7163 (10 meter square area at this address)
- Parking Lot @ I-110 x I-10, Biloxi, MS, USNG: 16R CU 180 710 (Address not known, determined by Web Tool)

Note: 10 meter square accuracy equates to eight(8) USNG digits and is the same approximate accuracy of a typical hand-held GPS device. If more than eight(8) USNG digits are displayed, the last digit of the easting and northing component is truncated (not reported).

LATITUDE & LONGITUDE:

Air & water assets supporting ground operations shall utilize USNG/MGRS. When this is not possible, coordinates should be reported using the standard version of Lat/Long. Realize that there are three (3) versions of Lat/Long and this has caused considerable confusion / operational friction in the past. Per the National Search & Rescue Committee (NSARC), only one version of Lat/Long is approved for use; the degrees, minutes, decimal minutes version which is abbreviated as: **DD-MM.mmm**. EOCs and ESFs should have software at the ready to convert between coordinate systems. Such software is available on the Internet.

Appendix I: Florida Disaster Assessment Snapshot System

The "Snapshot Assessment" is a tool used by emergency response personnel to report Preliminary and Intermediate assessments during the Sustained Emergency phase of a disaster utilizing a common measuring device.

KEY ELEMENTS

The following key elements should be evaluated as part of the assessment process:

- Facilities
- Flooding
- Personnel
- Apparatus
- Neighborhood
- Target Hazards

SNAPSHOT ASSESSMENT INSTRUCTIONS

- First, complete an assessment of your immediate location i.e. fire station, shelter, etc.
- After the initial assessment has been completed, the surrounding neighborhood must be assessed.
  - o Access a good vantage point, possibly the roof of your location.
  - o Assess the structures in all directions.
  - o List a street address of a structure in the neighborhood with the zip code.
  - o Record the snapshot and flooding scores viewed as an average for the majority of the structures visible from your vantage point.

- After the immediate and neighborhood assessments are completed, assessment on Target Hazards should begin. Target Hazards include but are not limited to:
  - o Hospitals
  - o Nursing Homes
  - o Evacuation Centers
  - o Trailer Parks

SNAPSHOT ASSESSMENT PROCESS

ASSESS FOR DAMAGE USING THE 1-4 SCALE AND ASSOCIATED PICTURES:

napshot Score-1

ttle to no damage

napshot Score-2

his structure is damaged
abitable while being repai

his structure is damaged
habitable

napshot Score-4

his structure is damaged
atally destroyed

ASSESS FOR FLOODING USING THE 0, 5, OR 6 NUMBERING SYSTEM

- Flooding Score = 0: Flood water that does not impede access to the structure
- Flooding Score = 5: Flood water that does impede access to the structure
- Flooding Score = 6: Any flood water that is inside the structure

ASSESS FOR INJURIES USING A 0-3 NUMBERING SYSTEM

- Score of 0 = No Injuries, All personnel accounted for
- Score of 1 = Minor Injuries that do not require transport to the hospital
- Score of 2 = Serious Injuries that require transportation to the hospital
- Score of 3 = Multiple Serious Injuries

ASSESS EMERGENCY RESPONSE UNITS USING A 0-3 NUMBERING SYSTEM

- Score of 0 = All units in service
- Score of 1 = All units are in service but need some repairs
- Score of 2 = A specific unit or unit(s) are out of service
- Score of 3 = All units are out of service

Appendix J: List of Forms

All forms can be found at FL-SERP.com (under Resource Documents)

Form Name
FFCA Form 2-1 Engine Strike Team Roster
FFCA Form 2-2.1 Ambulance Strike Team Roster (2-person)
FFCA Form 2-2.2 Ambulance Strike Team Roster (3-person)
FFCA Form 2-3 Structural Task Force Roster
FFCA Form 2-4 Water Tender Strike Team Roster
FFCA Form 2-5.1 HazMat Task Force Roster
FFCA Form 2-5.2 HazMat Response Team Roster
FFCA Form 2-6 Brush Strike Team Roster
FFCA Form 2-7.1 US&R Task Force Roster (Type I, II, III & IV)
FFCA Form 2-7.2 Swiftwater Rescue Team Roster (Type I)
FFCA Form 2-8 Technical Rescue Team Roster
FFCA Form 2-9 Generic Roster
ICS Form 214 SERP Unit Log
ICS Form 218 Support Vehicle/Equipment Inventory
SMAA Form B Fillable (2020)

Appendix K: Reference Documents

Document	Link
Ambulance Deployment Plan	FL-SERP.com
Department/Organization List	FL-SERP.com
ERC Committee Members	FL-SERP.com
FEMA Resource Typing Library Tool (RTLT)	https://rtlt.preptoolkit.fema.gov/Public
FEMA Schedule of Equipment Rates	http://www.fema.gov/schedule-equipment-rates
FFCA Typed Resource List-Abridged Definitions	FL-SERP.com
Florida Comprehensive Emergency Management Plan	https://www.floridadisaster.org/globalassets/cemp/2020-cemp/2020-state-cemp.pdf
Florida Disaster.org	http://www.floridadisaster.org/
Florida Field Operations Guide	
Florida Gator Map	
Florida Public Assistance	http://floridapa.org/
Statewide Mutual Aid Agreement (SMAA)	FL-SERP.com

Appendix L: Wildland Qualifications

Personnel deploying or teaching in the following positions must have the following position-specific training:

- **Firefighter (SFF) Instructor** qualifications;

    o Documented completion of all minimum training requirements for the SFF position
    o Current State of Florida Fire Instructor I, II, or III certification
    o No single course exemptions will be issued

- **Engine/ Single Resource Leader** (ENG/SRL) - This is the lead person on the fire apparatus. Minimum training requirements;

    o Documented completion of all minimum training requirements for the SFF position
    o I-200 (Basic ICS) or FEMA IS-200 (Basic Incident Command System for Initial Response) (Online – http://training.fema.gov/is/courseoverview.aspx?code=IS-200.b)
    o S-215 (Fire Operations in the Wildland-Urban Interface) or FL-215 (Fire Operations in the Wildland-Urban Interface)

    o **Engine/ Single Resource Leader (ENG/SRL) Instructor** qualifications;

        ▪ Documented completion of all minimum training requirements for the ENGL/SRL position
        ▪ Current State of Florida Fire Instructor I, II, or III certification
        ▪ No single course exemptions will be issued

- **Strike Team/Task Force Leader** (ST/TFL) - Persons in this position must be qualified in the local jurisdiction as a company officer or higher. Minimum training requirements include;

    o Documented completion of all minimum training requirements for the ENG/SRL position
    o S-330 (Task Force / Strike Team Leader) or L-984 (NIMS ICS All-Hazards Task Force/ Strike Team Leader) or FL-330 (Task Force / Strike Team Leader)

    o **Strike Team/Task Force Leader (ST/TFL) Instructor** qualifications;

        ▪ Documented completion of all minimum training requirements for the ST/TFL position
        ▪ Current State of Florida Fire Instructor I, II, or III certification
        ▪ No single course exemptions will be issued

- **Structure Protection Specialist** (STPS) - Persons in this position operate at the ICS "Supervisor" level of command and would oversee Strike Teams and Task Forces deployed through SERP for structure protection missions. Persons in this position must be qualified in the local jurisdiction as a chief officer. Minimum training requirements include;

   o Documented completion of all minimum training requirements for the ST/TFL position
   o S- 290 – Intermediate Wildland Fire Behavior
   o S- 270 – Basic Air Operations (Florida Air Operations Course will substitute for S- 270 course).
   o Approved by the Florida Forest Service Chief

   o **Structure Protection Specialist (STPS) Instructor** qualifications;

      ▪ Documented completion of all minimum training requirements for the STPS position
      ▪ Current State of Florida Fire Instructor I, II, or III certification
      ▪ No single course exemptions will be issued

NOTE: For the purpose of the SERP ONLY, Florida Bureau of Fire Standards and Training (BFST) courses designated by an 'FL' prefix are equivalent to the National Wildfire Coordinating Group (NWCG) courses designated by an 'S' prefix, i.e. FL-130 is equal to S-130