



MIAMI-DADE FIRE RESCUE DEPARTMENT

Policy & Procedure Manual



Volume: III	INCIDENT PRACTICES
Chapter: P	DISASTER PLANNING AND CONTROL
Originated By:	ASSISTANT CHIEF FOR OPERATIONS
Subject: 4	HURRICANE PROCEDURES
Date: 05/24/07	Herminio Lorenzo, Fire Chief

- 4.01 **PURPOSE:**
To provide comprehensive direction to all Miami-Dade Fire Rescue (MDFR) personnel conducting preparedness, operational, and recovery activities before and after a Hurricane.
- 4.02 **POLICY:**
MDFR will provide fire suppression, medical rescue service, and other emergency and non-emergency services, for Hurricane related incidents.
- 4.03 **AUTHORITY:**
Sections 4.01 and 4.02 of the Miami-Dade County Charter; Section 2-181 of the Code of Miami-Dade County.
- 4.04 **RESPONSIBILITY:**
It is the responsibility of the appropriate Assistant Fire Chief for Operations to review and update this policy.
- 4.05 **DEFINITION(S):**

Functional Annex - Supports the Basic Plan, addresses specific activities related to the functional area identified, and identifies specific responsibilities.

Hurricane Advisory - Official information issued by the National Hurricane Center describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe (a) tropical cyclones prior to issuance of watches and warnings and (b) subtropical cyclones.

Hurricane Eye - The relatively calm area in the center of the storm. In this area, winds are light and the sky often is only partly covered by clouds.

Hurricane Season - That part of the year having a relatively high incidence of hurricanes. In the Atlantic, Caribbean and Gulf of Mexico, hurricane season begins June 1 and ends November 30.

Hurricane Threat - The expectation that a hurricane watch will soon be announced. Hurricane watch preparations may be initiated at this time by the Fire Chief.

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Hurricane Warning - A warning that sustained winds of 64 knots (74 mph) or higher, associated with a hurricane, and is expected in a specified coastal area within 24-hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue even though winds may be less than hurricane force.

Hurricane Watch - An announcement, for specific areas, that a hurricane or an incipient hurricane condition poses a possible threat to coastal areas generally within 36-hours.

Immediate Impact - Operations during a hurricane. Actions are concentrated on the well being of people affected by the emergency. Emphasis is centered around life saving and property protection. Preliminary damage assessments begin.

Incident Action Plan (IAP) - Initially prepared at the first planning meeting, the IAP contains general control objectives reflecting overall incident strategy, and specific action plans for the next operational period. When complete, IAPs will have a number of attachments.

Increased Readiness - Hurricane pre-season preparedness through hurricane threat/watch.

Normal Preparedness - Normal and special preparations and policy/procedure changes occurring all year long.

Operational Period - The period of time scheduled for execution of a given set of operational actions as specified in the IAP.

Post Emergency (Recovery efforts) - Permanent restoration of private and public property. Return to normal service, repair and replace MDR Department assets, complete post incident analysis, review/revise policies and procedures.

Pre-Impact - Hurricane warning or similar notification. Actions accomplished are precautionary, centered around taking appropriate measures to protect people, such as relocation, shelter mobilization, facility security, etc.

Standby Status - The status of all MDR Department employees upon the announcement of a hurricane watch. Requires all employees to prepare themselves and their homes and families for a possible hurricane landfall. Requires employees to monitor the status of the hurricane and be prepared to respond to the requirements of the Hurricane P&P.

Sustained Emergency - Operations after a hurricane. Emphasis on helping injured and displaced persons and securing dangerous areas. Definitive medical treatment, operation of mass care facilities, registration of displaced persons, and detailed damage assessments may also occur during this period.

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4.06

PROCEDURE:

I. DESCRIPTION

This P&P is comprised of a Basic Plan and Functional Annexes. Annually, in May, all employees are responsible for reviewing the Basic Plan. Additionally, most employees will be directed by their Supervisor to review one or more of the Functional Annexes:

- Call-In Procedures (Attachment I)
- Air Rescue (Attachment II)
- Assessment Annex (Attachment III)
- Command & Control (Attachment IV)
- Communications Annex (Attachment V)
- Employee Welfare Annex (Attachment VI)
- Finance Administration Annex (Attachment VII)
- Hazardous Material Annex (Attachment VIII)
- Logistical Services Annex (Attachment IX)
- Medical Annex (Attachment X)
- Miami International Airport (MIA) Annex (Attachment XI)
- Operations Annex (Attachment XII)
- Public Information (Attachment XIII)
- Shelter Annex (Attachment XIV)
- Search & Rescue Annex (Attachment XV)
- Ocean Rescue Operations Annex (Attachment XVI)
- Marine Services Annex (Attachment XVII)
- Evacuation Zones (Attachment XVIII)

A. Each Functional Annex and the Operational Procedures section of the Basic Plan follow a format that divides responsibilities and priorities for hurricane preparation and operation into six stages as follows:

1. Normal Preparedness
2. Increased Readiness
3. Pre-impact
4. Immediate Impact
5. Sustained Emergency
6. Post Emergency

B. Staff Responsibilities

1. Fire Chief
 - a. Approve the Hurricane P&P including the Command Structure and Emergency Operations Center (EOC) Liaison each year prior to May 1st.

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- b. Direct appropriate hurricane preparedness and issue memorandums to personnel prior to each hurricane season (See Pre-season Preparedness).
 - c. Serve as Department representative for the Policy Group at the EOC during hurricane emergencies.
 - d. Identify/approve all Functional Annex assignments.
 - e. If necessary, implements hurricane watch or warning procedures prior to an official announcement by the National Hurricane Center.
 - f. Determines the need for and request the assistance of mutual aid in accordance with the State Emergency Response Plan through the appropriate Emergency Support Function (ESF) position at the State EOC.
 - g. Cancels leave and Cycle Relief (CR) days, as necessary, due to operational necessity.
 - h. Determines the need for retention of additional staff due to extreme conditions
2. Deputy Fire Chief(s):
- a. Responsible for annual review and modification of this plan. This will be completed by May 1st of each year.
 - b. Assists the Fire Chief as Agency Administrator for the MDRF Department during hurricane emergencies.
 - c. Collects all hurricane reports, recommendations, and other related information from within and outside the MDRF Department.
3. Assistant and Division Chiefs, Directors, and Managers
- a. Assume the responsibilities of the Deputy Fire Chief in their absence.
 - b. Ensures each of their employees thoroughly review and understand the Basic Plan and appropriate Functional Annexes in May of each year.
 - c. Understands and is prepared to fulfill their individual responsibilities as identified in the Command & Control and other Functional Annexes.

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C. MDRF Department Personnel Accountability

Accountability of all employees prior and following any disaster is of premier importance to MDRF. To enable an adequate accounting of employees, special procedures have been included in the Pre-impact and Sustained Emergency Phases.

II. ADMINISTRATIVE PROCEDURES

A. Staffing Policy

Specific instructions for MDRF employees are found under the Sections entitled: Increased Readiness, Pre-impact, and Sustained Emergency. The following are general staffing policies:

1. All Employees

All MDRF employees are considered essential. However, not all employees are required to be at work during severe storm conditions. Employees not directed by other parts of this document will contact their supervisor for instructions immediately following a hurricane watch announcement.

2. Employees not on duty during a storm

As soon as possible after severe weather conditions subside all employees (including 24-hour shift) not on duty during the storm are expected to report to their scheduled assignment at regularly scheduled reporting time.

Those with no assignments, (personnel who are not yet due to report in or who are on their CR day and employees on approved leave), are expected to advise their location and situation. Follow the procedure outlined in *Call-in Procedures/Accountability Annex, Attachment 1*. This will enable the MDRF Department to account for employees and identify the personal needs of each employee reporting.

3. Employee Timekeeping

All MDRF personnel are required to maintain a personal time log beginning when a Hurricane Warning is announced. This information log will be completed on the *Emergency Daily Activity Report (EDAR)* (Refer to *Finance Administration Annex - Attachment VII*).

B. Hurricane Emergency Assignments

1. Incident Management Staffing (Refer to *Command & Control Annex – Attachment IV*)

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2. Incident Management General Procedures

The first hurricane planning meeting will be called by the Fire Chief or designee when a Hurricane Watch is announced or anticipated. At this time an initial IAP will be prepared. It will cover the pre-identified operational period between Watch and Warning. There may be subsequent planning meetings prior to issuance of a Warning, if the need is identified by the Incident Commander.

A mandatory Planning Meeting will be conducted when a Hurricane Warning is announced or anticipated. The IAP will be updated and modified to reflect changes expected during the next operational period. Planning meetings will be conducted during each operational period to determine priorities and objectives for the next operational period. This will continue through termination of the incident.

III. OPERATIONAL PROCEDURES

A. Normal Preparedness

Normal and special preparations and policy/procedure changes occurring throughout the year.

1. Assigned individuals will review, evaluate and modify Functional Annexes, as necessary.
2. Recommendations, suggestions, or other information related to this P&P should be forwarded to the appropriate Assistant Fire Chief.

B. Increased Readiness

Hurricane pre-season preparedness through hurricane threat/watch.

1. Pre-season Preparedness

a. Personal Preparedness

Annually, on or about May 1st, the Fire Chief will direct a memo to all stations and offices advising all personnel of their responsibility for personal preparedness for their families and property. This will include reference to standard hurricane preparations for personal residence. It may also include or reference a standard brochure available through the Office of Emergency Management and Homeland Security (OEM&HS). Emphasis will be placed on reminding all employees of their responsibility to prepare their personal residence during the hurricane watch period.

b. Department Preparedness

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(1) General

Annually, on or about May 1st, the Fire Chief will direct a memo to all stations and offices regarding department preparedness for the beginning of hurricane season. This information will be directed to command structure, facility preparedness and preparedness activities required by each division and bureau.

Bound copies of the Hurricane P&P Manual will be available to all stations.

(2) Facility Preparedness

Annually, on or about April 1st, the Assistant Chief of Operations will direct a memo to all stations and offices requesting completion of the *Pre-Season Facility Checklist*. (Refer to *Logistical Services Annex - Attachment IX*). Personnel, as identified by the appropriate Division Chief, at each MDFR department facility will complete this Checklist by April 15th of each year. This checklist will be used to ensure that all facilities are properly prepared at the beginning of the season. Upon completion, this checklist will be forwarded through the chain-of-command (COC), to the Assistant Fire Chief for Operations.

Annually, in April and/or May, the Facilities and Construction Division will evaluate all MDFR facilities for suitability of use during hurricanes, with emphasis on life safety. By June 1st a final report of all facilities will be submitted to the Fire Chief or their designee. This report will include recommendations for additional facility preparedness, evacuation of facilities and/or any other items of importance identified by the Facilities and Construction Division.

(3) Command Structure

Annually during the first week of June, the Fire Chief or designee will conduct a pre-season briefing with all identified members of the hurricane command structure. Assigned personnel will review the Hurricane Plan, all assignments and present any changes or additions to the plan.

(4) Hurricane Target Occupancy Surveys

Operations units will become familiar with target occupancies in their territory by conducting pre-season surveys. Target occupancies are those with a high

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probability of trapped victims following a hurricane. Target occupancies may also include buildings susceptible to structural failure and collapse. Examples of Target Occupancies, include:

- (a) Hospitals
- (b) Shelters (schools, etc.)
- (c) Mobile Home Parks

2. Hurricane Threat/Watch

a. Preparation

(1) Personnel

Once a Hurricane Watch is announced by the National Hurricane Center or once the Fire Chief initiates procedures in anticipation of a Watch condition, all MDRF personnel will go on stand-by status and take immediate steps to secure their family and property. The Fire Chief's Staff/Hurricane Command personnel will keep the Fire Communications Office advised as to their location and availability.

(2) Facilities

The Station Officer-In-Charge (OIC) will be responsible for hurricane preparedness at each station. The Facilities and Construction Division will identify a "facility manager" for all non-station facilities. Each Station OIC and facility manager will complete the *Hurricane Threat/Watch Facility Checklist*.

Final requests for additional supplies necessary to ensure reasonable protection for personnel and facilities can be submitted, following a Hurricane Watch or similar announcement, through the COC to the Logistical Services Division Chief.

b. Command Locations

(1) Department Command Post ("Command")

Primary location of the Command Post is in Room 156 at MDRF Headquarters (HQ), 9300 N.W. 41st Street, Doral, Florida. Alternate locations, as necessary, will be designated by the Fire Chief.

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Responsibilities:

Logistical Services Division:

Responsible for converting any identified location to a MDRF Department Command Post configuration, with appropriate supplies, as directed by the Fire Chief.

Communications Division:

Responsible for implementing all communications needs at any location designated as a Department Command Post, as directed by the Fire Chief.

(2) Area Command Locations

North Area Command (North Command)
Operations North Office - Station 41

Central Area Command (Central Command)
Operations Central Office - Station 48

South Area Command (South Command)
Operations South Office - Station 34

Special Operations Command (Special Operations Division)
Division 4 Office - Station 24

Miami International Airport (Airport Division)
Station 59

Responsibilities:

Logistical Services Division:

Responsible for converting any identified location to an Area Command Post configuration, with appropriate supplies, as directed by the Fire Chief.

Communications Division:

Responsible for implementing all communication needs at any location designated as an Area Command Post, as directed by the Fire Chief.

NOTE:

Area Command Locations may change based on conditions.

c. EOC Staffing

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MDFR's designated Liaison will report to the EOC location as notified but no later than the announcement of a Hurricane Warning.

d. Assigned Vehicles

- (1)** Division Chiefs/Managers and other MDFR Department supervisors will assure all assigned County vehicles considered to be essential during or immediately following a hurricane are readily available and completely fueled and serviced.
- (2)** The Fire Chief or designee will determine which vehicles will remain in the possession of employees during a hurricane. All other employees will arrange for other means of transportation and leave their vehicles at the designated location prior to their release from duty, and the arrival of the hurricane. All County vehicles must be available for use during the hurricane and in recovery functions following the storm.
- (3)** The Logistical Services Division will provide extra fuel for apparatus, auxiliary power units and station generators to the extent resources are available.

C. Pre-impact: Hurricane Warning or similar announcement.

Actions accomplished are precautionary, centered on taking appropriate measures to protect people, such as relocation, shelter mobilization, facility security, etc.

1. Preparation

a. Personnel (All)

- (1)** All MDFR personnel must update their contact information on MDFRnet>My Profile (<http://mdfrnet/>).
- (2)** Personnel on duty or reporting to duty upon announcement of a Hurricane Warning will remain on duty until formally relieved.
- (3)** Personnel on approved leave (scheduled vacation, awarded Battalion days, birthday holiday, Family Medical Leave Act (FMLA) leave) or a CR day are not required to report to duty unless the Fire Chief specifically cancels leave and CR days.
- (4)** Personnel may be excused from duty during hurricane emergency as directed by their supervisors. Supervisors must secure proper instructions for the release of these

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employees, through the COC, from the appropriate Assistant Director or Chief.

- (5) Staff Officers, non-uniformed, and non-Operations Division personnel will be assigned to perform special duties per the appropriate Functional Annex or as directed by their supervisor.
- (6) Non 24-hour personnel should bring appropriate personal supplies to enable them to effectively perform their duties. (See list below for examples – b. (5))

b. Personnel (24-hour shift)

- (1) When a Hurricane Warning or similar notification is announced by the **National Hurricane Center, the County Manager, or the Fire Chief, all personnel on their first day off will return to their last duty station within two hours of the announcement.** Due to the dynamic nature of hurricanes, MDFR has instituted a MDFR Hurricane Call-back Information Line: 786-331-5030. All Operations field personnel who are required to return to duty must call 786-331-5030 for updated instructions specific to the particular call-back. Information provided may change reporting times or who is required to return. In the event personnel are unable to access the hurricane call-back information line, they are to report to duty as required above. Call-back personnel will be assigned to key positions as identified by the Operations Section at Fire Command or the Area Commander(s). Personnel unable to report to their last duty station within two hours of the announcement **will** contact their Supervisor to advise their en route time and estimated arrival time to their work location. Consideration will be given to personnel who have special needs such as elderly parents, disabled parents and/or children and any other circumstance which would cause a delay to return to their previous work assignment.
- (2) In the rare instance that a Hurricane Warning is announced by the National Hurricane Center, the County Manager, or the Fire Chief, without prior notification of a Hurricane Watch, all shift personnel on their first day off will return to their last duty station within two hours of the announcement. This will allow those on duty personnel who did not have an opportunity to secure their family and property, time which was not made available due to lack of a Hurricane Watch. On-duty personnel will be relieved of duty by the returning personnel for no more than six hours. Once personnel have returned from securing their families

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and property, the call-back firefighters will be released from duty if no operational needs exist.

- (3) Any exceptions to the reporting for duty times outlined in this policy must be authorized via COC by the appropriate Division Chief.
- (4) Retention of additional staff due to extreme conditions can only be at the direction of the Fire Chief or designee.
- (5) All personnel reporting for duty under a Hurricane Warning will report as directed and have in their possession the following items, packed in one bag with name marked on outside:
 - Three (3) sets of uniforms, tee shirts and one (1) jacket
 - Five (5) pairs of socks, five (5) undershirts and five (5) underwear
 - One (1) extra pair of work shoes
 - Two (2) bath towels, sheets, a pillow and blanket
 - Toiletries for four (4) day stay, including:
 - toothbrush and toothpaste
 - deodorant
 - soap
 - shampoo
 - razor and cream
 - other personal items
 - Rain and Bunker gear
 - Flashlight with working batteries
 - Prescribed medications
 - Mosquito repellent
 - Two (2) gallons of water
 - Three (3) day supply of food (not requiring refrigeration or cooking)

c. Department Personnel Accountability

- (1) When a Hurricane Warning is announced, each Battalion Lead worker will fax to the FAO the current on-duty operations roster for their Division. When call-back personnel have reported to duty, a final roster will be faxed to the FAO and the Personnel Accountability Desk.

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- (2) All non-operations Division Chiefs/Managers are responsible for faxing a list of all personnel who are working during a hurricane to the FAO and the Personnel Accountability Desk.

d. Facilities

- (1) Each Station OIC and Facility Manager will complete MDFR's *Pre-impact (Warning) Facility Checklist* (Refer to the *Logistical Services Annex – Attachment IX*).

- (2) Evacuation

Stations 8, 10, 15, 21, 22, 27, 33, 39, 42, 49, 55, 64 and all Ocean Rescue facilities are located within designated high-risk flood zones or coastal areas or are uninhabitable during a hurricane (Zone A or Zone B as designated by Miami-Dade County OEM&HS – See *Evacuation Zones - Attachment XVIII*) will be evacuated.

All stations or offices housed in mobile trailers will also be evacuated due to structural instability. Evacuation orders for a station will be given by the Incident Commander.

Recommendations for evacuation of all other stations will be made by the Battalion Chief to the Division Chief. Units are generally relocated to prearranged locations. The nearest fire station that can house MDFR equipment will be used when it best serves the public need. The FAO and COC will be advised of required relocations. (Refer to *Operations Annex - Attachment XII*)

2. Command Staffing

a. EOC

- (1) The EOC will be staffed by the MDFR Liaison(s), appointed by the Fire Chief or designee. These positions include Emergency Support Functions (ESF's), four (4) Fire, eight (8) Health and Medical, nine (9) Search and Rescue, and ten (10) Hazardous Materials.
- (2) Liaison positions must be staffed with trained personnel with the capacity to make decisions and commitments for MDFR in the absence of the Fire Chief or Deputy Fire Chief(s).

b. MDFR Department Command Post

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(1) The MDFR Department Command Post will be activated automatically when a Hurricane Warning is announced, if not previously activated by the Fire Chief or designee.

(2) The MDFR Department Command Post staffing will be limited to the Incident Commander (Command), Command and General Staff (Section Chief's) with one aide each. Other Section support staff will be located in appropriate offices at MDFR HQ unless other areas are identified. Additional command post staff may be identified and authorized to occupy the Command Post at the discretion of the Incident Commander.

c. Area Command Posts

(1) Area Command Posts will be activated when a Hurricane Warning is announced, if not previously activated by the Fire Chief or designee.

(2) Each of the Area Command Posts will have an Incident Management Team assigned. (Refer to the *Command & Control Annex – Attachment IV*)

d. Communications

The FAO will begin to transfer resource requests normally handled through Fire Communications (e.g., fuel, mechanic, etc.) to the Department Command Post at MDFR HQ.

3. Open Burning

Once a Hurricane Warning is announced, all open burning approvals will be cancelled. The Fire Communications Office will refuse requests to burn after that point. The Fire Communications Office will also advise all Battalion Chiefs of any burning previously approved that day. This prohibition will stay in effect until cancelled by the Fire Chief or designee.

D. Immediate Impact: Operations during a Hurricane

Actions are concentrated on the well being of people affected by the emergency. Emphasis is centered on life saving and property protection. Preliminary damage assessments begin.

During such time as actual hurricane conditions exist, every attempt will be made to continue our primary mission of protecting lives and property in Miami-Dade County. It should be remembered however, that MDFR personnel are subject to the same environmental limitations as are members of the public.

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1. Discontinuation of Response (NO RESPONSE)

- a.** The Fire Chief or designee will determine, in consultation with Fire Command and the Operations Section Chief, when MDFR will terminate response due to the severity of the storm. This decision will then be announced by the FAO as a NO RESPONSE order. Prior to this announcement, any Battalion Chief or unit officer who feels that situations encountered are sufficiently dangerous to personnel at his/her location, may choose to cease operations and return to quarters but must advise the FAO and the Area Command. Battalion Chiefs or unit officers who feel the need to continue operations past the announcement from FAO must justify this decision through the FAO and receive permission to continue their current task.
- b.** The following guidelines may be used to determine when apparatus should be placed in non-response mode during storm conditions:
 - (1)** All Airport Rescue & Firefighting (ARFF) units will be placed out-of-service when the Airport Director or his designee rules the airport to be unsafe due to wind or storm conditions.
 - (2)** Rescue unit operations will be terminated when sustained winds of 50 mph exist or local conditions dictate unsafe conditions (localized flooding, downed wires, etc.).
 - (3)** Suppression unit operations will be terminated when sustained winds of greater than 60 mph exist or local conditions dictate unsafe conditions (localized flooding, downed wires, etc.).
 - (4)** Helicopter operations will be terminated when wind conditions are sustained in excess of 45 knots (or sooner if determined by the Special Operations Division Chief). Helicopter operations responding to Emergency Medical Service (EMS) calls will terminate when cloud ceiling is below 500 feet and visibility is less than 1-mile daytime and 1000 foot cloud ceiling and 3-mile visibility at night. Helicopter operations will not resume until the storm has completely moved through the area and winds have subsided below 45 knots.

2. Operations during Hurricane Eye

During the eye of the hurricane, operations personnel should be concerned with re-securing the fire station, if necessary, and assisting citizens who come to the fire station when it would be a danger to release them. All such activities during the hurricane eye will be undertaken only if such operations can be completed in a safe manner.

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The safety of MDFR personnel will remain the primary consideration during these operations. In all cases, operations during the Hurricane Eye should be coordinated through the FAO or Area Commands, as communications allow.

Requests for assistance received by FAO, which occur during unsafe conditions and when emergency units are not able to respond, will be prioritized and remain on a waiting list at Fire Communications for post hurricane assignment.

E. Sustained Emergency: Operations after a Hurricane

Emphasis is on helping injured and displaced persons and securing dangerous areas. Medical treatment, operation of mass care facilities, registration of displaced persons, and detailed damage assessments may also occur during this period.

1. General Instructions

a. Work Schedule Information

- (1)** Off-duty employees with pre-assigned responsibilities will assume those duties.
- (2)** Other off-duty employees will return to their regular work location at their regularly scheduled reporting time, once the National Hurricane Center announces that hurricane warnings have been suspended. Employees unable to reach their normal work place will report to the nearest operational MDFR facility and report to the Supervisor at that location.
- (3)** All personnel not scheduled to report to duty immediately following a storm must follow the *Call-In Procedure* outlined in *Attachment I*.
- (4)** Anyone unable to report for duty must, if possible, follow the *Call-in Procedure* outlined in *Attachment I*.
- (5)** When, in the judgment of a supervisor, the employee's report-in time appears inappropriate to the general conditions; a memo of explanation from the employee to the supervisor is required.

b. Fire Stations as Donation Sites

Fire Stations will not be designated as a food or other donation sites, except by order of the Fire Chief or designee. The receipt of excessive food or other donations at fire stations may render the station unusable for operation activities. Personnel should

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contact their Battalion Chief or Area Command for a list of appropriate locations.

c. Post-Hurricane Shelters

Pre-identified Post-Hurricane Shelter sites and/or Casualty Collection Points will be used for the disposition of all "walking wounded" or other civilian personnel that need to be removed to more adequate locations. (Refer to *Medical Annex – Attachment X*)

2. Assessments

One of the most important functions for emergency service personnel following a disaster is the need to evaluate the impact that the disaster has had upon departmental resources and jurisdictional responsibilities. This assessment should include observations of structural damages, flooding, injuries, (both to MDFR department personnel and citizens), access, fire load, water supply, status of critical resources (such as hospitals, power stations, etc.) status of transportation capabilities with regard to both road accessibility and operational capability of MDFR department equipment. Wherever possible, this evaluation will be accomplished by non-responding personnel. (Refer to *Assessment Annex – Attachment III*).

3. Response Operations

a. Resuming Operations (RESUME RESPONSE)

The Fire Chief or designee will determine, in consultation with Fire Command and the Operations Section Chief, when MDFR will resume response operations. This decision will then be announced by the FAO as a RESUME RESPONSE order. Battalion and unit officers who believe it is safe to resume operations prior to this announcement will contact the FAO with conditions at their location and their need to begin operations. They will be authorized to respond only upon approval from the Area Command or FAO (this approval will be authorized by the Fire Chief or Fire Command). If unable to contact the Area Command or the FAO, the decision to approve such operations will rest with the Battalion Chief. If unable to contact the Battalion Chief the decision will be the responsibility of the Station OIC. Activities will be undertaken only if such operations can be completed in a safe manner.

b. Post-hurricane Station Roll Call and Disaster Assessment

A Station Roll Call will be conducted by the Fire Communications Office or by Fire Command through the Area Command Posts as soon as weather conditions have subsided. A report to Fire Command through the Area Command Posts will be made utilizing the *Disaster Assessment Snapshot Report* (Refer to

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Assessment Annex - Attachment III). The report will include the status of all personnel and equipment at the station as well as the status of the facility. The condition of the surrounding neighborhood as well as, standing water levels and visible access will also be reported.

In the event that both Fire Communications and Command are not able to communicate with a station, that Station OIC/Administrator will be responsible for forwarding (via radio, telephone or messenger) the report to the Area Command.

c. Communications

(1) Under emergency conditions during a disaster, all radio communications must provide only essential information.

(2) Clear Text Communications

Upon the resumption of response operations following a hurricane, all units will communicate in clear text (plain English). This is to eliminate all code signals, which may not be understood by other jurisdictions. This step is taken in anticipation of mutual aid departments coming to the assistance of Miami-Dade. All incoming mutual aid units will also be requested to speak in clear text. Units will be advised when to revert to normal code communications.

d. Emergency Response

(1) Dispatch through FAO

The primary response method, unless otherwise indicated, will be dispatched by Fire Alarm. Units responding to requests from the FAO must advise that office of any problems encountered during dispatch, or any changes of assignment necessitated by personal observations.

(2) Dispatch via Area Command

Dispatch of units may be controlled at an Area Command Post. This regional dispatch may be relayed from Fire Communications, may be based upon information at the Area Command, or may be a combination of both. The decision to utilize Area Command dispatch will be coordinated with Fire Command and Fire Communications.

(3) Self-dispatch based upon assessment

It may be necessary for units to dispatch themselves due to lack of communications with other stations or Fire

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Communications. This should be done based upon the OIC's assessment of the situation at the time. Consideration must be given to performing additional assessment objectives similar to triage during multi-casualty incidents. With the exception of providing life-saving assistance, a search will be conducted as soon as possible of predetermined priority areas (i.e., shelters, hospitals, mobile home parks).

(4) Primary search and rescue

Primary search and rescue may be implemented to support emergency response. This would be limited to rescue of lightly trapped victims. Appropriate decisions must be made as to the priority of responsibilities during this time period.

(5) Safety & Hazard Identification

Personnel conducting emergency operations must realize that their own safety and well-being is their first priority. Many hazards will be encountered during the first 72-hours after a hurricane. These include, but are not limited to:

- wires down
- gas leaks
- fires
- unsafe structures
- flooding
- hazardous material incidents
- loose/dangerous animals
- heat stress

Every attempt should be made to abate hazards, if it can be done safely. As with other incidents, personnel should utilize all safety equipment available, work in teams, and stay adequately hydrated.

(6) Ongoing territory assessment

During all emergency response operations, continued territory assessment is vital. Continuous use of the neighborhood damage portion of the "Snapshot Assessment Form" in different areas of your territory can be crucial to appropriate resources being dispatched. This information must be transferred to Fire Communications or Fire Department Command locations as quickly as possible.

Volume:	III	INCIDENT PRACTICES
Chapter:	P	DISASTER PLANNING AND CONTROL
Subject:	4	HURRICANE PROCEDURES

F. Post Emergency

1. All after-action reports will be forwarded to the Planning Section Chief via COC.
2. The Planning Section Chief will schedule after-action meetings to review the effectiveness of the hurricane plan and annexes.

4.07

REVOCATION:

Policy and Procedures III-P-4 dated 05/05/06 and all parts of previous orders, rules and regulations, operations memos and administrative orders in conflict with this policy and procedures are revoked.

4.08

REVISION:

Section-Header: Fire Chief's signature and date

Section-4.01

Section-4.02

Section-4.03

Section-4.04

Section-4.05

Section-4.06

Section-4.07

Section-4.08

Section-4.09

Section-Footer: Rev. Date

4.09

CROSS REFERENCE:

Policy and Procedure III-P-5, Emergency Shelter Preparedness

**Miami-Dade Fire Rescue
Hurricane Procedures
Call in Procedures
Accountability**

The safety and welfare of Miami-Dade Fire Rescue (MDFR) personnel and their families is important to this organization, as well as the community. The following procedure will be used to account for all employees after a hurricane or other disaster.

I. General Information

A. Employee Accountability Desk

1. A location at MDFR headquarters staffed with personnel responsible for the accountability of all MDFR personnel after a hurricane or other disaster.

Phone number: 786-331-5024
Fax number: 786-331-4921

II. Hurricane Warning Announced

A. Responsibilities

1. MDFR personnel (sworn, civilian and temporary employees) **will not** call the Personnel Accountability Line pre-incident. At the beginning of hurricane season and when any changes in contact information occur, all staff must update their profiles found on MDFRnet <http://mdfrnet/> and provide their contact information.
2. All MDFR personnel (sworn, civilian and temporary employees) will refer to Policy and Procedure *III-P-4, Hurricane Procedures-Basic Plan* for specific direction regarding their responsibilities when a Hurricane Warning is announced.

III. Post Hurricane/Disaster-Contact Procedure

MDFR personnel (sworn, civilian and temporary employees) not accounted for in some manner within 12 hours following the end of the storm/disaster will be presumed to be in need of assistance and an effort will be made to reach them at their home or last known location.

A. Off-Duty Personnel

All off-duty MDFR personnel (sworn, civilian, and temporary employees) must call the Employee Accountability Desk at 786-331-5024 as soon as possible after severe weather conditions have ended or the disaster permits. Off-duty personnel will make every effort to call post storm/disaster otherwise resources will be deployed to locate all unaccounted for personnel.

The Accountability Desk has been automated. Instructions are as follows:

Call the Personnel Accountability Line at 786-331-5024.

At the Prompts

Press 1 (if you are in need of assistance). You will be transferred to a live Accountability Desk agent who will assist you.

Press 2 (if you are okay and able to report to work as scheduled). You will be connected to TeleStaff where you will enter your employee number and your ability to report status. Your employee number can be found either on your profile at MDRnet <http://mdfrnet/> or on your payroll stub.

B. Station Administrators

1. Report status of all personnel on duty at their stations to the Area Command during the post-hurricane/disaster roll call as soon as severe weather conditions have subsided or the disaster permits.
2. Provide hourly reports to the Employee Accountability Desk of personnel checking in or calling after a hurricane/disaster (report **only** new information).

C. Immediate Supervisors (not at fire stations)

1. Report status of all personnel on duty at their location to the Employee Accountability Desk at 786-331-5024 as soon as severe weather conditions have subsided or the disaster permits.
2. Provide hourly reports to the Employee Accountability Desk of personnel checking in or calling after a hurricane/disaster (report **only** new information).

D. Personnel **not** required to report to work immediately following a hurricane/disaster are required to contact MDRF by using any of the previous methods.

IV. Post Hurricane/Disaster Reporting for Duty

A. Personnel required to report to work immediately following a hurricane/disaster:

1. All MDRF Operations personnel required to report/return to duty must call 786-331-5030 for updated instructions specific to the particular call back. **This line is for call-back instructions at the time of a hurricane warning announcement for Operations shift personnel. The line is not intended for post storm activities or personnel not assigned to shift.**
2. All MDRF employees (including 24-hour shift) not on-duty during the storm/disaster are expected to report to their scheduled assignment at the scheduled report time after severe conditions have subsided or the disaster permits and it is safe to do so unless directed otherwise in Policy and Procedure *III-P-4, Hurricane Procedures-Basic Plan* or other annexes.
3. Fire Station Personnel
 - a. Check in with the Station Administrator
 - b. Station Administrators will report changes in personnel to the Employee Accountability Desk each hour following the station roll call, until advised to discontinue. Report **only** new information to 786-331-4933.
 - c. If unable to report, see IV, B.

4. Other Locations (not Fire Stations)
 - a. Check in with the immediate or available Supervisor
 - b. Station Administrators will report changes in personnel to the Employee Accountability Desk each hour following the station roll call, until advised to discontinue. Report **only** new information to 786-331-4933.
 - c. If unable to report, see IV, B.
- B. Personnel required to report to duty but unable to do so following the end of a storm/disaster will:
 1. Fire Station Personnel
 - a. Call the Employee Accountability Desk at 786-331-5024 to report personal status, location and reason for not being able to report for duty.
 - b. Notify Battalion Chief or Station Administrator of personal status, location and reason for not being able to report for duty.
 - c. Personnel unable to reach their normal work place due to storm/disaster damage, will report to the nearest operational MDRF facility and report to the supervisor at that location.
 - d. Supervisors will report changes in personnel accountability to the Employee Accountability Desk each hour following the station roll call, until advised to discontinue. Report **only** new information to 786-331-4933.
 2. Other Locations (not from stations)
 - a. Call the Employee Accountability Desk at 786-331-5024 and report status, location and reason for not being able to return to work.
 - b. Call supervisor and advise of personal status, location and reason for not being able to return to work.
 - c. Supervisors will report changes in personnel accountability to the Employee Accountability Desk at 786-331-5024 each hour **only** to advise of any new information.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
AIR RESCUE ANNEX**

I. NORMAL PREPAREDNESS

- A. Air Rescue Bureau facilities will be maintained in a sound functional condition. Air Rescue Bureau aircraft and vehicles will be maintained in a constant state of readiness.
- B. During the first week of February each year, the Bureau Officer-In-Charge (OIC) will ensure the availability of a commercial credit card (e.g. VISA or MC County Purchasing Cards) and a cash reserve of \$500 for crews of each aircraft to draw upon in the event of an out of county aircraft evacuation.

II. INCREASED READINESS

- A. During the first week of May each year, all Air Rescue Bureau personnel will review Policy and Procedure, *Hurricane Procedures – Basic Plan (III-P-4)*, *Air Rescue Annex*, and any other identified part of the Hurricane Plan.
- B. All uniformed Air Rescue Bureau personnel and aircraft maintenance personnel are considered essential and will follow the information outlined in Policy and Procedure, *Hurricane Procedures – Basic Plan (III-P-4)* and the *Air Rescue Annex*.

III. PRE-IMPACT

- A. Upon direction from the Special Operations Division Chief or their designee, an Air Operations Liaison will be appointed. This position may report to the Special Operations Branch or Emergency Operations Center (EOC) as directed.
- B. The decision to hangar or evacuate aircraft will be made as early as possible but at least six (6) to eight (8) hours prior to estimated arrival of hurricane-force winds. This decision will be based on many factors including but not limited to, the hurricane's estimated speed, direction of travel, rain bands and wind velocity (45 mph), etc.
- C. As conditions deteriorate, Air Operations will terminate when the following weather minimums are experienced:
 - Day (Local): 500' Ceiling / One (1) Mile Visibility
 - Night: 1,000' Ceiling / Three (3) Miles Visibility
 - Cross County: 800' Ceiling / Two (2) Miles Visibility

When the weather conditions are above the minimums, the decision to fly remains a flight crew decision.

IV. IMMEDIATE IMPACT

- A. Personnel at Air Rescue facilities will ensure their safety and begin to gather assessment information at their location.
- B. In the event aircrafts are evacuated, the Helicopter Pilot will maintain a constant watch on weather conditions in order to determine when it is safe to return to the County. This will be coordinated through the Air Operations Branch.

V. SUSTAINED EMERGENCY

- A.** Personnel will conduct the Snapshot Assessment at their location as soon as severe weather conditions have subsided (refer to Assessment Annex-Attachment III) and report the information when requested.
- B.** An air assessment may be initiated as soon as it is determined that safe flight conditions exist. The Special Operations Branch or Air Operations Liaison will assign air assessment objectives.

VI. POST EMERGENCY

- A.** Normal staffing on units will resume.
- B.** Surplus equipment will be returned to the Inventory and Supply Bureau.
- C.** All documentation will be forwarded to the Planning Section Chief via the Operations Section.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
ASSESSMENT ANNEX**

I. NORMAL PREPAREDNESS

- A. The Fire Chief (or his designee) will coordinate the following Disaster Assessment Tasks with the Miami-Dade County Office of Emergency Management and other agencies.
 - 1. Review of procedures
 - 2. Review of assessment locations
 - 3. Identification of assessment resources
- B. Train with Assessment Tools
The Training Division will ensure that ongoing disaster training include assessment training utilizing the Disaster Assessment Snapshot Form (Refer to Addendum A)
- C. Target Occupancies (see V-B-1)
Operations Division Chiefs will ensure that all stations identify and maintain a list of all target occupancies within their response areas.

II. INCREASED READINESS

- A. The Fire Chief (or his designee) will confirm Fire-Rescue assessment tasks assigned by Miami-Dade County.
- B. Each year, during the month of May, all Operations Division Chiefs will ensure that the list of target occupancies and the use of assessment tools are reviewed by all personnel.

III. PRE-IMPACT

- A. All personnel will prepare for post-incident assessments.
- B. Station Administrators will review assessment responsibilities.

IV. IMMEDIATE IMPACT

Station Administrators will begin to monitor information required for the Disaster Assessment Snapshot report.

V. SUSTAINED EMERGENCY

- A. Preliminary Assessment – Disaster Assessment Snapshot

This tool is designated to report preliminary conditions following a disaster. It includes report of personnel, equipment, and facilities as well as a rapid “snapshot” of conditions and damage in the immediate area of the location where the assessment is performed (e.g., fire stations, shelters, hospitals, etc.) This is **not** a detailed assessment of situation and needs. It was designated to permit an initial report to be made using a common measurement device.

- 1. Each Station Administrator and other Department personnel so assigned will conduct the Disaster Assessment Snapshot at his/her location as soon as severe weather conditions have subsided. The following key elements will be evaluated:

- a. Personnel
The physical conditions of personnel at the location.
 - (0) = No injuries
 - (1) = Minor injuries
 - (2) = Serious injuries*
 - (3) = Multiple, serious injuries*

*Explain specifics regarding serious injuries, including actions being taken and assistance needed.

- b. Response Units
The condition of response units, particularly their ability to respond.
 - (0) = All in service
 - (1) = In service, need repairs
 - (2) = Unit(s) out of service*
 - (3) = All units out of service*

*State specific problem(s)

- c. Facilities
Damage to the facility, including whether or not it can continue to be used.
 - (0) = No damage
 - (1) = Minimum damage. Repairs, if needed, will be given a low priority
 - (2) = Serious damage. Repairs will be given a high priority
 - (3) = Uninhabitable. Personnel will be relocated to another work location. Repairs will be delayed until serious repairs of active facilities are complete.

- d. Neighborhood
A rapid assessment of damage in the neighborhood, based upon the percentage of destruction of the immediately visible structures. A score of between 0 (no damage) to 16 (100% destruction of 100% structures) will be calculated.

- e. Access
A brief assessment of access to and from the location.
 - (0) = Clear
 - (1) = Minimum blockage. Most obstacles can be easily moved or bypassed.
 - (2) = Major blockage. Will delay response and require heavy equipment. Assistance is requested.
 - (3) = Impassable

- f. Flooding
Estimate depth of flooding, in feet, in the immediate area

- 2. The Snapshot report will be given during the station roll call, conducted by Fire Communications as soon as conditions permit. If no communication exists with Fire Communications, either by telephone, direct radio, or radio relay, the report should be made the Area Command or Battalion Station.

B. Intermediate Assessment

The assessment of a unit's primary response area. This action should take priority over routine incidents. This will include assessments of both situation and needs. Information gathered during intermediate assessment must be reported to Fire Communications, Area Command, or Battalion Station.

1. Target Occupancies

Predetermined sites that should be evaluated as soon as response is possible. They may include:

- a. Hospitals
- b. Shelters
- c. Other occupancies

Sites that present a high potential for problem or hazard. Criteria is based on:

- a. Multiple life loss potential
- b. Hazardous material potential
- c. High conflagration or explosion potential
- d. Essential services
 - i. Water systems
 - ii. Natural & LP gas
 - iii. Electrical

2. Continue use of Disaster Assessment Snapshot

Damage evaluation score, access and flooding.

- a. As permitted
- b. At strategic location (e.g., target occupancies, major intersections, major shopping center, etc.)

C. Assist in conducting detailed damage/situation/needs assessment, in coordination with the EOC, as directed.

VI. POST EMERGENCY

A. Organize all assessment related data and forms.

All Division managers will collect all assessment related documentation and forward to Fire Command.

B. Department will forward copies to Office of Emergency Management, as directed.

DISASTER ASSESSMENT SNAPSHOT

INSTRUCTIONS

1. During a hurricane, continuously monitor the status of personnel, equipment and the facility.
2. As soon as weather or conditions permit, view the neighborhood from outside the facility. (If practical obtain view from roof).
3. Complete the damage assessment based upon **visual** observations of the **structures** which can be seen.
 - Determine the approximate percentage of structures (25%, 50%, 75%, or 100%), which have been 25% or less destroyed (if any), and circle that value in the first column.
 - Repeat the above step for the next 3 columns, 50%, 75% and 100%.
 - a. Determination of the proper value of destruction is based upon a visual observation as to whether the structure's damage is **closer** to 25, 50, 75, or 100 percent.
 - b. **Note:** All columns may not be necessary. (i.e. If half of the structures are less than 25% destroyed and the other half are closer to 50% destroyed [than any other value], circle #2 in column 1 and #4 in column 2. 100% of the structures visible in this example have been accounted for and the Snapshot score is 6).
 - Total the values circled and place that total on the line marked "Snapshot Score".
4. Estimate the number of feet of standing water in the area and enter this amount on the line marked "Flooding".
5. Fill in the lines marked "Personnel", "Response Units", "Facility", and "Access" following the instructions on the form.
6. Identify your reporting location on the appropriate line in the top left hand corner of the form.
7. Reporting:
 - If radio communications are operational, report "Snapshot" information during the post-incident roll call. If radio communications are not in a "repeater" mode, relay your report to your Area Command or Battalion Station.
 - If no radio communications are available, attempt to telephone the information to your Area Command or Battalion Station.
 - If none of these communication systems are operational, forward the information to the Area Command or Battalion Station.
8. Retain the completed Snapshot form for documentation.

DISASTER ASSESSMENT “SNAPSHOT”

LOCATION: _____

DESTRUCTION

NO DAMAGE EQUALS 0	25 (OR LESS) PERCENT DAMAGE	50 PERCENT DAMAGE	75 PERCENT DAMAGE	100 PERCENT DAMAGE
25% STRUCTURES	1	2	4	6
50% STRUCTURES	2	4	6	8
75% STRUCTURES	4	6	8	10
100% STRUCTURE	6	8	10	16

SNAPSHOT SCORE: _____

PERSONNEL		0 No Injuries	1 Minor Injuries	2 Serious Injuries (state specifics)	3 Multiple Serious Injuries
RESPONSE UNITS		0 All In Service	1 All In Service; need repair	2 Unit(s) Out of Service	3 All Units Out of Service
FACILITY		0 No Damage	1 Minimum Damage	2 Serious Damage	3 Uninhabitable
ACCESS		0 Clear	1 Minimum Blockage	2 Major Blockage	3 Impassable
FLOODING		FT.			

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
COMMAND AND CONTROL ANNEX**

I. NORMAL PREPAREDNESS

- A. All department command and staff personnel will review and exercise Incident Management System skills throughout the year.
- B. The Deputy Fire Chief will review and update specific personnel assignments for command and control positions at least twice each year.

II. INCREASED READINESS

A. Pre-season

- 1. The Fire Chief will review and approve command and control personnel assignments in May of each year.
- 2. Command and control assignments will be reviewed at the last Director's staff meeting in May of each year.
- 3. Approximately the first week in June all identified members of the hurricane command structure will attend pre-season briefings scheduled by the Deputy Chief. These personnel will review the hurricane plan and all assignments and discuss any changes or additions to the plan.

B. Hurricane Threat/Watch

- 1. When a Hurricane Watch is announced by the National Hurricane Center or when the Fire Chief initiates these procedures in anticipation of a Watch, all hurricane command personnel will go on standby status, take immediate steps to secure their family and property, and keep the Fire Alarm Office advised as to their availability.
- 2. The Department's Liaison to the Emergency Operations Center will report to that location when notified, but no later than announcement of a Hurricane Watch.

III. PRE-IMPACT

A. Fire Department Command Post

- 1. The Fire Department Command Post will be activated automatically when a Hurricane Warning is announced, if not previously activated by the Fire Chief.
- 2. The Fire Department Command Post staffing shall be limited to the department commander "Fire Command", Command staff, and general staff (section officers) with one aide each. Other section support staff will be located in appropriate offices at Fire Headquarters unless other areas are identified. Additional command post staff (e.g. Recorder, etc.) may be identified and authorized to occupy the Command Post.

B. Area Command Posts

Attachment IV

1. The area command posts will be activated automatically when a Hurricane Warning is announced, if not previously activated by the Fire Chief.
2. Each of the area command posts will have an Incident Management Team assigned. (See operations Annex).
 - a. Operations Officer
 - b. Logistics Officer
 - c. Planning Officer
 - d. Search & Rescue Supervisor
 - e. Medical Officer
 - f. Safety Officer

IV. IMMEDIATE IMPACT

- A. Command staff personnel will ensure the safety of all personnel at their location.

V. SUSTAINED EMERGENCY

- A. Command and Control personnel will ensure the effective implementation of Department and County objectives assigned to their area of responsibility.

VI. POST EMERGENCY

- A. All Command and Control personnel will forward reports of activities taken within their areas of responsibility to the Deputy Fire Chief.
- B. All command post and facility supervisors will ensure the return of all unused equipment and supplies.

VII. HURRICANE/DISASTER TABLE OF ORGANIZATION

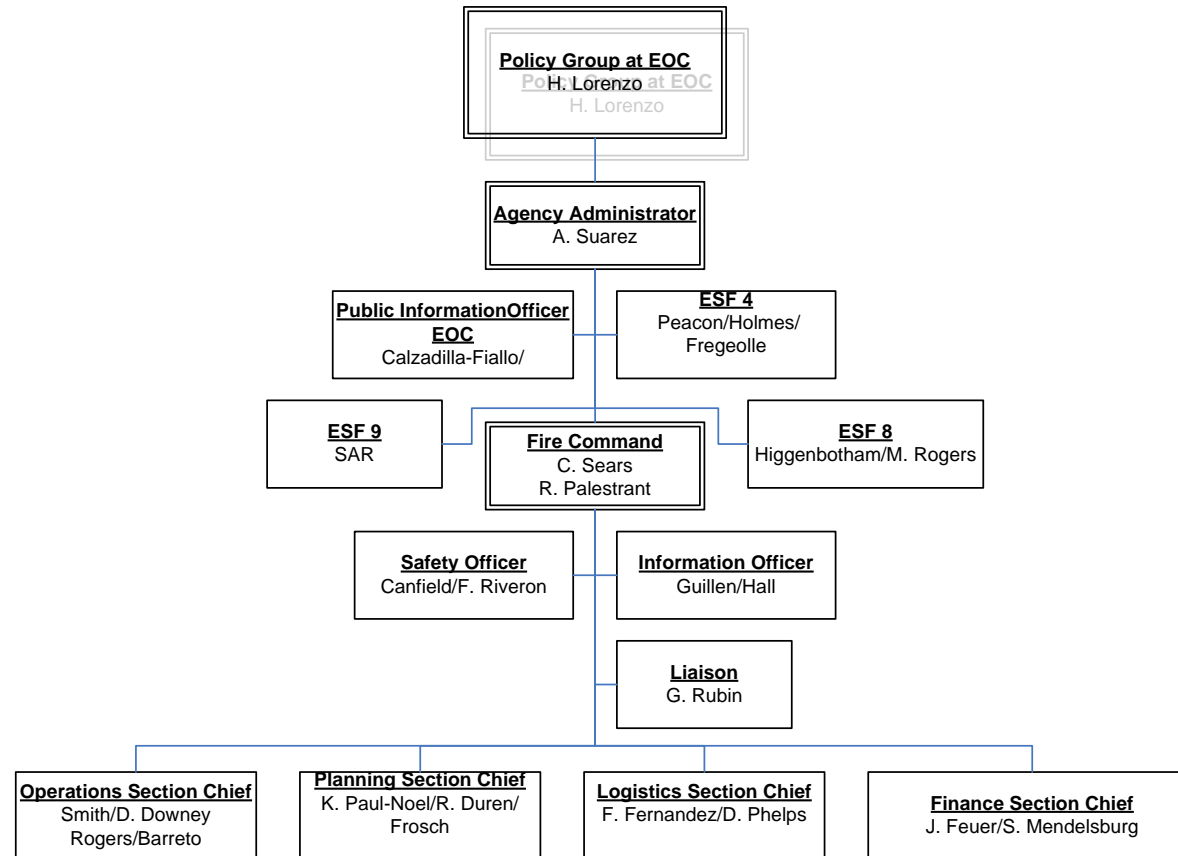
Refer to attached Addendum A.



Miami Dade Fire Rescue

Hurricane/Disaster
Table of Organization 2007
Revised July 23, 2007

Attachment IV - Addendum A

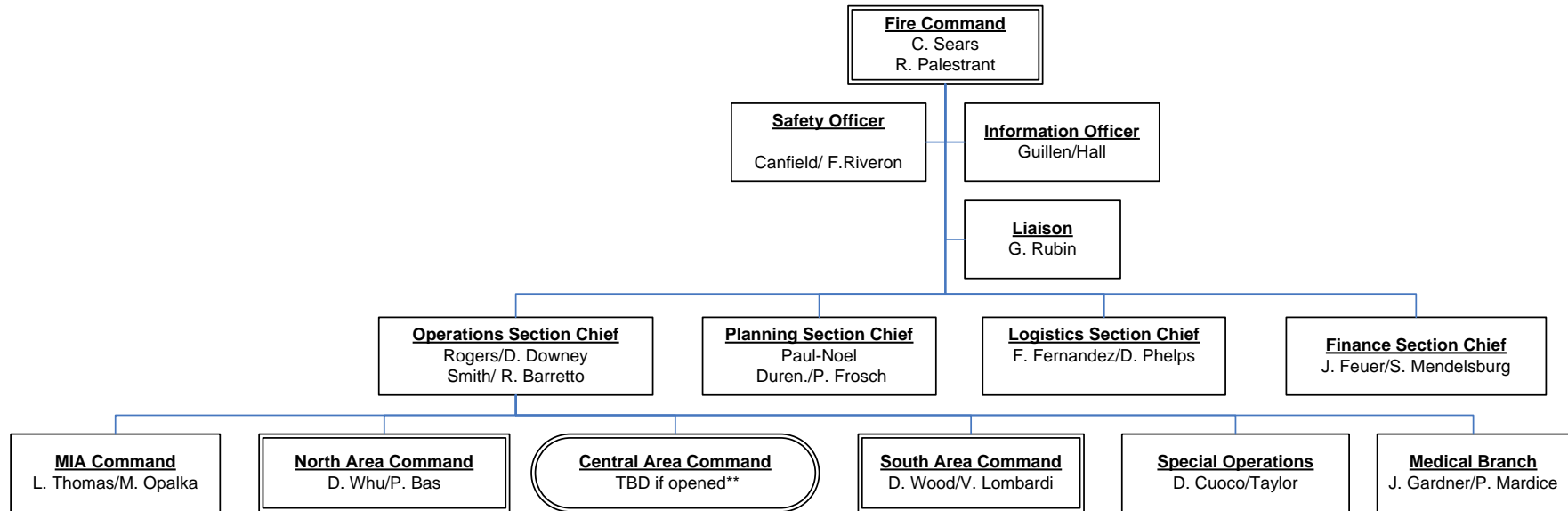




Command and Control

Hurricane/Disaster
Miami Dade Fire Rescue

Attachment IV Addendum A
Hurricane Season 2007
Revised July 23, 2007



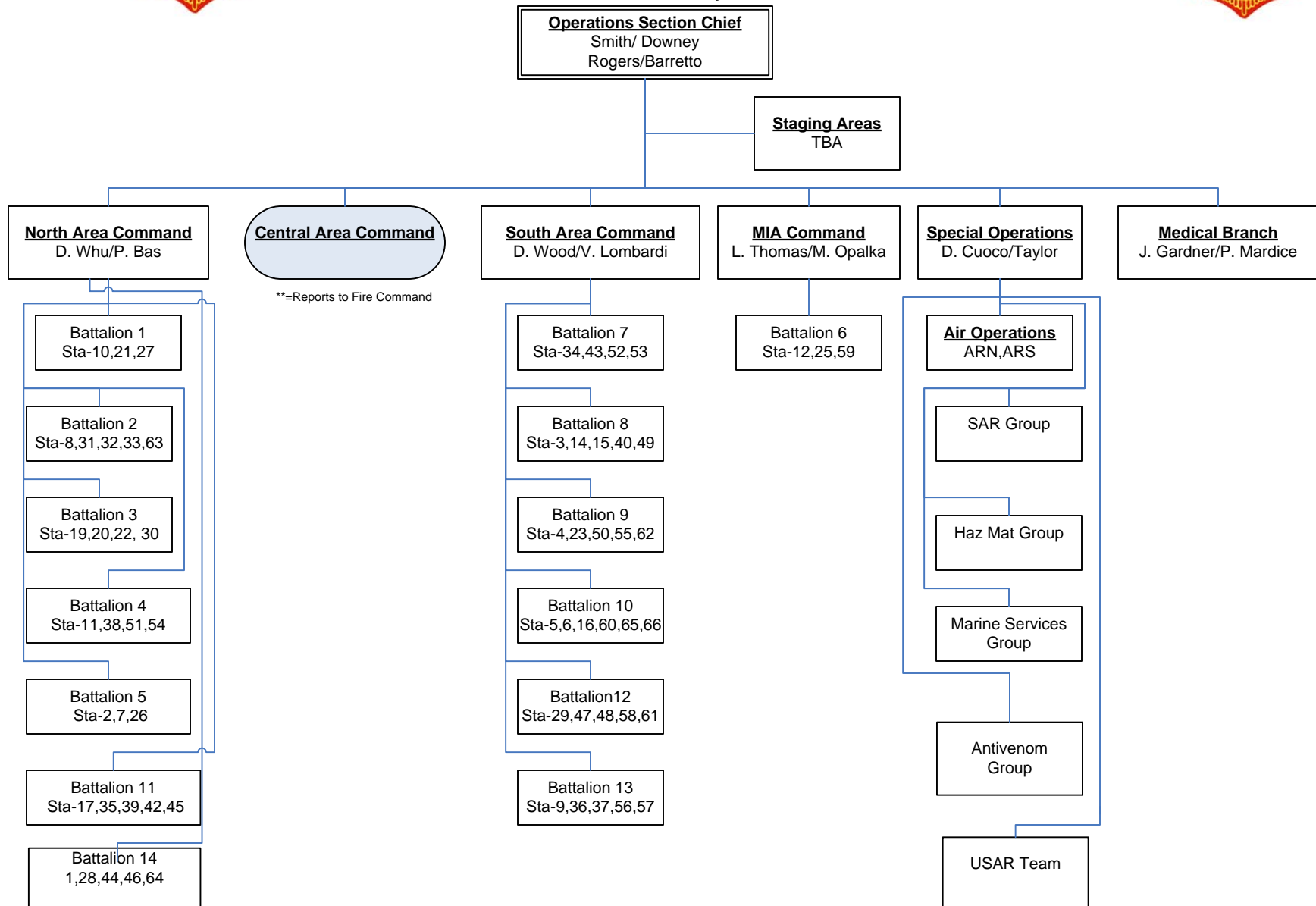
Reports to Fire Command**



OPERATIONS SECTION

Hurricane Season 2007

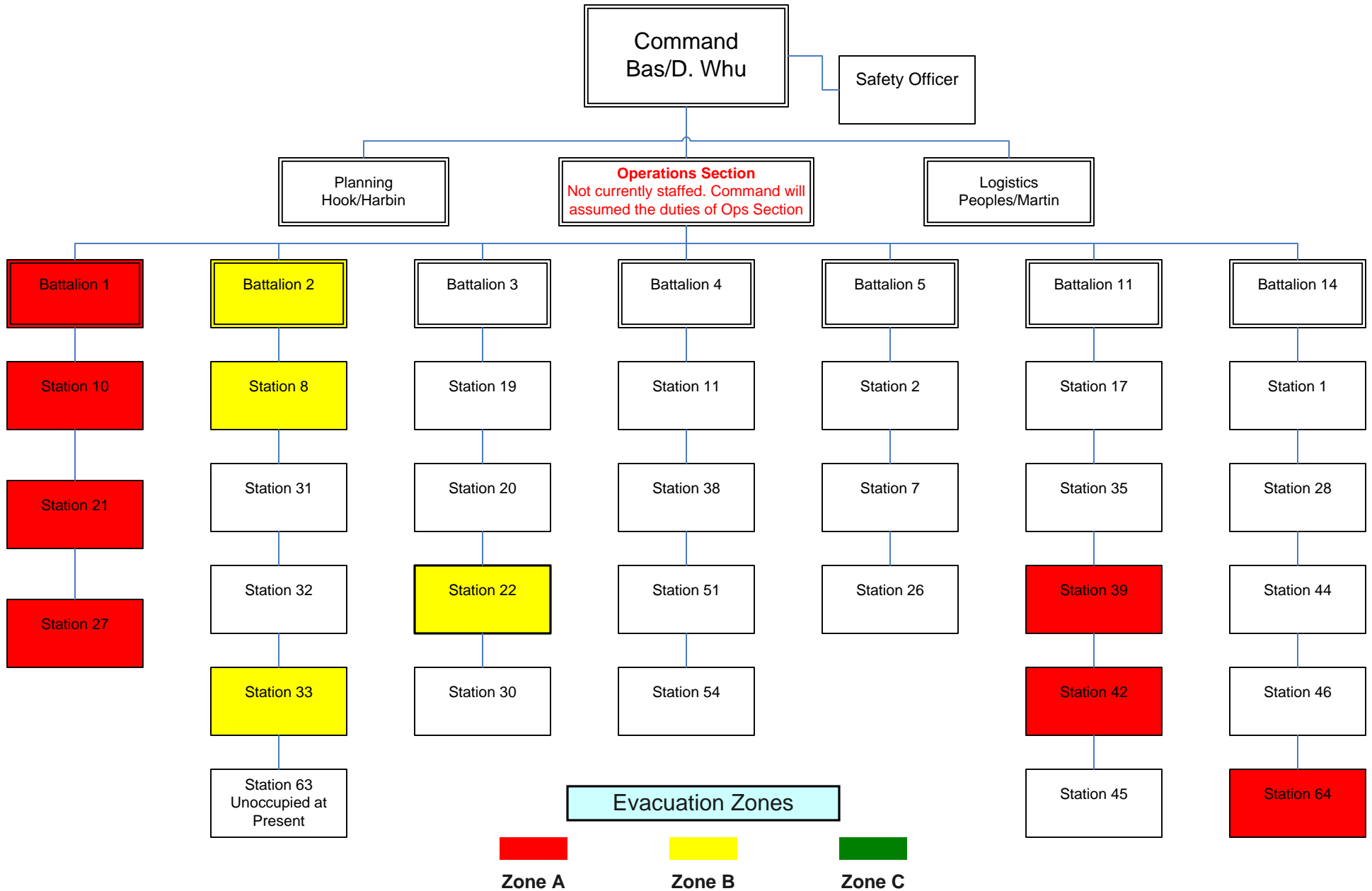
Revised July 23, 2007



Miami-Dade Fire Rescue Department

North Area Command

Table of Organization



Miami-Dade Fire Rescue Department

North Area Command

Table of Organization
 *with Central Area Command Staffed

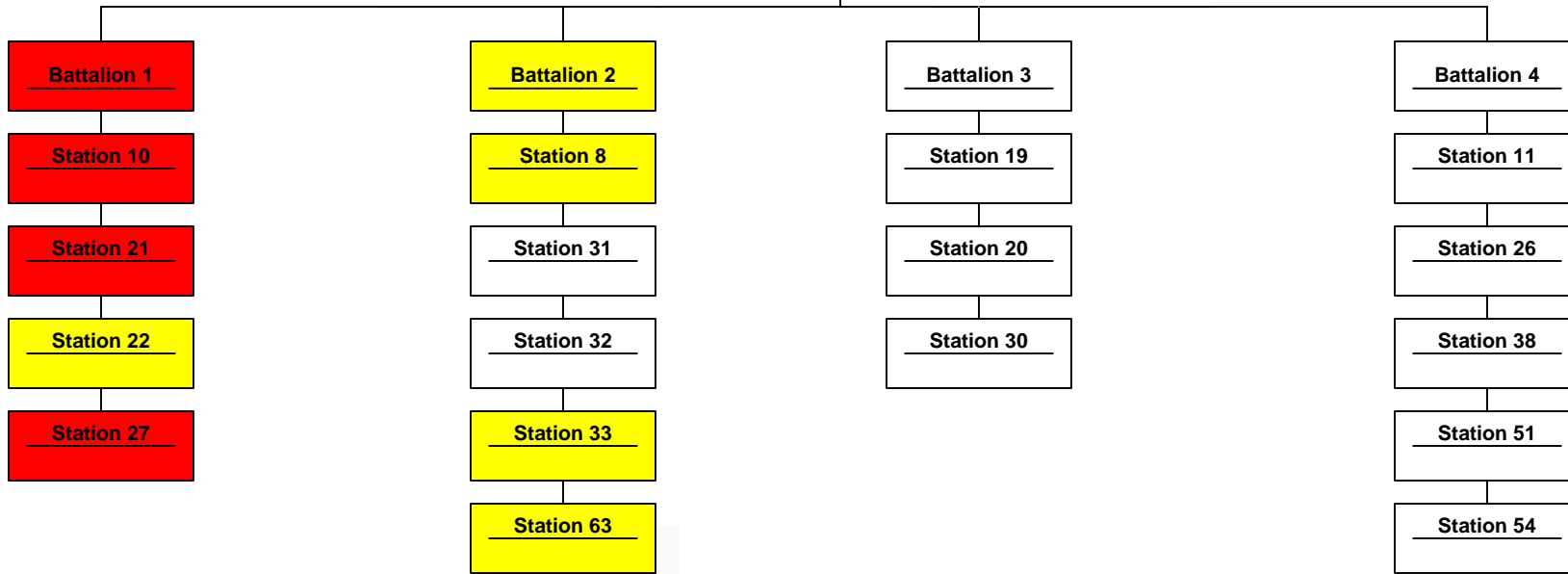


Command
 C.Rogers/P. Bas

Planning Section
 T. Kidd/E. Erickson

Operations Section
 Not currently staffed. Command will assumed the duties of Ops Section

Logistics Section
 N. Marian/A. Hook



Zone A



Zone B



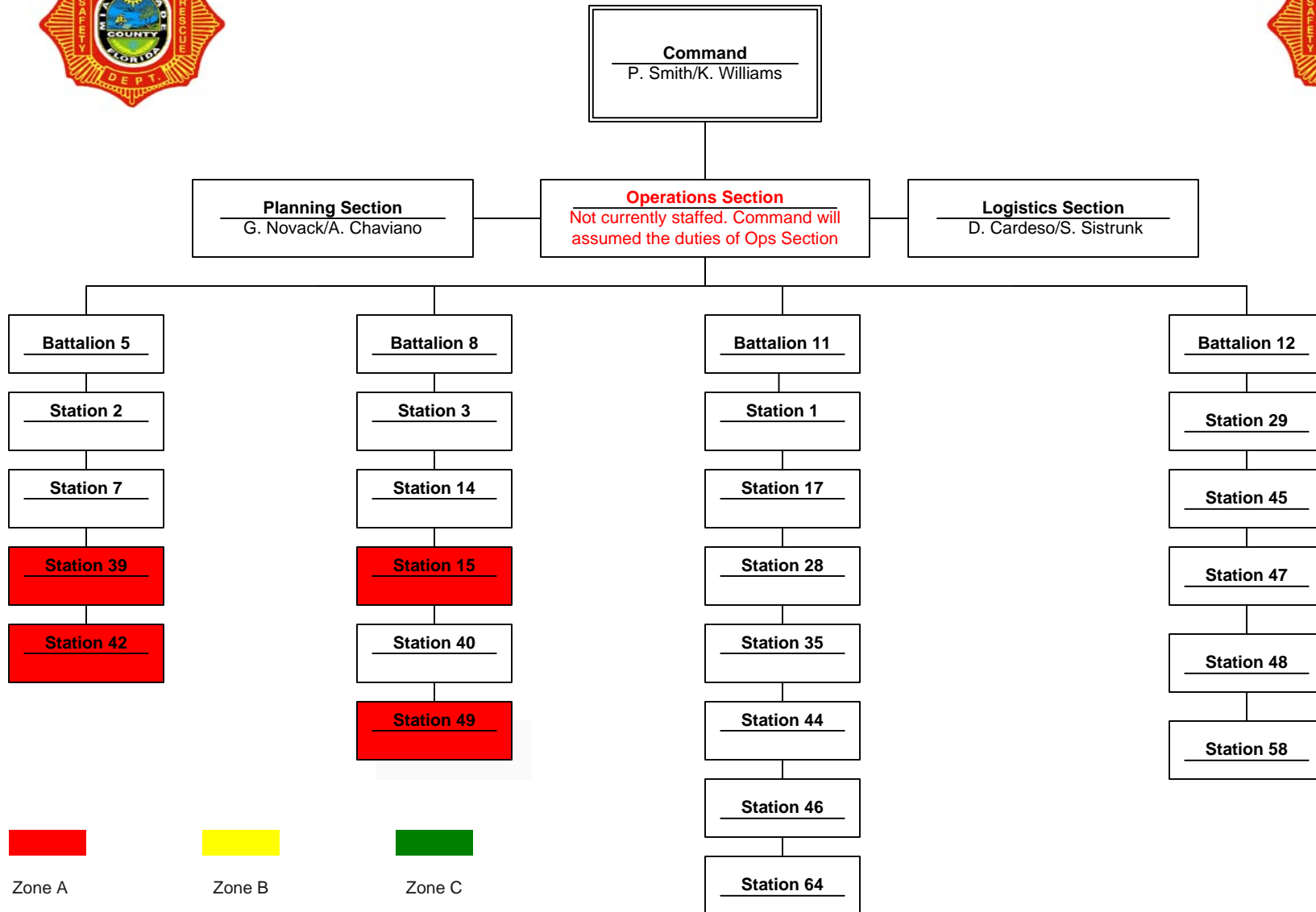
Zone C

Evacuation Zones

Miami-Dade Fire Rescue Department Central Area Command



Table of Organization

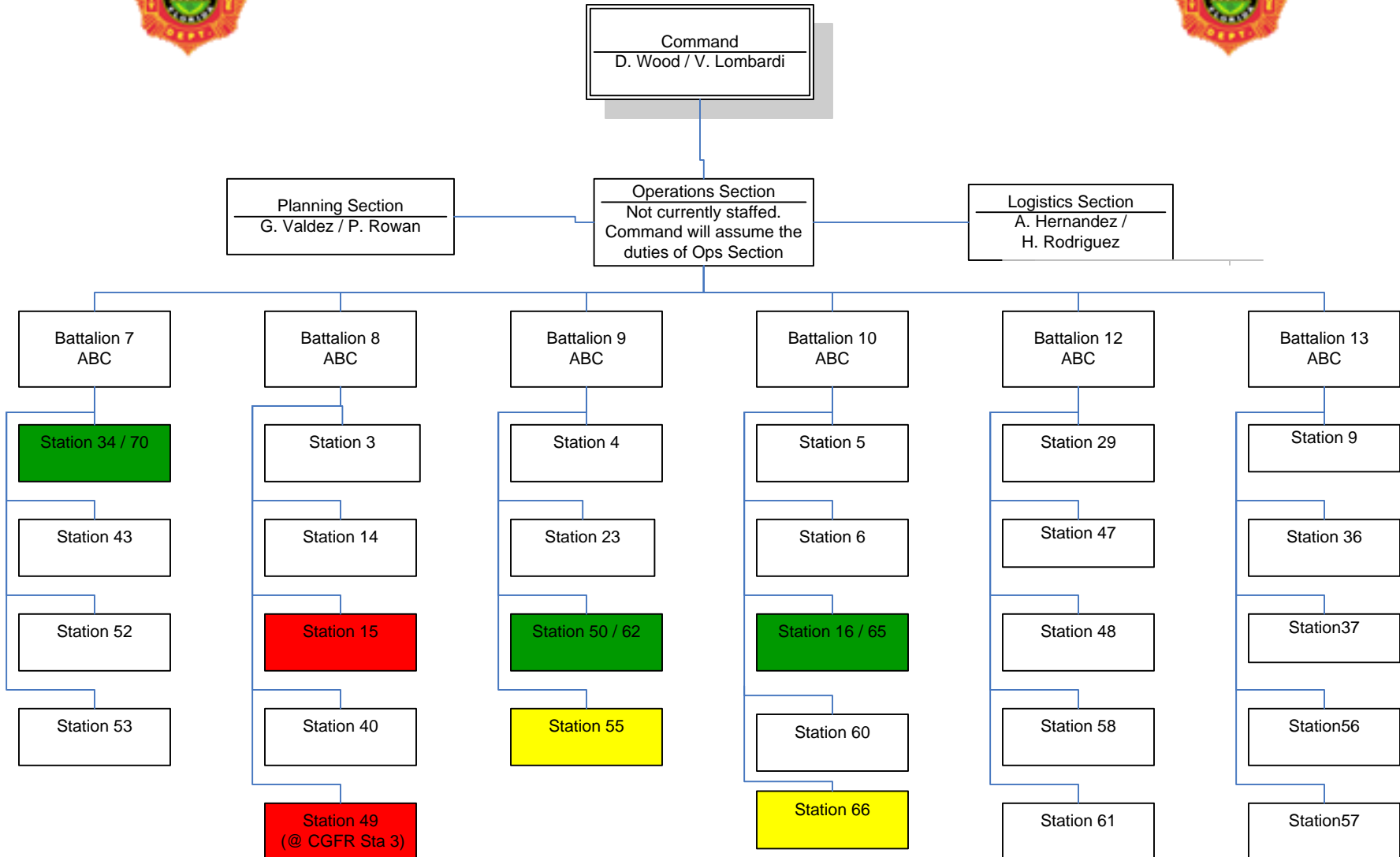


Evacuation Zones

Miami-Dade Fire Rescue Department

South Area Command

Table of Organization 2007



 Zone A

Evacuation Zones

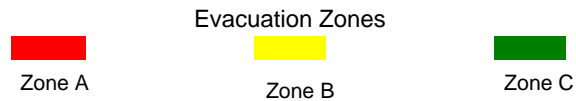
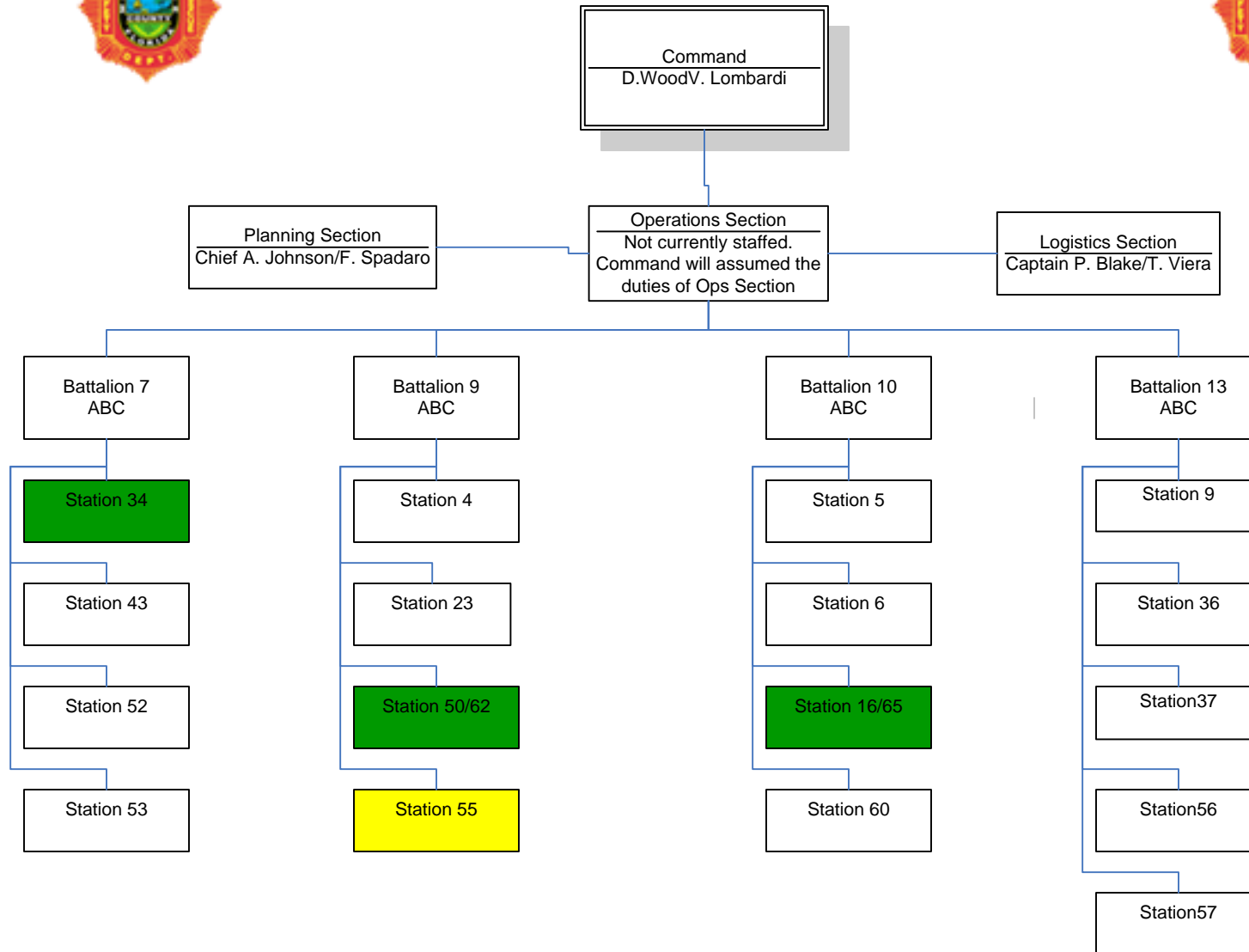
 Zone B

 Zone C

Miami-Dade Fire Rescue Department

South Area Command

Table of Organization
 *with Central Area Command staffed





Miami-Dade Aviation Department

Airport Fire Rescue Area Command

Table of Organization



MIA Command Post
 Ch. L. Thomas / Ch. M. Opalka
 CP Aide Lt. J. Martinez

Incident Command
 Chief J. Romano / Chief R. Suarez
 IC Aide
 M. Perez / I. Fabal

Safety Officer
 Capt. U. Currie / LT S. Hunt

Planning Section
 Capt. N. Marion / Lt. R. Raia

Operations Section
 Ch. G. Novack / R. Schulte / Ch. M. Becker

Logistics Section
 FF A. Groholski / FSS J. Fernandez

Admin. / Finance Section
 M. Garcia / G. Reyes

Battalion 6

Terminal Team #1

Terminal Team #2

Special Ops

Documentation Unit
 E. Watson / V. Manjarres

Station 12
 Station Admin.

Station 25
 Station Admin.

Station 59
 Station Admin.

Fire Team 1

Rescue Team 1

Fire Inspector 1

Fire Team 2

Rescue Team 2

Fire Inspector 2

Recon

Haz-Mat

Fueling

Will Be Implemented If Necessary

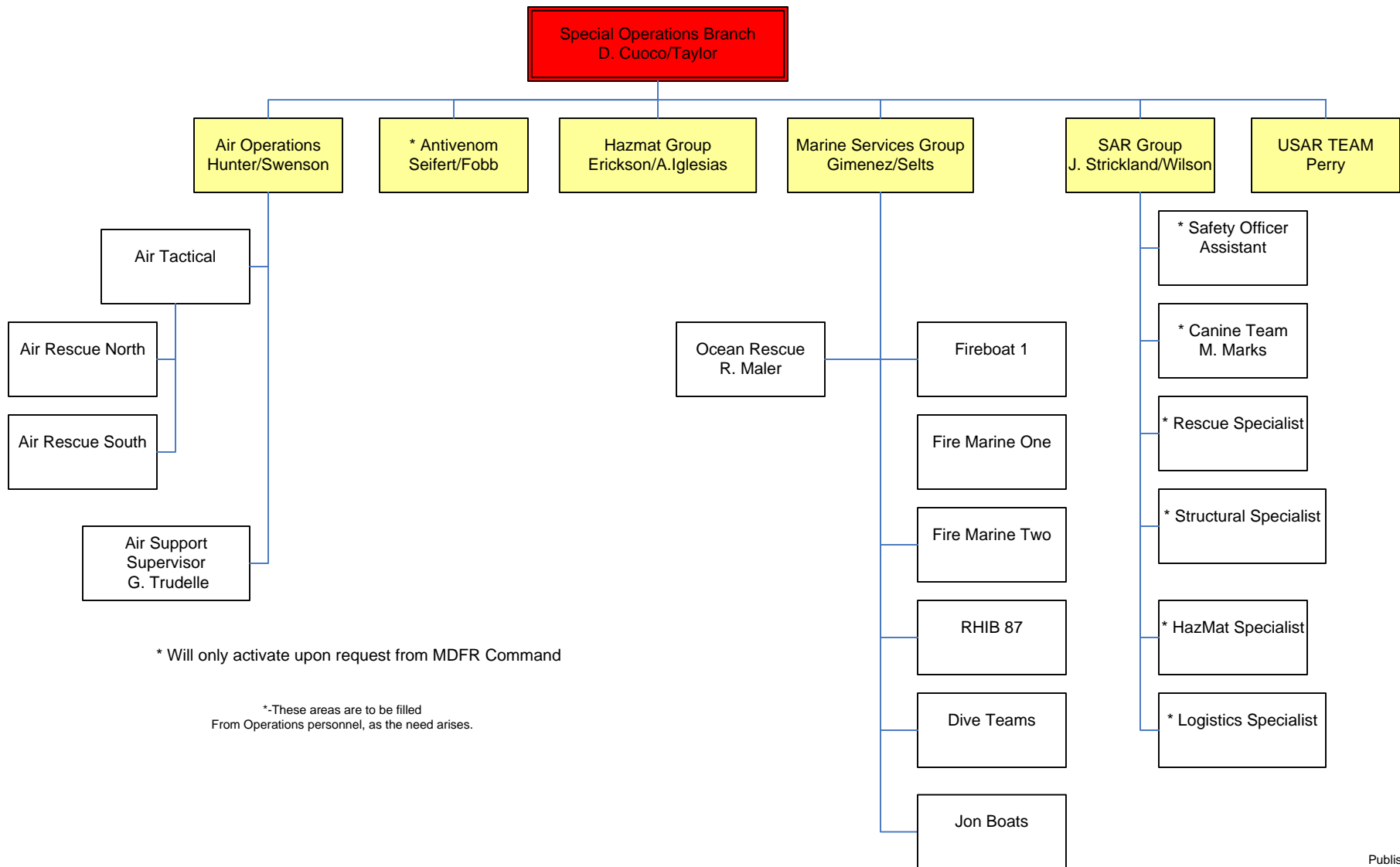
Fire Team
 LT & 2 FFs

Rescue Team
 LT & 2 FFs

Fire Inspector
 LT S. Hunt / LT B. Carlisle

SPECIAL OPERATIONS SECTION

Miami Dade Fire Rescue
2007 Hurricane Season

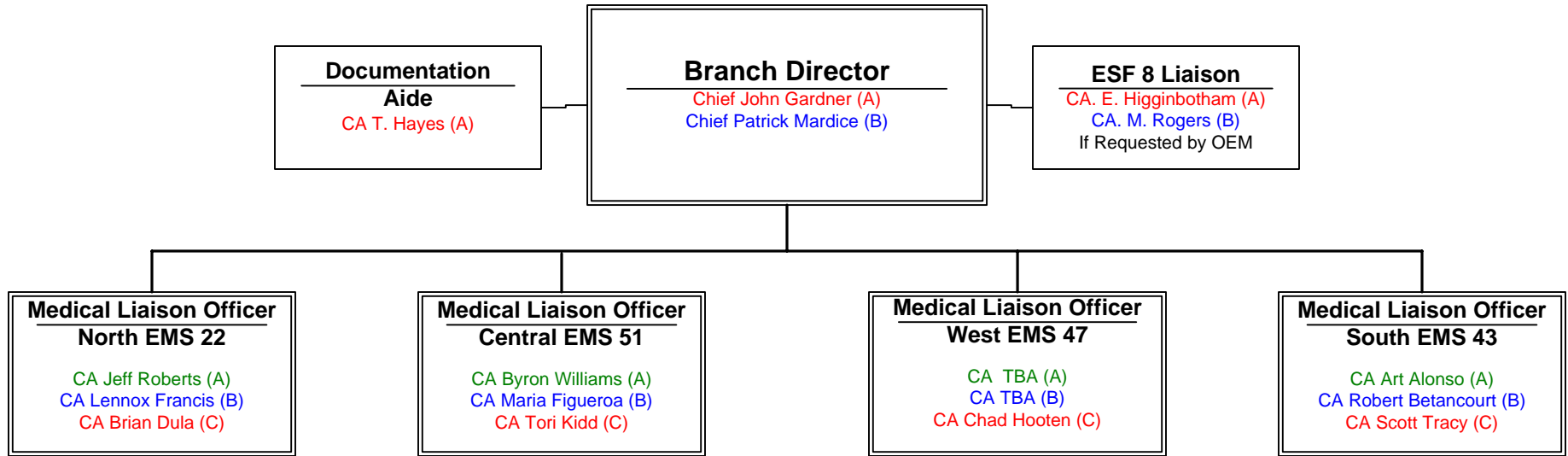


Miami-Dade Fire Rescue Department

Medical Branch

Table of Organization

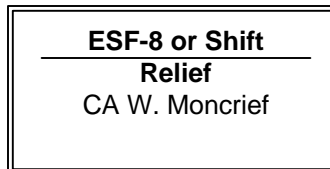
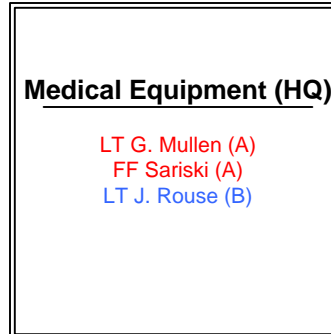
Effective May 15, 2007



ALPHA Shift (A)
0700-1900 hrs
Listed First

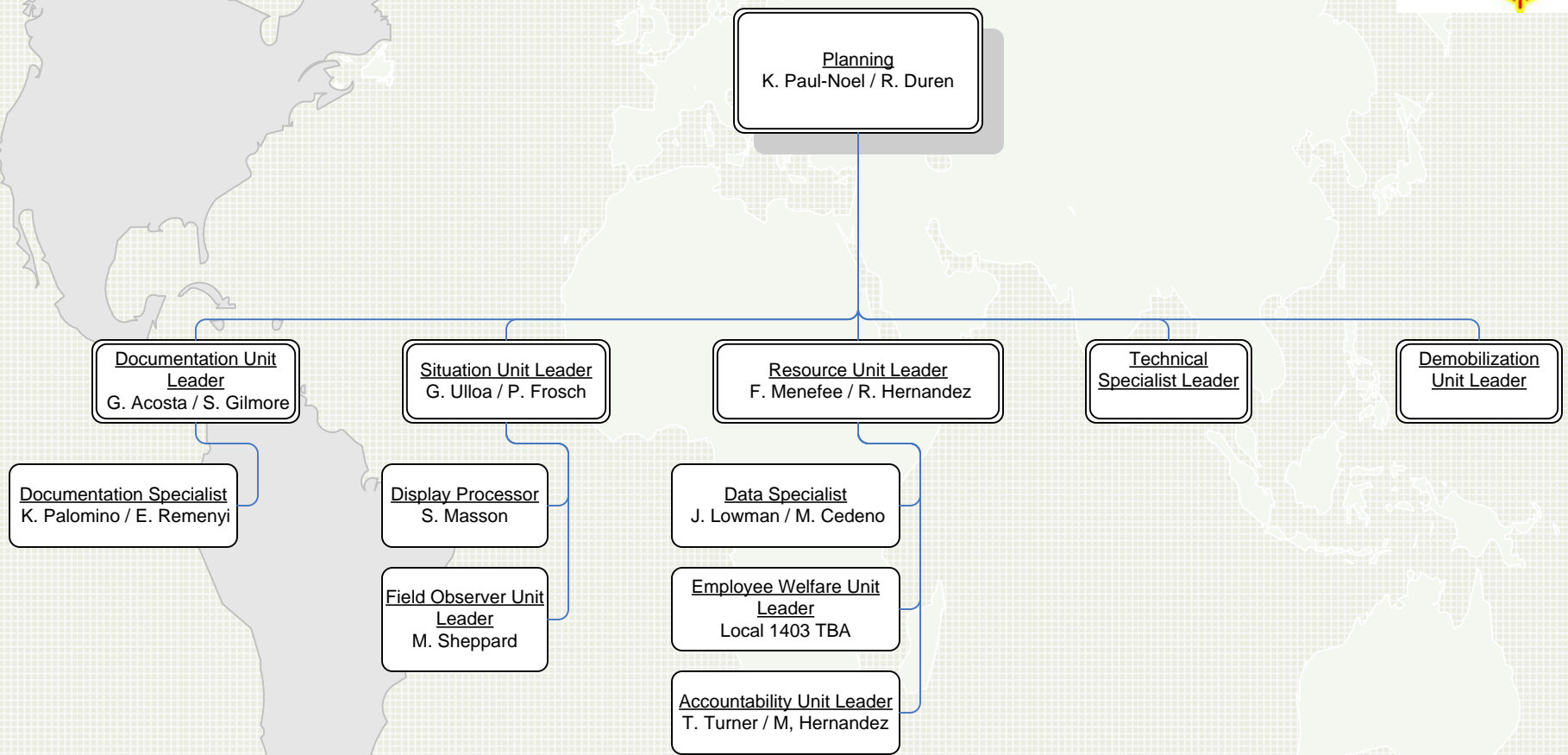
**Only for ESF-8
Position**

BRAVO Shift (B)
1900-0700 hrs
Listed Second





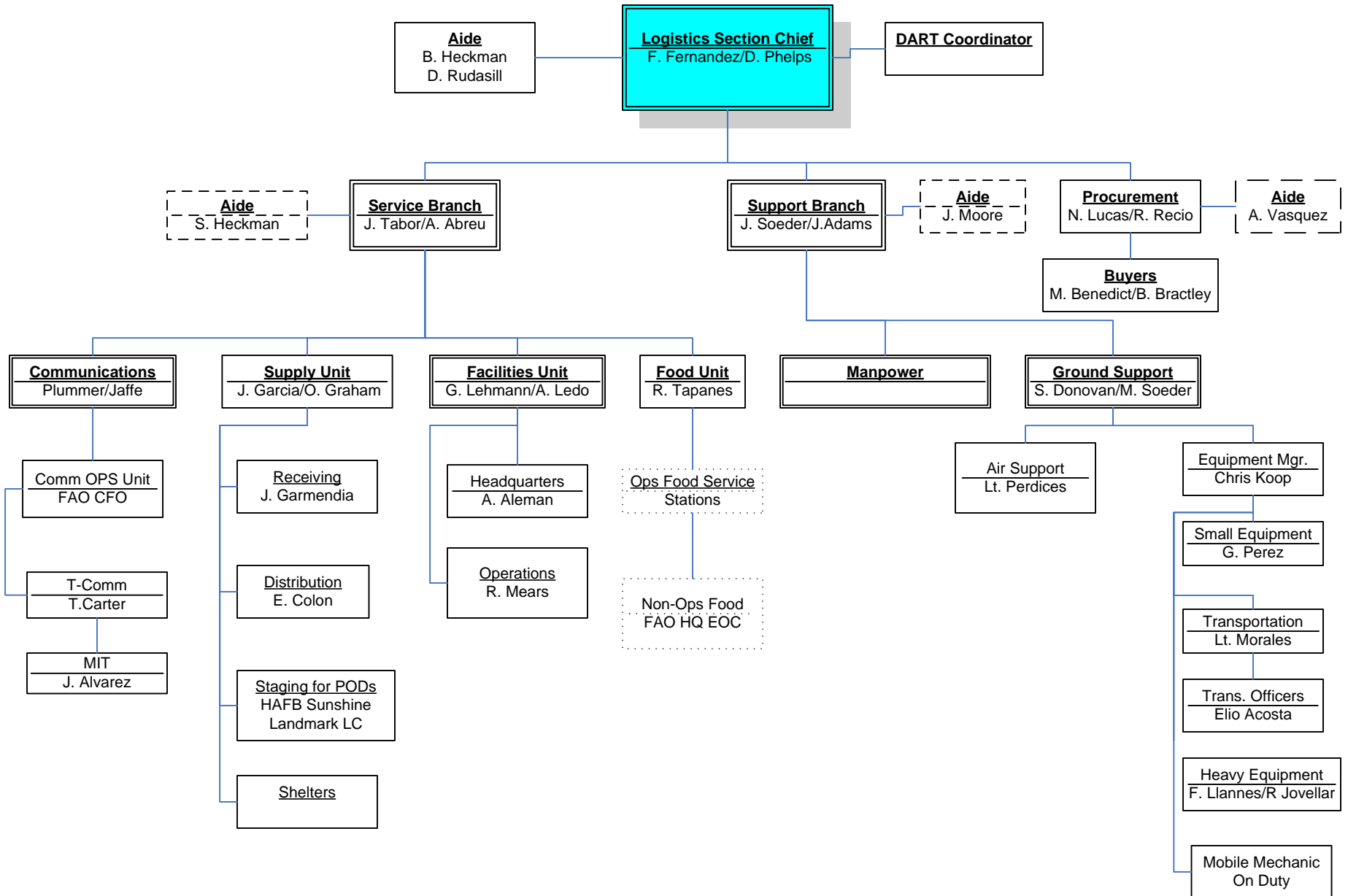
Miami-Dade Fire Rescue Department
2007 Hurricane Season
Planning Section
Table of Organization



Logistics Section

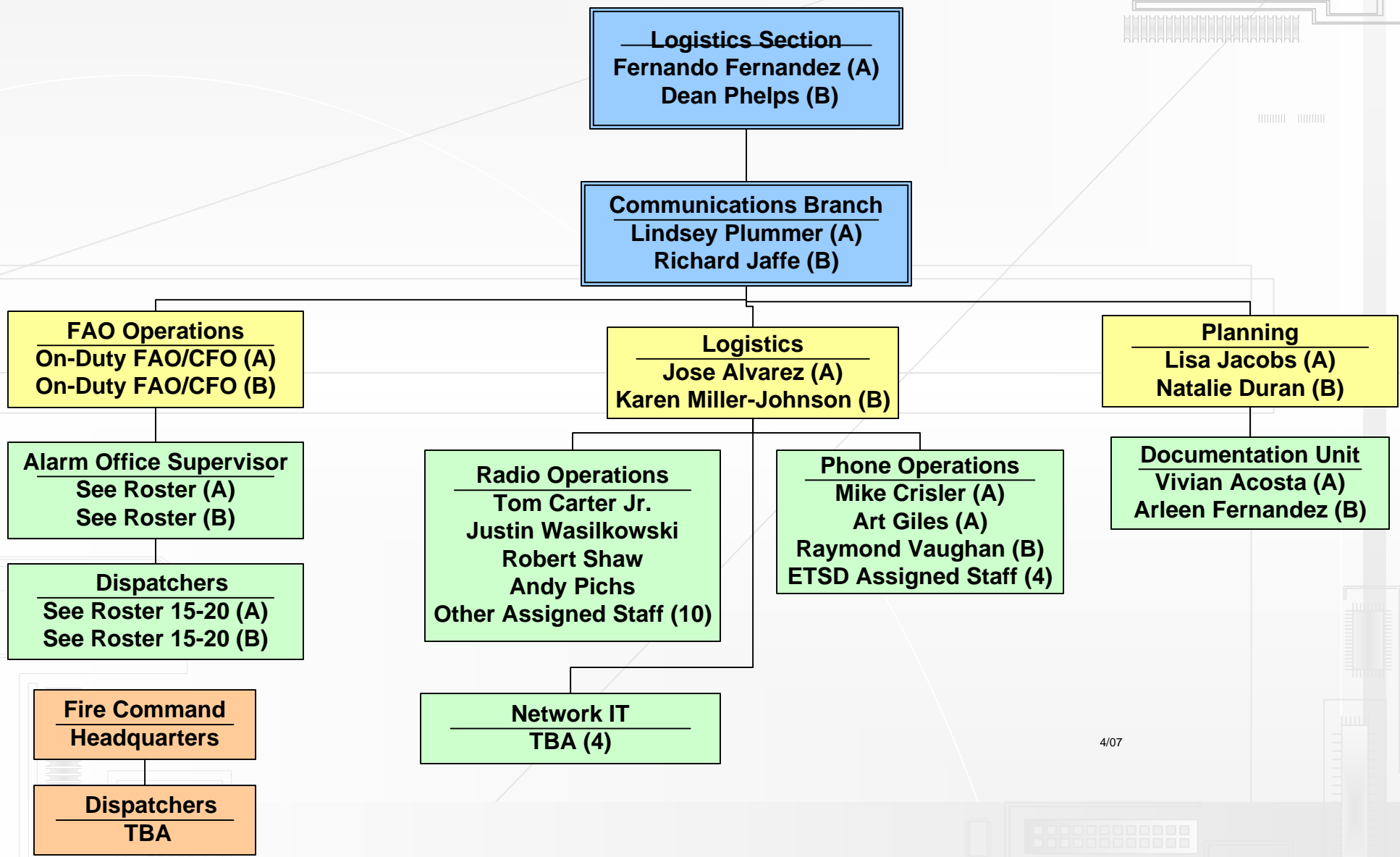
Miami Dade Fire Rescue

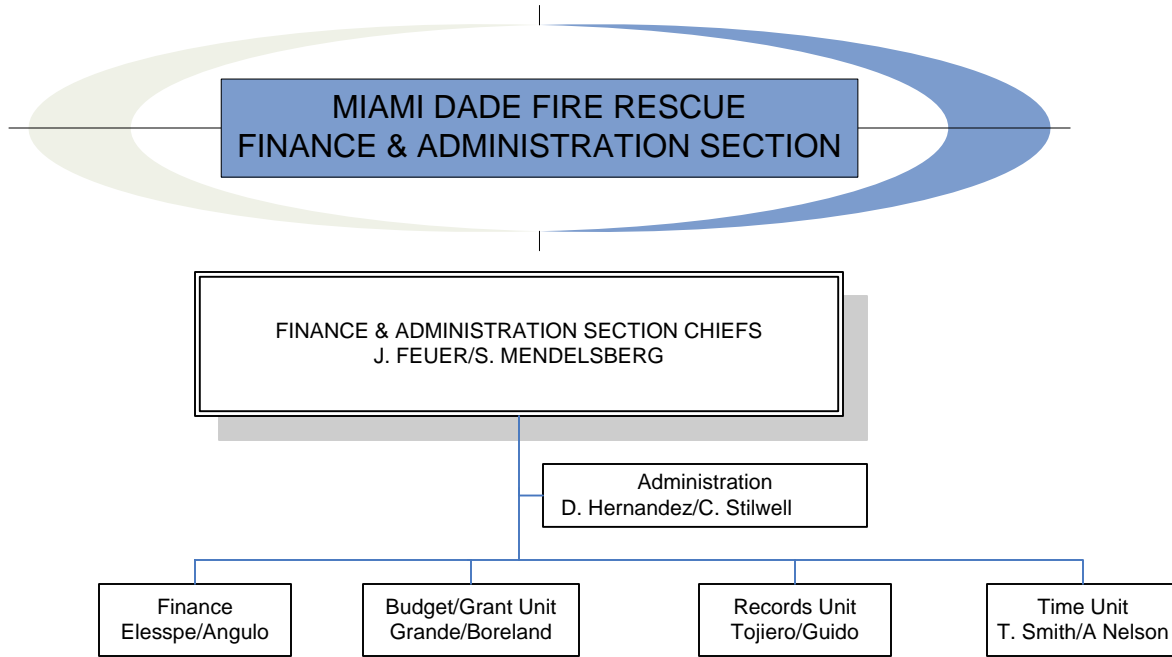
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Miami-Dade Fire Rescue Department All Risk T.O. 2007 Communications Division





**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
COMMUNICATIONS ANNEX**

1. NORMAL PREPAREDNESS

A. Supervisor Training

1. The Communications Division will cross train Miami-Dade Fire Rescue Dispatchers as acting Fire Rescue Dispatch Supervisors in order to maintain an adequate complement of experienced supervisory staff during emergencies.
2. The Communications Division will maintain a list of qualified acting Supervisors which can be found in the Supervisor's Manual.

B. The Training Coordinator will:

1. Maintain a roster of personnel with previous experience in Communications. This roster will be found in the Supervisor's Manual.
2. Prepare and maintain job duties and responsibilities for each of the positions listed below.

C. Remote Site Training

1. Communications personnel will be familiar with all aspects of the remote site dispatch operation. The Fire Communications Officer (FCO) will be responsible for ensuring regular training sessions are offered if needed for familiarization.
2. Fire Rescue Dispatchers and Fire Rescue Dispatch Supervisors will be assigned dispatch responsibilities at the remote site. Training will be provided at the beginning of hurricane season, by the Training Bureau to maintain skill proficiency.
3. Off-line alarm cards will be maintained at the remote site while computer maintenance continues at the Fire Alarm Office (FAO)

D. Remote Site Equipment Use, Testing, Maintenance and Inventory

The Communications Division will ensure that all equipment and supplies located at the remote site are properly tested and maintained for immediate use.

1. Equipment Use

a. Computer Aided Dispatch (CAD) Terminal

- i. The Fire terminals located at the remote site will be tested. Supervisors will ensure proper staffing when making assignments.

b. Direct Phone Line

- i. Ring-down circuits exist between the remote site and the Communications Division.
- ii. These circuits are for emergency use only.

- iii. Any calls not related to operations will be made on other lines.
- c. Dispatch maps must be updated by the Training Coordinator or designee, on the first day of each month, to ensure accurate dispatch response.

2. Equipment Testing

a. Alternate Communication (AC) Sets

- i. AC sets will be tested by the Fire Rescue Dispatcher daily by each shift.
- ii. Assigned relief personnel will test extra backup console positions.
- iii. Checklists for testing AC sets are posted at each console for easy reference.

3. Maintenance

- a. All equipment found to be defective will be reported to the Supervisor for repair and logged in the Equipment and/or Repair Logs.
- b. Equipment checklists will be kept in the remote site file located in the Supervisor's file cabinet.

E. Equipment and Supply Inventory

- 1. Supplies will be stocked prior to hurricane season.
- 2. This procedure will be rotated between day and afternoon shifts and will occur after each use of the remote site.
- 3. A monthly checklist for supplies will be maintained in conjunction with the Equipment checklist and filed in the remote site folder.
- 4. Lead Worker Supervisor will order and restock supplies as needed.
- 5. Supervisors will report and log new repairs as well as outstanding requests.
- 6. The Training Coordinator is responsible for maintaining the currency of remote site Equipment and Supply checklists.

II. INCREASED READINESS

A. Pre-season

- 1. At the beginning of the hurricane season, the Training Coordinator or designee will prepare a training guide to use with mutual aid personnel.
- 2. Supervisors will review the hurricane plan with all personnel annually during the first week of May.
- 3. The Lead Worker Supervisor will compose and maintain an Alpha/Bravo schedule for Fire Rescue Dispatchers during hurricane season.
- 4. During a hurricane advisory, Supervisors will review the plan with all personnel and prepare to implement the plan.

5. The Communications Division Chief will review the Communications Annex to the Hurricane Plan and update accordingly.
 6. The Communications Division Chief will develop and forward to the office of the Assistant Chief for Operations, a functional table of organization of the Communications Branch for the current hurricane season.
 7. Remote Site Equipment Use, Testing and Maintenance
 - i. From June 1st through November 30th, AC sets will be tested by each shift on a daily basis.
 - ii. Relief personnel will test backup console positions as directed by the Communications Division Chief
 - iii. Checklists for testing remote site equipment will be posted at each console.
 8. The Training Coordinator will ensure all personnel receive Snapshot damage assessment training and that all assessment forms are current.
- B. Hurricane Threat/Watch
1. Communications Division personnel will immediately call the Fire Communications Supervisor and or the on-duty shift Chief Fire Officer (CFO) and provide them with a current phone number and location. This information must be updated as changes occur.
 2. Personnel will prepare their family and homes in anticipation of a hurricane warning.
 3. The Fire Chief's Staff and Hurricane Fire Command personnel will keep the Fire Alarm Office advised as to their location and availability.
- III. PRE-IMPACT
- A. Personnel
1. Personnel on approved leave will contact the on-duty Supervisor, CFO, or other equal or higher supervisor, to determine whether or not they will be required to report to work. The Fire Chief retains the authority to cancel all leave if the event or impact or predicted impact to the community warrants such action.
 2. All swap time will be cancelled upon the announcement of a Hurricane Warning.
 3. Fire Rescue Dispatch Supervisors will contact off-duty personnel when a Hurricane Warning is announced. At this time, personnel will be notified when to return to duty to begin Alpha-Bravo shifts.
 4. Personnel reporting to duty upon announcement of a Hurricane Warning will remain on duty until formally relieved.
 5. Personnel may be excused from duty during the hurricane emergency as directed by their supervisors. Supervisors must secure proper instructions for the release of these employees through the chain of command from the appropriate Division Chief.
 6. Communications CFO's

- a. On-duty personnel will be relieved of duty by the reporting immediate past shift in order to secure their family and property. Employees are to return to their duty station within six (6) hours. Any employee unable to do so within the specified six (6) hour timeframe must contact the Communications Division OIC immediately.
- b. All 24-hour shift personnel will report as directed and will have in their possession enough personal supplies (food and clothing) for two (2) to three (3) days. (Refer to Basic Plan).

B. Unit Logs and Emergency Daily Activity Reports (EDARs)

The unit log is used to identify individuals or groups of individuals on duty for a specific operational period. The EDAR is the individual time and work report.

1. The operational period is a twelve (12) hour period or as defined by Command.
2. The following entries are required in the unit log:
 - Incident name
 - Date
 - Time
 - Unit name: individual, group (unit, specific group, Fire Rescue Dispatchers/Supervisors) Unit leader Administrative Supervisor/Fire Alarm Office (FAO) CFO.
 - Operational period
 - Name (individuals in group)
 - Incident Command Structure (ICS) position
 - Home base (Fire Communications)
 - Major Event (any occurrence during the course of the operational period that could be considered significant or, is related to the employees or groups work time).
 - Supervisory signatures
3. The unit log shall be forwarded to the Logistical Section Chief after each operational period.
4. EDARs are to be completed immediately after a work period before leaving duty.

C. Situation Report

1. The Communications Planning Section will be responsible for developing a Situation Report. This report will be forwarded to the Communications Branch Chief within the planning cycle established by the Planning Section within Fire Command.
2. The current Communications Division Roster will serve as the basis of Situation Report in addition to any information that significantly affects the operational capability of the Communications Branch. This roster will be filled out with the appropriate codes to indicate every individual's current status and where they may be contacted. The report will be faxed to the Logistical Section Chief as soon as possible within the planning cycle established by the Fire Command Planning Section.

3. All Fire Rescue Dispatchers are required to advise the on-duty Fire Alarm Supervisor or FAO CFO of their status and availability with the announcement of Hurricane Watch.

Codes:

A - Alpha Shift

B - Bravo Shift

W - Working (on duty)

O – Off-duty. This will be accompanied by a telephone number where the person can be reached.

L - Approved leave (maternity, ill, etc.)

U - Unaccounted for (has not called in, unable to contact).

D. Emergency Tactical Communications Group (TCOMM)

Personnel from the Tactical Communications Group will staff each permanent repeater site during the threat of a hurricane or natural disaster. The Tactical Communications Group is responsible for managing the backup communications systems after a system-wide failure of the primary network.

1. Personnel reporting to duty upon announcement of a Hurricane Warning will remain on duty until formally relieved.
2. Tactical Communications Group Command Structure (Refer to Addendum A).
3. Tactical Communications Teams should be deployed after announcement of a Hurricane Watch. It takes approximately six (6) hours to pack equipment, deploy teams, and prepare a particular repeater site for an emergency.
4. Tactical Communications Group Repair Priorities
 - a. Operational Communications
 - b. Command and Control Communications (may be piggybacked to Operational Communications)
 - c. Medical Communications
 - d. Other communications frequencies

E. Hurricane Communications Specialist's Duties

The Hurricane Communications Specialist is responsible for managing the backup communications system for MDFR after a natural disaster or a system wide failure of the primary network, including:

1. Installation, operation and maintenance of the backup communications system and the emergency repair of the base station and vehicle radio systems within their assigned area or district.
2. Coordinating communications with other appropriate agencies/entities through the Communications Team Manager.
3. All tools, spare radios, and components of the backup communications system in their custody.

4. Maintaining appropriate records and reports.
5. Performs additional tasks and duties as assigned during the activation period.

F. Hurricane Communications Specialist Operational Checklist:

1. Assist with the transfer and loading of communications equipment as necessary.
2. Receive a detailed briefing from the Communications Branch Chief or appropriate personnel to include:
 - a. Chain of Command
 - b. Latest event information
 - c. Environmental conditions
 - d. Media issues and protocols
 - e. Tactical assignments
 - f. Review of the communications plan, frequencies, brief on accountability, use and care
3. Issue communications radio equipment to appropriate MDFR personnel; identify assigned frequencies; brief on accountability, use and care.
4. Ensure each Area Command Post has an operational base station radio.
 - a. Equipment list for Hurricane Communications Specialist (Refer to Addendum B).
 - b. Permanent Repeater Sites (Refer to Addendum C).

G. Facilities

The Communications Branch will be advised of any required relocation of stations or offices.

H. Employee Accommodations

1. Employees are strongly encouraged to pre-plan shelter accommodations for their families.
2. If no shelters are available, Communications Division employees who must work during the storm may bring their immediate families on an emergency basis only.
3. Immediate family is considered to be a spouse and children.
4. Due to space availability, families will be required to seek other accommodations as soon as storm conditions permit.
5. Accommodations at the Data Processing Communication Center (DPCC) will be at the discretion of the Building Manager and will remain away from floor operations at all times.

I. Supplemental Staff Orientation

1. Additional Staff Training
 - a. Additional staff personnel will be assigned to the Communications Branch to augment regular staff.

- b. Training Coordinator will familiarize assigned staff with radio equipment, phones, fax machines and CAD.
- c. Training Coordinator will review the Communications Division's Hurricane Plan with supplemental staff.

2. Staff Job Description

- a. The Training Coordinator will act as the Trainer during a hurricane.
- b. Trainer duties include; but are not limited to:
 - i. Preparing and maintaining checklist for all job duties and responsibilities.
 - ii. Upon arrival, update all staff personnel filling the following positions along with their respective roles:
 - Communications Branch Chief
 - Operations Section
 - Planning Section
 - Logistics Section

J. Supplemental Staff Orientation

Rapid operational developments, Department strategy, and employee information make it necessary to provide a structured method to update and distribute information to Fire Alarm personnel prior to reporting to their work assignment.

1. Roll Call

- a. Beginning with a Hurricane Warning, the Supervisor will hold a role call prior to each shift.
- b. When it is not possible to hold shift briefings due to staggered reporting times, the Supervisor will hold briefings with personnel before they report to their duty station.
- c. Employees will review all pertinent information prior to reporting to their duty station.

2. Console Books

- a. Beginning with a Hurricane Warning, the Documentation Unit Leader will prepare a separate Console Book for each console and will label the books with the name of the hurricane. A master copy Console Book will be maintained by the Documentation Unit Leader with copies of all old information.
- b. All information relating to the hurricane, operational procedures or employee information will be posted in this book. Old or outdated information will be purged to reduce confusion. The Documentation Unit Leader will be responsible for updating these books as new information is received.

K. Remote Site Staffing

1. Remote site staffing will be maintained at an optimum level during a disaster. Prior to sustained winds of 40 mph, the remote site will be staffed by the following positions:
 - a. One (1) Fire Communications CFO
 - b. One (1) Fire Rescue Dispatch Supervisor
 - c. Four (4) Fire Rescue Dispatchers
 - Fire North
 - Fire Central
 - Fire South
 - Fire Tactical

L. Command Staffing

1. The Division Chief will post an organizational chart, which will identify both operations and administrative functions.
2. The decision to activate the Fire Command Post at headquarters will be made by the Incident Commander identified on the Fire Command Functional table of organization and relayed to the Communications Branch.
3. When directed, the Communications Division will transfer to the Fire Command Logistics Section, resource requests normally handled through the Division (e.g., fuel, mechanic, etc.) to Fire Command at headquarters. A liaison will be established between the Communications Branch Chief and Fire Command to modify or extend this provision.
4. The Operations Team will consist of a CFO and a Supervisor. They are responsible for activities, which directly relate to alarm assignments or response to requests for service.

M. Open Burning

When a hurricane warning is announced, all open burning approvals will be cancelled. The Communications Branch will refuse requests to burn after that point. The Communications Branch will also advise all Battalion Chiefs of any burning previously approved that day. This prohibition will stay in effect until cancelled by the Fire Chief or someone of higher authority.

N. Unit Numbering

In order to identify additional rescue units placed into service during a hurricane, a standard unit numbering system will be used to enter units into the CAD system.

1. Fire Rescue Dispatchers will use ad-hoc numbers (70-99, for example R70, R89, etc.) that have been pre-determined and posted on a status board at each console.
2. The Communications Branch in consultation with the Airport Branch will assign numbers to additional MIA units.
3. A status board will be used as a cross-reference for station/unit assignment(s).
4. The status board will be prepared and maintained by the Training Coordinator or designee.

5. The Training Coordinator or designee will train appropriate personnel to add or remove units from the CAD system as needed.
- O. The CFO will be responsible to ensure remote site equipment use, testing, maintenance and inventory as assigned.
1. Computer E-mail
 - a. Electronic mail (E-mail) services will be established with the Communications Branch, Fire Command and other support functions.
 2. Fax Machine
 - a. A fax machine is available at the remote site. The phone number is 305-596-8448.
 - b. Fax numbers will be provided for easy reference.
- P. Protecting Telephone Equipment
1. Protecting Telephone Management Equipment
 - a. Telephone instruments on desks should be placed in plastic covers and secured. DO NOT disconnect telephones. If you disconnect the telephone to store it, the Enterprise Technology Systems Department (ETSD) or MDFR staff may have to return after the storm to reset the phone system. Many of the new systems automatically render disconnected instruments unusable in order to protect the equipment.
 - b. During a hurricane watch, ETSD or MDFR staff will visit County PBX sites to coordinate preparations of the main telephone system.
 - c. MDFR Communications staff may power down small electronic key systems such as Norstar. In most cases, there is a main switch on the front panel or a regular 110-volt power cord that should be unplugged from the electrical outlet. If you are unsure of your system, please contact (786) 331-4262 for assistance.
 - d. Boxes, papers and unrelated items should be removed from the telephone closet to avoid flying debris, fire or other unsafe conditions.
 - e. Phone closet doors should be closed and braced with a desk or other large item to prevent the door from opening.
 - f. Immediately after the storm passes, ETSD/MDFR telephone technicians will be visiting all County sites to inspect the conditions of the systems. Inspection will start with those areas where the most damage has occurred. If you have staff returning to their work place and it has not been inspected, please contact (786) 331-4262, and a technician will be dispatched as soon as possible.
 - g. Post hurricane cellular telephones will be made available to those agencies in need. Arrangements have been made with local carriers to provide spare portable phones to aid in the County's recovery process.

2. Computer Equipment Protection

- a. Computer system files should be backed up on the server, portable hard drives, discs or diskettes. It is recommended that backups be stored at an alternate location.
- b. Unplug all equipment except at the Data Processing Communication Center (DPCC). Computer terminals and personal computers be covered with plastic, removed from window locations and/or stored in a designated "hurricane-safe" area.
- c. Software manuals and the software diskettes should be removed from desks and stored in the "safe" area.
- d. DO NOT POWER-UP equipment that may have been water damaged. Contact 305-596-HELP and a Depot technician will be routed to determine if the equipment can be salvaged.

IV. IMMEDIATE IMPACT

A. Prior to "NO RESPONSE" order:

1. A designated fire communications position will group calls by priority and time received within geographic location.
2. The Dispatcher will dispatch calls by priority and provide all known information about the call to the unit(s) responding.
3. Field units will handle calls in the order dispatched unless circumstances dictate otherwise.
4. Unit OICs will advise the Dispatcher to substitute another unit on the original call when a call of higher or equal priority is found en-route to the original call.
5. Unit OICs will advise the Dispatcher when they have cleared a call in progress.
6. Unit OICs will advise the Dispatcher of calls encountered en-route.
7. A designated position will enter calls received from field units.
8. Unit OICs will document unreported calls on reports and hold for assignment of alarm numbers. Reports should be completed in a timely manner as soon as conditions permit.

B. Discontinuation of Response (NO RESPONSE)

The Fire Chief or designee shall determine, in consultation with Fire Command and the Operations Section Chief, when the Department will cease responding to calls due to the severity of the storm. Upon notification by Fire Command, an all points announcement will be made by the Fire Alarm Office. Prior to this announcement, any Battalion Chief or unit officer who feels that situations encountered are sufficiently dangerous to personnel at their location, may choose to cease operations and return to quarters after advising the Communications Division. Battalion Chiefs or unit officers who feel the need to continue operations past the announcement from Fire Alarm must justify this decision through the Communications Division and receive permission to continue their current task.

1. The following guidelines may be used to determine when apparatus should be placed in a non-response mode during storm conditions:
 - a. All crash fire rescue units will be placed out of service when the Airport Director or his designee rules the airport to be unsafe due to wind or storm conditions.
 - b. Rescue unit operations will be terminated when sustained winds of 50 mph exist or environmental factors dictate unsafe conditions (localized flooding, downed wires, etc.)
 - c. Suppression unit operations will be terminated when sustained winds of greater than 60 mph exist or local conditions dictate unsafe conditions (localized flooding, downed wires, etc.)
 - d. Helicopter operations will be terminated when wind conditions are sustained in excess of 45 knots. Helicopter operations will not resume until the storm has completely moved through the area and the winds have subsided below 45 knots.

C. Hurricane Eye Operations

Operations during the eye of the hurricane should concern themselves primarily with re-securing the fire station, if necessary, and assisting citizens who come to the fire station when it would be a danger to release them. All such activities during the hurricane eye shall be undertaken only if such operations can be completed in a safe manner. Personnel safety shall remain the primary consideration during these operations. In all cases, Hurricane Eye Operations should be coordinated through the Communications Division or Area Command.

Requests for assistance received by the Communications Division, which occur during unsafe conditions and when emergency units are not able to respond, will be prioritized and remain on a waiting list at the Communications Division for post-hurricane assignment.

V. SUSTAINED EMERGENCY

A. Station Roll Call and Damage Assessment

1. In order to assess the severity of the hurricane impact, the Fire Alarm Office will conduct a Snapshot Assessment roll call as soon as possible after the storm or as directed by Fire Command.
2. The Administrative Supervisor will be responsible for the damage assessment report.
 - a. Coordinate a Snapshot Assessment roll call immediately following the hurricane, but prior to responding to alarms, to determine the operational capability and status of each fire station and their personnel.
 - Personnel Injuries
 - Response Units' Serviceability
 - Facility Status
 - Access
 - Flooding
 - b. The Snapshot Assessment roll call may be completed by radio or telephone. If by radio, follow the same procedure as the daily morning recall and apparatus

check. Damage assessments may be delegated to the Area Commands for completion in their jurisdictional areas if heavy radio traffic exists.

- c. Maintain a damage assessment log and forward to Fire Command as soon as roll call is completed.

3. Disaster Action Request Transmission (DART form)

- a. This form is used to request either supplies, equipment or personnel.
- b. Specific instructions on how to complete the form and its routing is found on the back of the form.
- c. The Communications Division shall route these forms through the Logistical Services DART Coordinator.

B. Response Operations

1. Resuming Operations (RESUME RESPONSE)

The Fire Chief or designee shall make a determination, in consultation with Fire Command and the Operations Section Chief, when the Department can resume response operations. This decision will be announced by the Fire Alarm Office as a RESUME RESPONSE order. Battalion and unit officers who believe it is safe to resume operations prior to this announcement shall contact Fire Alarm and state the conditions at their location and their need to begin operations. If unable to contact the Communications Division the decision to approve such operations will rest with the Battalion Chief. If unable to contact the Battalion Chief, the decision will be the responsibility of the station OIC. Activities shall be undertaken only if such operations can be completed in a safe manner.

2. Communications

- a. Under emergency conditions particularly during a disaster, all radio communications must provide only essential information.
- b. Clear Text Communications

Upon the resumption of response operations following a hurricane, all units will communicate by clear text. Clear Text helps to eliminate coded signals, which may not be understood by other jurisdictions. This step is taken in anticipation of mutual aid departments coming to the assistance of Miami-Dade. All incoming mutual aid units will also be requested to utilize clear text communications.

3. Emergency Response

- a. Dispatch through Communications

The Communications Branch, unless otherwise directed, will dispatch the primary department response efforts. Units responding to requests from Communications must advise of any problems encountered during dispatch, or any changes of assignment necessitated by personal observations.

b. Dispatch via Area Command

Dispatch of units may be controlled at an Area Command. A regional dispatch may be relayed from the Communications Branch/Fire Alarm Office, may be based upon information at the Area Command, or may be a combination of both.

c. Self Dispatch Based Upon Assessment

It may be necessary for units to dispatch themselves due to lack of communications with other stations or the Fire Alarm Office. This should be done based upon the OIC's assessment of the situation at the time. Consideration must be given to performing additional assessment objectives similar to triage during multi-casualty incidents. With the exception of providing life-saving assistance, a search will be conducted as soon as possible of pre-determined priority areas (i.e., shelters, hospitals, mobile home parks).

d. Ongoing territory assessment

During all emergency response operations, continued territory assessment is vital. Continuous use of the neighborhood damage portion of the "Snapshot Assessment Form" in different areas of your territory can be crucial to appropriate resources being dispatched. This information must be transferred to the Communications Branch/Fire Alarm Office or Area Command/Fire Command locations as quickly as possible.

C. Frequencies Assignment (Refer to Addendum D)

1. The Communications Branch will reassign radio frequencies when necessary to limit the number of transmissions on a given frequency at any given time.
2. Administrative radio traffic that does not contain information vital to a working call will be assigned to a dedicated frequency.

D. Return to Duty and Staffing

1. Post Hurricane

- a. Supervisors will assess the availability of personnel to determine the required mutual aid requirements.
- b. Alpha-Bravo shift times will be adjusted by the Communications Division to facilitate standard schedules.
- c. Supervisors will release personnel who received the most severe damage first.
- d. All personnel affected by the storm who are unable to report back to work will report their status at least once daily to their Supervisor or the closest MDR station. This will enable the Department to be aware of the individual's safety and welfare and make the employee aware of all available resources (e.g., gas, ice, water, etc.)

2. Mutual Aid

The Communications Division will request mutual aid dispatchers through Fire Command.

E. Mutual Aid Dispatchers

1. The Fire Communications Officer (FCO) will be responsible for providing mutual aid dispatchers when requested.
 - a. The FCO will assist in determining how many mutual aid dispatchers are required based on an employee needs assessment. Include Miami-Dade Police Department (MDPD) as a courtesy.
 - b. Request for additional dispatcher resources will be coordinated by a DART through the Logistical Services DART Coordinator at Fire Command.
 - c. Determine in advance the number of dispatchers being provided, their names and the anticipated duration of their stay.
 - d. Brief dispatchers on their responsibilities upon arrival.
 - e. Determine dispatcher skill level and specialties.
 - f. Maintain a Mutual Aid Dispatch Log. Record arrival dates and times, names, position and location to which assigned.
 - g. Accommodations:
 - i. Attempt to arrange accommodations for dispatchers with our dispatchers.
 - ii. For those remaining, secure a quiet location in the Communication Division's administrative offices to retire.

F. Log Entries and Equipment/Information Tracking

1. CFOs or Supervisors who become aware of equipment failures or repairs will make an appropriate log entry stating the nature of the problem or repair.
2. CFOs or supervisors who distribute equipment will make appropriate log entries stating the equipment checked out and the name and department of the individual to whom the equipment was assigned.
3. When receiving equipment, appropriate log entries will be made.
4. CFOs or Supervisors making the entry will initial each log entry.
5. Supplemental Staff Positions
 - a. The Documentation Unit Leader will:
 - Maintain a running record of significant events.
 - Prepare and maintain Hurricane Console Books.
 - Update status reports to the Department Documentation Officer.
 - Update status boards.
 - Prepare and fax critical information.
 - Provide e-mail services in the form of reports, requests and advisories.

- b. Emergency Medical Dispatch (EMD) Quality Assurance (QA) personnel will assist in prioritizing medical calls as received, provide pre-arrival and post-dispatch instructions, and assist in dispatch, if needed.

VI. POST EMERGENCY

A. Fire Communications

1. Request replacement of damaged equipment
2. Compile all documents
3. Conduct a Post Incident Analysis (PIA) within the Division
4. Document activities, actions taken and recommendations. Prepare a final report to be forwarded to the Planning Section Chief at Fire Command.

COMMUNICATIONS ANNEX – ADDENDUM A

TACTICAL COMMUNICATIONS GROUP COMMAND STRUCTURE

5680 SW 87 Avenue (DPCC)
COMMUNICATIONS TEAM MANAGER
One (1) Administrative Officer
Two (2) Hurricane Communications Specialists (HC)
Alpha/Bravo

FIRE ALARM OFFICE
One (1) Hurricane Communications Specialist

EMERGENCY OPERATIONS CENTER
One (1) Hurricane Communications Specialist

MDFR HEADQUARTERS – 9300 NW 41 STREET
One (1) Hurricane Communications Specialist

TAC 1

Dadeland Marriott
Two (2) Hurricane Communications
Specialists

TAC 2

Pro Player Stadium
Two (2) Hurricane Communications
Specialists

TAC 3

Airport Hilton
Two (2) Hurricane Communications
Specialists

TAC 4

Harris Field Water Tower
Two (2) Hurricane Communications
Specialists

SPECIAL

Portofino Towers
Staffed by DPCC Hurricane
Communications Specialists

ADMIN

Florida International University
South Campus
Staffed by DPCC Hurricane
Communications Specialists

COMMUNICATIONS ANNEX – ADDENDUM B

TACTICAL COMMUNICATIONS GROUP EQUIPMENT LIST

- One (1) Tool Kit
- Tie Wraps
- Duct Tape
- Electrical Tape
- Crimp on connectors
- Coax Heleax Adapters
- Flashlights, lanterns
- 5,000 feet of telephone station wire
- Twenty (20) modular phone plugs
- Twelve (12) telephones
- 1,000 feet of RG 58 coax
- 500 feet of 110 volt zip cord
- Twelve (12) male and female AC plugs
- Four (4) Mag mount antennas
- One (1) omni base station antenna
- Twelve (12) replacement vehicle antennas
- One (1) yaggie antenna
- One (1) handheld radio per team member
- Two (2) spectra base stations/mobiles and accessories
- One (1) spare repeater kit
- One (1) Saber gang charger
- Four (4) Saber single chargers
- Twelve (12) Saber batteries
- Two (2) car batteries
- Two (2) trickle chargers
- One (1) Honda EM650 generator
- Two (2) gas cans
- Six (6) quarts motor oil
- 200 feet of extension cords
- Three (3) cube taps/power strips
- Two (2) work lights
- Two (2) safety belts
- 150 feet of safety line
- Motorola 2135 cabinet key
- One (1) roll of scene tape

COMMUNICATIONS ANNEX – ADDENDUM C

PERMANENT REPEATER SITES

NORTH	Broward County Line @ SR 441
CENTRAL	Stephen P. Clark Center
WEST	Station 13
SOUTH	Krome Avenue & Bauer Drive
TACTICAL	Same as North, Central, West & South
TAC – 1	Dadeland Marriott
TAC – 2	Joe Robbie Stadium
TAC – 3	Airport Hilton
TAC – 4	Homestead
Admin.	FIU (South Campus)
Special	Portofino Towers Miami Beach

COMMUNICATIONS ANNEX – ADDENDUM D

FREQUENCIES ASSIGNMENTS

<u>Channel</u>	<u>Frequency</u>
North	453.52500
Central	453.70000
West	453.80000
South	453.85000
TAC	453.60000
TAC 1	453.10000
TAC 2	453.15000
TAC 3	453.20000
TAC 4	453.42500
Special	453.47500
Admin	453.50000
Air Rescue	453.45000

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
EMPLOYEE WELFARE ANNEX**

The Employee Welfare Section is located in the Community Affairs Office at MDRF Headquarters upon activation and is activated during the Pre-Impact Stage. The Employee Welfare Section is responsible for the general accountability of MDRF employees during normal preparedness, increased incident readiness, pre-impact, immediate impact, sustained emergency, and post-emergency stages.

The Employee Welfare Section will work in close association with IAFF, Local 1403, to secure a hurricane shelter for MDRF employees and members of their immediate family.

A. Definitions

Employee Assistance Coordinator:

Responsible for overseeing all of the activities related to the welfare and accountability of departmental employees and their families, as appropriate and applicable, either directly, or through the delegation of authority and/or assignments.

Employee Accountability Unit:

Assigned to receive all relevant employee accountability-related forms, and information via telephone or facsimile. Report to the Employee Assistance Coordinator, and will report any information on missing employees and their family members to the Incident Commander when requested. The Employee Accountability Unit consist of four sectors:

The Employee Accountability Sector:

Is responsible to obtain and maintain an up-to-date locator and personal information roster; staff the Hurricane Personnel Accountability Hot Line **(786-331-5024)**.

The Assistance Sector:

Is responsible to assist in securing temporary housing for eligible employees and their families; assist eligible employees in securing food, water, and other basic-need commodities; assist with the coordination of securing time off for employees to secure and rebuild their homes; facilitate access to assistance programs.

The Recon Sector:

Is responsible to work in association with the Incident Commander to assist with the coordination of search and rescue efforts for unaccounted MDRF personnel and family members.

The Support Sector:

Is responsible, in cooperation with IAFF, Local 1403, to work toward maintaining an employee assistance resource data bank. Areas of concern will include but are not limited to:

- Food resources
- Storage facilities
- Construction material
- Vehicle rental
- Temporary housing

I. NORMAL PREPAREDNESS

A. Employee Assistance Coordinator:

1. Obtain and maintain an up-to-date locator and personal information roster.
2. On an annual basis, review and update department's personal pre-disaster check list.
3. Identify personnel to perform personnel accountability unit responsibilities; i.e.: work in association with the incident commander to assist with the coordination of search and rescue efforts of unaccounted MDRF personnel and family members.
4. On an annual basis (May of each year) identify the location of the Employee Shelter, its availability, and update any relevant information.

II. PRE-IMPACT

1. Activate the Employee Welfare Section.
2. Contact Employee Shelter representative/coordinator regarding the County's and the department's state of readiness.
3. Activate Employee Accountability unit.
4. Obtain an on-duty personnel roster.

III. IMMEDIATE IMPACT

1. Maintain contact with shelter coordinators.

IV. SUSTAINED EMERGENCY

1. Maintain contact with Employee Accountability Liaisons and the Incident Commander.

V. POST EMERGENCY

1. Assist in securing temporary housing for eligible employees and their families.
2. Assist eligible employees in securing food, water and other basic need commodities.
3. Assist with the coordination of securing time off for employees to secure and rebuild their homes.
4. Provide counseling and facilitate access to assistance programs, such as: Credit Unions, Deferred Compensation Liaisons, Critical Incident Stress Debriefing (CISD) assistance, processing insurance claims, etc.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
FINANCE ADMINISTRATION ANNEX**

- I. Use of EDAR Form
 - A. All Miami-Dade Fire Rescue (MDFR) employees must complete an electronic (unless otherwise indicated) Emergency Daily Activity Report (EDAR) form daily upon the announcement of a hurricane warning or when directed by the Fire Chief or designee. These forms are critical to the reimbursement process documenting all allowable costs associated with emergency/hurricane activation.
 - B. All persons activated on a State or Regional Disaster response will have to complete a pre-printed EDAR form on a daily basis.
- II. Preparation of EDAR Form
 - A. The EDAR form is accessible on MDFR's intranet site at <http://mdfrnet/apps/edar/>.
 - B. Should the electronic EDAR be unavailable due to computer or power failure, pre-printed EDAR forms must be completed and submitted in accordance with this procedure.

The following steps should be followed when completing and submitting an EDAR:

- Step 1** Fill out the EDAR form completely. If information is omitted **the form will prompt you for the required information** and will not allow you to complete the transaction.
- Step 2** After completing the EDAR form, click on **Submit & Print** located at the bottom of the screen.
- Step 3** Sign all of the printed copies. If an employee is eligible for overtime, the system will generate two forms. Both forms require all necessary signatures.
- Step 4** Forward signed forms to your Supervisor for signature.
- Step 5** Once signed by the Supervisor, the Supervisor will forward the forms to their Area Command or Section Chief for signature
- Step 6** The Area Commander or Section Chief will forward the completed forms with all signatures to the Finance/Administration Section.
- Step 7** If eligible for overtime, the employee will submit the second printed form indicated on the top left corner "Route to: Submit this copy with your PAR" with their Payroll Attendance Record (PAR).

Important Notes for Completion of EDAR Form:

- 1. Each employee must complete one EDAR for each work period or shift. Hours should be reported according to their normal work hours.
- 2. Hours worked should be rounded to nearest quarter hour.

3. EDAR forms will not be accepted without all required signatures (employee, supervisor and Area Commander/Branch Director).
4. Standard Overtime slips will not be used for overtime occurring as a result of a hurricane or other emergency.

III. Collection of EDAR Form

- A. EDAR forms will be collected on a daily basis and forwarded to the Area Command/Branch Director for processing.
- B. Area Commanders/Branch Directors will submit all forms as soon as possible to the Finance/Administration Section.

IV. Processing of the EDAR Form

- A. EDARs will be processed with the PAR for each employee within the applicable PAR period.
- B. Allowable costs are subject to 44 CFR Part 206 of the Code of Federal Regulations.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
HAZARDOUS MATERIALS ANNEX**

I. NORMAL PREPAREDNESS

- A.** The Hazardous Materials (Haz-Mat) 17 Captain will assist the Liaison with the Office of Emergency Management (OEM) Haz-Mat Coordinator in reference to bureau and field inspections throughout the year.
- B.** The Haz-Mat Bureau Officer-In-Charge (OIC) will coordinate response plans with multi-agency/jurisdictions, such as the Department of Environmental Resource Management (DERM), Department of Health, Florida Department of Transportation (FDOT), Miami-Dade County Department of Water and Sewer, etc.

II. INCREASED READINESS

- A.** During the first week of May, all Haz-Mat personnel will review *Policy and Procedure, III-P-4, Hurricane Procedures - Basic Plan, Hazardous Materials Annex*, and any other applicable Annexes.
- B.** All Haz-Mat Task Force unit OIC's will review Haz-Mat target hazards.

III. PRE-IMPACT

- A.** Upon the recommendation from Battalion 11 to the Special Operations Division Chief the Haz-Mat Task Force will:
 - 1.** Place a second Haz-Mat unit in service if required.
 - 2.** House the following assets at a safe haven in or out of the county (to be determined):
 - a.** 2 OEM Decon trailers.
 - b.** 1 State Regional Response truck and trailer.
 - c.** 1 Mass Decon Unit.
- B.** Upon the recommendation from Battalion 11 to the Special Operations Division Chief, the Haz-Mat 17 Captain will be brought back and assigned to Haz-Mat 17 to oversee all the Haz-Mat Task Force response units and instruct the units to add additional equipment (radios, meters, over packs, absorbent, etc.) to their apparatus inventory.
- C.** Haz-Mat Unit OICs will:
 - 1.** Ensure that all equipment and personnel are at a state of readiness.
 - 2.** Initiate a separate log to document calls and other pertinent information.

D. The Alpha/Bravo Haz-Mat Bureau OIC, Certification Manager Lieutenant or other Emergency Operation Center (EOC) trained staff will serve as a Haz-Mat Liaison for the EOC [Emergency Support Functions](#) (ESF) 10 when needed.

E. Other Haz-Mat Bureau Staff will report to the staffing pool to be utilized as needed.

IV. IMMEDIATE IMPACT

A. Haz-Mat Unit OICs will review action plans and prepare equipment for deployment immediately after a hurricane, as directed by the Fire Alarm Office (FAO).

V. SUSTAINED EMERGENCY

A. The Haz-Mat 17 OIC will:

1. Identify additional Haz-Mat personnel and resources needed including their designations, response zones and tasks/assignments.
2. Establish contact with coordinating agencies, as required.
3. Assist in the development of plans for stabilizing Haz-Mat incidents to avoid prolonged incidents during the sustained emergency.

B. All Haz-Mat Unit OICs will:

1. Assess response capabilities based on visible damage and reports from other fire units in surrounding areas.
2. Define priorities based on the severity of the situation in reference to the exposures.

C. The Haz-Mat Bureau OIC will:

1. Establish contact with coordinating agencies, as required.
2. Plan with DERM (solid waste section) to inform private citizens and facility managers of temporary holding sites for hazardous materials if disposal services are not immediately available.

VI. POST EMERGENCY

A. All Haz-Mat Unit OICs will:

1. Conduct an assessment of damage to specified Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Section 302 facilities. Prioritize handling of each facility based on environmental/community impact.
2. Return all unused items that have been requisitioned.

- B.** The Haz-Mat Bureau OIC will:
1. Complete an after-action report for the bureau.
 2. Forward all reports to the Special Operations Chief through chain-of-command.
 3. Coordinate efforts with other agencies and mutual aid units. Perform haz-mat assessment, containment and other scene mitigation throughout damaged area.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
LOGISTICS ANNEX**

I. NORMAL PREPAREDNESS

A. Inventory and Supply Bureau (ISB) Manager will:

1. Coordinate with Operations, Emergency Medical Services (EMS) and Administration representatives to identify specific types and quantities of equipment and supplies not covered in this section.
2. Identify sources and procure the following supplies:
 - a. Additional office stationery and supplies
 - b. Additional cleaning supplies (e.g. bleach)
 - c. Additional sanitary supplies (e.g. toilet paper)
 - d. Miami-Dade County Street maps
 - e. Empty water containers
 - f. Gas cans, 2-1/2 and 5 gallon
 - g. Forms:
 - i. DART (Refer to Addendum A)
 - ii. Property Receipt (Refer to Addendum B)
 - h. Fluorescent spray paint - International orange (pavement marking paint)
 - i. Chainsaw kit components - (Refer to Addendum C)
 - j. EMS supplies and equipment
 - k. Additional bedding
 - l. Uniforms
 - m. Materials handling supplies
 - n. Batteries
 - o. Additional oxygen bottles
3. Identify, assess, repair and assemble equipment such as:
 - a. Chainsaws
 - b. Portable generators
 - c. Vehicles
 - d. Material handling equipment
4. Identify, group and palletize:
 - a. Emergency supplies (Station)
 - b. Office supplies
 - c. EMS kits – Advanced Life Support (ALS) Kits for placing nine (9) rescues into service
 - d. Equipment inventory to fully equip three (3) pumpers or telesquirts
 - e. Chainsaw Kits
 - f. All other necessary supplies and equipment
 - g. Three (3) Operations Command Post Kits
5. Brief staff on:
 - a. Work schedule
 - b. Task, duties and responsibilities
 - c. General hurricane/emergency policy and procedures

ATTACHMENT IX

- B. Research and Development Bureau (R&D) Officer-In-Charge (OIC) will:
1. Maintain specialized equipment on the Scene Support vehicle.
 2. Assist Inventory and Supply Bureau (ISB) with maintaining the readiness of the chainsaw kits.
- C. Mobile Equipment Bureau (MEB) OIC will:
1. Maintain readiness and weekly accountability of all Department spare vehicles, radios, beepers, cellular phones and other equipment.
 2. Contact GSA Fleet Management as to availability of:
 - a. Medium duty trucks with utility bodies and rear lift gates
 - b. Fifteen (15) passenger vans
 3. Verify through Procurement Bureau, vendor availability for truck and passenger van rentals, etc., as per pre-submitted DART forms, if not available through GSA Fleet Management
 4. Review/Update equipment and MEB supply inventories for:
 - a. Additional office stationery and supplies
 - b. Miami-Dade County Street maps
 - c. Tarps
 - d. Batteries (AA, AAA, C, D and 9-volt)
 - e. Gas Cans – 1-1/2 and 5 gallon
 - f. Forms
 - DART (Addendum A)
 - Property Receipt (Addendum B)
 - Status Change Card (ICS Form 210)
 - Check-in List (ICS Form 211)
 - General Message (ICS Form 213)
 - Unit Log (ICS Form 214)
 - Operational Planning Worksheet (ICS Form 215)
 - Support Vehicle Inventory (ICS Form 218)
 - Demobilization Checkout (ICS Form 221)
 - Field Operations Guide (ICS 420-1)
 - T-Cards (ICS Forms 219-1 through 219-9)
 - T-Card Holders (for long forms)
 5. Update Emergency Contact Numbers.
 6. Based on availability, arrange safe building locations for spare fleet not assigned to fire stations.
- D. Food Unit

The food unit will be established upon a Level 2 activation by the Emergency Operations Center (EOC) to initially provide cost-effective meals for staff areas and at other large-scale incidents throughout the year. Initial efforts will be aimed primarily at catering meals, with Food Unit responsible for supplemental items (i.e. drinks, snacks, etc.) and distribution to remote sites when required. However, where advanced notice requirements of the vendors cannot be met, Food Unit will be responsible for preparation of meals.

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1. Appoint Service Branch/Food Unit leaders prior to May 1 each year.
2. Leaders to identify and determine staffing requirements.
3. Review Vendor Lists (suppliers and catering)
 - a. Primary Vendors: Check currency in ADPICS of at least two vendors capable of providing service through the Immediate Impact phase. Rank according to maximum capability and flexibility. Identify anticipated time to vendor response and any required lead-time notifications.
 - b. Secondary Vendors: Identify at least three (3) additional vendors capable of providing service during a sustained emergency. Attempts should be made to also acquire contacts from vendors or other government agencies located outside of the county. Rank according to maximum capability and flexibility. Identify anticipated time to vendor response and any required lead-time notifications.
 - c. Review water and other equipment needs with ISB.
 - d. Review/update vendors & contracts with the Procurement Officer.
 - e. Review & Update Service Area Information:
 - i. Miami-Dade Fire Rescue (MDFR) Headquarters - approximately 180 to 400 persons (includes Office of Emergency Management (OEM) staff)
 - ii. Fire Alarm Office - approximately 75 persons
 - iii. ISB - approximately 15 to 30 persons
 - iv. Kendall Shop - approximately 20 persons
 - v. Station 13 – approximately 15 to 45 persons
 - vi. Area Commands (Ice, Drinks, Snacks only)
 - vii. During Sustained Emergency, other service areas may be required:
 - Operations (impacted areas)
 - Relief Centers
 - Mutual Aid Staging Areas
 - f. Inspect & review kitchen inventory and equipment for serviceability. Make arrangements for repairs, if necessary.
 - g. Inspect facilities to be used. Make appropriate requests to use these areas, and request required repairs through Facilities Management:
 - i. Station 13 Kitchen
 - ii. Old Emergency Management Facility Kitchen (dispatchers)
 - iii. Fire Alarm Office Kitchen Area
 - iv. ISB Kitchen
 - v. Kendall Shop Kitchen
 - h. Review ICS Service Branch Kit:
 - i. Unit ICS guide sheets
 - ii. Forms & supplies
 - iii. Public Health Guidelines and copies of certifications
 - iv. Review & update pre-completed DARTS

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4. Based on available supplies from vendors or caterer's capabilities, prepare menus that are nutritionally appropriate for balanced meals and anticipated caloric needs. Assess needs for special diets (i.e. vegetarian.)
5. Pre-complete DART forms and advise Logistics or appropriate area to pre-arrange needs.
6. Coordinate anticipated needs with other agencies (i.e. Dade County Fire Fighters Benevolent Association, Salvation Army, Dade County Fire Fighters Association, Local 1403, etc.)
7. Advise each remote area to identify one person to function as an assistant food unit leader for that area. Provide them with necessary information regarding food-handling precautions.
8. Establish accounting procedures to track expenditures for other index codes (i.e. OEM.)

E. Facilities and Construction Management

1. Facilities Unit is responsible for the overall operations of the Facilities and Construction Division.
2. Out Post Unit is responsible for ongoing field operations. This unit will receive all orders and/or requests for service from the Facilities Unit.
3. Lead worker is responsible for any service request or order issued by the Out Post Unit. They will be divided into a North and South Sector as designated by the Table of Organization (TO) or the Out Post Unit, and will be responsible and work along with the team assigned to them.
4. Procurement Unit is responsible for all procurement requested by the Facilities and Construction Division and if authorized by the Facilities Unit for any other division requesting assistance with procurement. This will include all requests for materials, heavy equipment and County vendors. This person will be located at either headquarters or at the Kendall shop. This unit will receive requests only from either the Facilities unit or the Out Post unit.
5. Logistical Support Unit is responsible for receiving requests and assisting with the coordination and documentation of the work on hand. All requests to the Facilities and Construction Division must be made through the Logistical Support Unit.

F. Computer Services Bureau will:

1. Backup Servers:
The backup of the servers is the responsibility of the Operating Systems Programmer. If the Operating Systems Programmer is not available, this task shall become the responsibility of the Computer Systems Manager.
2. Train personnel to backup their important documents – Computer Systems Bureau Trainers will notify MDFR personnel of an impending emergency and request that they backup their important documents. Documents should be backed up to:
 - a. ZIP drives
 - b. Tape Backup Systems
 - c. Diskettes
 - d. Server Shared Areas

- e. Jazz Drives

II. INCREASED READINESS

A. Inventory and Supply Bureau (ISB) Manager will:

1. Preseason:

- a. Ascertain Command Center locations
- b. Palletize perishable items
- c. Make preliminary staff assignments - Alpha/Bravo

2. Threat/Watch:

When a Hurricane Watch is announced by the National Hurricane Center or when the Fire Chief initiates these procedures in anticipation of a Watch, all ISB personnel will go on stand-by status and take immediate steps to secure their family and property. ISB personnel are to contact the ISB Manager for their specific assignments and may be directed to work overtime (if required).

- a. Load trucks and trailers with palletized supplies and equipment.
- b. Deliver assembled kits.
- c. Fill all oxygen bottles.
- d. Outfit up to nine (9) Rescue Units.
- e. Outfit up to three (3) pumpers.
- f. Contact Seaport and Aviation Departments to discuss availability of warehouse space.

B. Research and Development Bureau (R&D) OIC will:

1. Preseason

- a. Identify additional equipment and supplies for the Scene Support vehicle during the hurricane season.
- b. Assist the ISB Manager in evaluating the condition and quantity of hurricane-use equipment (e.g., chainsaws, etc.)

2. Threat/Watch

- a. Start Alpha/Bravo earlier. Direct R&D Bureau personnel to report to MDRF Headquarters and on a rotational schedule they are to secure their personal property and families and return to headquarters.
- b. Assist Mobile Equipment Bureau with movement of vehicles.
- c. Conduct final operational tests on Scene Support equipment (chainsaws, pumps, generators, jaws, etc.)

C. Mobile Equipment Bureau (MEB) OIC (Support Branch Director) will:

1. Pre-season:

- a. MEB OIC will confirm availability with GSA Fleet Management, as per pre-submitted DARTS; medium duty trucks with utility bodies/rear lift gates and 15 passenger vans.

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- b. Verify availability for medium duty truck and 15 passenger van rentals, as per pre-submitted DARTS, if not available through GSA Fleet Management.
 - c. Update Hurricane Plan.
 - d. Request from all Divisions a list of all uniformed and civilian employees, who do not have hurricane assignments. These pre-designated personnel are to be instructed during Hurricane plan review, to bring their fully fueled vehicles and portable radios to Logistical Services Division, at headquarters, immediately after a Hurricane Watch is announced. After return of vehicle and portable radio, these pre-designated personnel will be assigned to the Manpower Branch.
 - e. Maintain fuel tanks minimum 3/4 full on all spare vehicles.
 - f. Update list of personnel in the Division indicating home address and phone numbers.
2. Threat/Watch: MEB OIC becomes Support Branch Director.

After consulting with the Logistics Section Chief, the Support Branch Director will mobilize all MEB Ground Support personnel to facilitate hurricane preparation based on the time required to prepare and move the entire fleet.

- a. At the announcement of a Hurricane Watch, all personnel are to secure personal property and contact their Bureau OIC as to when and where to report.
- b. All personnel to start personal log and Unit Log entries.
- c. Mobilize the MEB Ground Support Unit to full staffing levels including all Support Lieutenants, Support Office Administrator, Transportation Officers and other personnel pre-assigned to the Ground Support Unit.
- d. Direct light duty personnel currently assigned to the Support Office to report to Station 13.
- e. When appropriate, relieve on duty personnel to secure personal property and family.
- f. The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for development and implementation of logistics plans in support of the Incident Action Plan. The Support Branch Director supervises the operations of Supply, Facilities and Ground Support Units.
- g. Obtain briefing from Logistics Section Chief.
- h. Obtain work materials from logistics kit.
- i. Insure that a cash advance of \$10,000 is available from the Finance/Administration Section.
- j. Identify support branch personnel.
- k. Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director.

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- l. Prepare initial organization and assignments for support operations.
 - m. Assemble and brief support branch personnel.
 - n. Determine if assigned branch resources are sufficient.
 - o. Monitor the work progress of assigned units and inform Section Chief of their activities.
 - p. Resolve problems associated with requests from operations section.
 - q. Maintain Unit Log (ICS Form 214).
3. Pre-designated duties/responsibilities during Threat/Watch:
- a. If appropriate, the on-duty Support Lieutenant orders fuel for all station, vehicle and generator fueling tanks.
 - b. At the discretion of the Support Branch Director, make contact with G.S.A Fleet Management and request pre-arranged medium duty trucks and vans. Note: If unavailable from GSA Fleet Management, give pre-submitted DART's to Procurement via Chain-of-Command for rental of the same.
 - c. Confirm that all pre-designated uniformed and civilian employees, who do not have hurricane assignments, are to bring their fully fueled vehicles and portable radios to Logistical Services Division at headquarters, immediately after Hurricane Watch is announced. These personnel will be assigned to the Manpower Branch for Hurricane readiness.
 - d. Assign and deliver three (3) Suburbans to ISB for the Operation Command posts (North - Central - South). If Suburbans are not available, provide alternate transportation.
 - e. Assign five (5) handheld radios (total 15) to the three (3) Command Posts (North - Central - South). Each group of five (5) handheld radios (with Notice of Responsibility forms) will be sent with each of the three (3) Suburbans to ISB for final stocking and delivery to Command Posts. If Suburbans are not available, provide alternate transportation.
 - f. Personnel assigned (on an overtime basis) to the Emergency Operations Center (EOC) for the emergency evacuation of stretcher bound citizens with special needs, will deliver up to nine (9) spare rescue vehicles to ISB and assist with the stocking of ALS supplies and equipment.
 - g. Assign up to three (3) Suburbans to the Tactical Communications Group. If Suburbans are not available, provide alternate transportation.
 - h. Confirm the availability of pre-arranged safe building locations for fleet not assigned to fire stations
 - i. If appropriate and at the discretion of the Support Branch Director, submit pre-made DART forms for twenty one (21) personnel, with below listed qualifications, from Manpower Branch:

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- i. Eight (8) Fire Fighters (possessing State of Florida Class D Driver's Licenses) to load three (3) pumpers and assist with light fleet deployment/MEB readiness
- ii. Eight (8) Fire Fighters (possessing State of Florida Class D Driver's Licenses) or civilians (possessing State of Florida CDL License) to pick up rental trucks and assist with light fleet deployment and other tasks.
- iii. Five (5) pre-identified certified drivers (aerial/platform/squirt/pumper/forklift) to deploy the heavy/light fleet as directed by Command.

D. The Food Unit will:

1. Pre-season:
 - a. Identify additional equipment and supplies during the hurricane season.
 - b. Conduct inventory of supplies; reorder as appropriate.
 - c. Perform monthly inspections of kitchen and equipment status, effect repairs as required
 - d. Arrange for routine kitchen cleaning.
 - e. Stockpile ice for walk-in freezer.
 - f. Request dedicated manpower from Operations and other areas as required. Conduct periodic training with personnel
2. Threat/Watch: (Activation of this phase of the plan is dependent on direct path calculations by the EOC to initiate activation to a Level 2):
 - a. Direct half of personnel to secure their personal property and families and contact their supervisor as to when to report. Remaining personnel will initiate Food Unit operations to support an EOC Level 2 Activation.
 - b. Initiate unit logs and use appropriate forms to track personnel hours and other required information.
 - c. Attend briefings as required then brief unit personnel.
 - d. Review the Hurricane Plan.
 - e. Review the Logistics Annex.
 - f. Review Food Unit plans, checklists, and pre-completed DART forms. Submit appropriate DARTS for action.
 - g. Meet with Logistics Section Chief and EOC Liaison to determine schedules appropriate for the incident.
 - h. Ensure water and equipment are in route from ISB.
 - i. Request and secure an adequate cash advance

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- j. Determine need for canteen van and relocate to appropriate position, or have it moved to a secure location (coordinate with the Dade County Fire Fighters Benevolent Assn. and Support Branch).
 - k. Move walk-in refrigeration trailer to kitchen loading dock
 - l. Contact vendors.
 - i. Review contract provision with vendors.
 - ii. Review current capabilities of vendors.
 - iii. Keep vendor(s) informed of status and probable course of action.
 - m. Review options. Update Logistics Section Chief.
 - n. Prepare menus and grocery lists.
 - o. Request a cargo van and cargo truck from Logistics for transportation of food.
 - p. Request three (3) cellular phones for Food Unit Leader and assistants at remote camps.
 - q. Request eight (8) radios on duplex frequencies for use by Food Unit personnel.
 - r. Prepare to establish potable water handwash/dishwash stations for the immediate impact/sustained emergency phases.
 - s. Confirm projections to activate MDFR Hurricane Plan, and determine feeding requirements at MDFR Headquarters and other remote camps as necessary. Contact vendors. Provide situation update. Place orders as required for provisions for 24 hours into the Sustained Operations/Recovery phase (24 hours past the projected time that Tropical Storm Forced Winds have subsided.)
- E Facilities and Construction Division Manager will:
- 1. Preseason:
 - a. Assist other Divisions in preparing all facilities for the Hurricane Season.
 - b. Facilities Management Bureau OIC will be responsible for insuring that a Pre-Season Checklist (Refer to Addendum D) is implemented for the following facilities in May of each year:
 - i. Station 13
 - ii. MDFR Headquarters
 - iii. Station 41
 - iv. ISB Warehouse
 - v. Kendall Shop
 - e. Ensure the availability of portable stand-by-emergency generators in the event they are needed at any facility.
 - f. Contact vendors and key departments to discuss the availability of front-end loaders and operators.
 - g. Obtain contact person for garbage truck for the MDFR Headquarters Building.

2. Threat/Watch
 - a. Upon a Hurricane Watch, all Divisional personnel will be placed on standby. Personnel should insure that their families and properties are secured and contact their supervisor. The Facilities Management Bureau OIC will issue specific assignments, and divisional personnel may be directed to work overtime (if required.)
 - b. Direct the Facilities Management Bureau OIC to implement the Increased Readiness (Threat/Watch) Checklist (Refer to Addendum E) for the following facilities and obtain compactor garbage truck:
 - i. MDRF Headquarters Building
 - ii. Station 13
 - iii. Station 41
 - iv. ISB Warehouse
 - v. Kendall Shop
- F. The Computer Systems Bureau Manager is responsible for assuring that backups be moved offsite to the Enterprise Technology Services Department (ETSD) to provide for disaster recovery alternatives.

III. PRE-IMPACT

- A. Inventory and Supply Bureau (ISB) Manager will:
 1. Direct all personnel to report to the ISB warehouse.
 2. Advise staff of the procedures of reporting to work after the storm.
 3. Review all tasks, duties and responsibilities.
 4. Secure premises.
 5. Secure additional warehouse space where available
- B. Research and Development (R&D) Bureau OIC will:
 1. Upon completion of Threat/Watch responsibilities report to the Logistics Section Chief who will determine if R&D personnel will remain at MDRF Headquarters or be relieved from duty.
- C. Mobile Equipment Bureau (MEB) OIC will:
 1. Review task completion/manpower need status and make changes as appropriate.
 2. Attend Logistics Section Chief planning meeting.
 3. Update Branches/Units as appropriate.
 4. Upon start of Operational period, finalize timeframes of Alpha/Bravo shifts and review/relieve personnel as needed, keeping only essential staff on duty during impact.
 5. Develop timeframe for completion of assignments/tasks and advise personnel when all outside work will cease and personnel directed to seek shelter.

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- D. The Food Unit will:
1. Attend Briefings as required, then brief unit personnel.
 2. Secure all outdoor equipment.
 3. Split personnel providing service to Facilities Management (Kendall Shop), Station 13, Fire Alarm Office, and ISB.
 4. Relocate all meal services indoors
- E. Facilities and Construction Division Manager will:
1. Direct personnel to report to Kendall Shop.
 2. Be responsible for implementing Pre-Impact (Warning) Checklist (Refer to Addendum F) for the following facilities:
 - a. Assign MDFR Headquarters Facility Manager
 - b. Station 41
 - c. ISB Warehouse
 - d. Kendall Shop
 3. Review further personnel assignments and assess operational needs to determine if personnel shall remain at MDFR Headquarters or be relieved from duty.
 4. Secure one heavy-duty front end loader and driver for each battalion.
 5. Order generators per DART form submitted.
- F. Computer Services Bureau will:
1. Assemble/install equipment necessary in the command post. This is the responsibility of the Computer Systems Manager.
 2. The Computer Technician II will notify users by facsimile or electronic mail to secure backups for their systems.
 3. The Computer Technician II will advise remote users to secure all equipment away from windows or any area where the equipment may be exposed to wind or water.
 4. The Network Manager will secure the hurricane kit containing supplies and equipment needed to meet any unplanned request from users participating in the emergency.
 5. Operating Systems Programmer, Network Manager, Computer Technician II and Computer Systems Manager schedule Alpha/Bravo shifts to support:
 - a) MDFR Headquarters
 - b) EOC
 - c) Command Post

IV. IMMEDIATE IMPACT

All supervisors will ensure the safety of their employees during the impact of storm.

V. SUSTAINED EMERGENCY

A. Inventory and Supply Bureau (ISB) Manager will:

1. Ensure all personnel report to the ISB warehouse upon the National Hurricane Center announcement that the Hurricane Warnings have been lowered. Contact personnel if they are not required to report.
2. Implement Alpha/Bravo work schedule if required.
3. Request additional staffing as necessary.
4. Report ISB warehouse conditions to Logistical Services.

B. Research and Development Unit Lead Worker will:

1. Report to the Logistics Support Branch Manager for assignment of on duty personnel and the Scene Support vehicle as needed.

C. Mobile Equipment Bureau OIC will:

1. Ensure all personnel report to MDF Headquarters on their assigned work schedule upon the National Hurricane Center announcement that the Hurricane Warnings have been lowered. Contact personnel if they are not required to report.
2. Re-evaluate equipment/vehicle needs.
3. Keep Logistics Section Chief informed of any significant events.
4. Initiate a damage assessment survey of all vehicles.
5. Begin damage mitigation efforts (tarps over vehicles with broken windows, etc.)
6. Prioritize vehicle repairs based on operational needs.
7. Document all damage and losses.
8. Plan and schedule personnel work assignment.
9. Closely monitor all equipment requests and advise Logistics Section Chief of any problems.
10. Pick-up all rental equipment not already received and complete a Vehicle Checklist.
11. Prepare for demobilization.

D. Food Unit will:

1. Ensure all personnel report to MDFR Headquarters on their assigned work schedule upon the National Hurricane Center announcement that the Hurricane Warnings have been lowered. Contact personnel if they are not required to report.

ATTACHMENT IX

2. Attend Briefings as required, then brief unit personnel.
 3. Perform a Snapshot Assessment of your area of responsibility (Base & Camps). Arrange for appropriate documentation and photographs to be taken of any damaged Food Unit areas of responsibility.
 4. Check with the Operations Section Logistics Officer to determine Operations' needs.
 5. Obtain resources necessary to restore service at all existing locations.
 6. Contract with additional vendors, if needed.
 7. Prepare to expand service to other camps:
 - a. Relief Centers (Including Fire Fighters Union Hall)
 - b. Operations
 - c. Mutual Aid Staging Areas
- E. Facilities and Construction Division Manager will:
1. Ensure all divisional personnel report to the Kendall Shop upon the National Hurricane Center announcement that the Hurricane Warning has been lowered. Contact personnel if they are not required to report. Specific assignments will be given to all Division personnel and Alpha-Bravo shifts may be implemented.
 2. Initiate damage survey of all facilities. The Facilities Management Bureau OIC will assist Divisions in repairing and securing all affected facilities.
- F. Computer Services Bureau will report to the Communications Branch Manager.

VI. POST EMERGENCY

- A. Inventory and Supply Bureau Manager will:
1. Write post-incident hurricane report and, where necessary, recommend revisions to this document.
 2. Complete and forward all hurricane related reports to the Deputy Fire Chief.
- B. Research and Development Bureau OIC will:
1. Write post-incident hurricane report and, where necessary, recommend revisions to this document.
 2. Inventory and begin replacement procedures for all lost, missing and damaged equipment.
 3. Complete and forward all hurricane related reports to the Deputy Fire Chief.
- C. Mobile Equipment Bureau OIC will:
1. Write post-incident hurricane report and, where necessary, recommend revisions to this document.
 2. Account for all vehicles and equipment.

ATTACHMENT IX

3. Complete repairs caused by storm.
 4. Request critique from operations regarding effectiveness of support-role mission.
 5. Complete and forward all hurricane related reports to the Deputy Fire Chief.
 6. Complete Demobilization Procedures.
- D. Food Unit will:
1. Immediately advise Branch Leader of all resources and time needed to demobilize.
 2. Obtain necessary resources.
 3. Ensure that all equipment is cleaned, secured, restocked, and returned to appropriate destination. Order or procure all items needed to return equipment cache to service, which may have been lost, missing, or damaged. Complete appropriate paperwork.
 4. Make appropriate arrangements for leftover food items.
 5. Collect all Unit Logs and other materials from remote camps and forward to Planning Section.
 6. Prepare required After Action reports and financial statements. Perform surveys of service areas for use in Post Incident Analysis.
 7. Have Logistics Section Chief coordinate with Operations Section
 - a. Determine if any Food Unit resources will be required for fire stations or facilities with damaged kitchens or food preparation areas.
 - b. Coordinate the demobilization of services in any Operations area.
- E. Facilities and Construction Division Manager will:
1. Write Post-incident hurricane report and, where necessary, recommend revisions to this document.
 2. Coordinate all pertinent data to ensure that all facility-related damages are properly recorded, documented and forwarded to the FEMA Insurance Coordinator.
 3. Complete and forward all hurricane related reports to the Deputy Fire Chief.
- F. Computer Services Bureau will:
1. Computer Systems Manager evaluates emergency and plans for the dismantling of command post.
 2. Personnel assume their regular duties.

**MIAMI-DADE FIRE RESCUE
DISASTER ACTION REQUEST TRANSMITTAL
INCIDENT ACTION REQUEST FORM
INCIDENT _____**

Date: _____ Time: _____ DART #: _____ Pre-Identified

Requested by: _____
Name _____ Area _____

Contact Person: _____
Name _____ Phone Number _____

Note: You can email this form to (MDFR) Dart Coordinators for action.

1. GOODS/SERVICES REQUESTED: (Please list only <u>LIKE</u> items per form.)	
Qty	Detailed Description
2. SPECIFIC DELIVERY INSTRUCTIONS:	
Delivery Date: _____	Delivery Time: _____
3. DART COORDINATOR:	
DART Coord Name: _____	Phone Number: _____
Routed to: _____	Authorization: _____
Comments: _____	
4. FORWARD FOR ACTION:	
Forwarded for action to: _____	
Comments: _____	
5. ACTION TAKEN:	
<input type="checkbox"/> Completed	Date: _____ Time: _____
<input type="checkbox"/> Unable to complete	
Comments: _____	

6. VENDOR: _____	PO#: _____	\$ _____
-------------------------	------------	----------

Note: When action is taken, email to (MDFR) Dart Coordinators.

NO. 019823

ATTACHMENT #2
MIAMI-DADE COUNTY
FIRE RESCUE

**NOTICE OF RESPONSIBILITY
FOR RECEIPT OF PROPERTY**

Description:

Serial # / DC # / Vehicle # :

Authorized by: (signature)

Issued by: (print)

Name — Last, First, Rank — Date & Initials

The undersigned hereby assumes full responsibility for the above identified item until returned.

Received by: (print)

Name — Last, First, Rank

Signature & Date

Receiver's assignment &/or responsibility

Department (specify if not MDFR)

Intended destination/use

Date & Time to be returned

Original: Retained by the Receiver

1st Copy: Retained by Issuer

2nd Copy: Forward to Support Office

**MIAMI-DADE FIRE RESCUE DEPARTMENT
LOGISTICAL SERVICES DIVISION**

CHAINSAW KIT COMPONENTS

1. One (1) Chainsaw (complete)
2. Fuel Container
3. Extra Chain Loop (sharpened)
4. Extra Bar
5. Extra Blades
6. Funnel
7. Six (6) Pack of Two-Cycle Oil
8. One (1) Quart of Chain Oil
9. Sprocket Nose Grease Gun
10. Earmuff Style Hearing Protectors
11. Chainsaw Tool (socket/screwdriver combination)
12. Pavement Paint Applicator
13. Six (6) Cans of Pavement Paint
14. Storage Box – minimum size of 12-1/2 (H) x 31 (W) x 11-1/2 (D)

MIAMI-DADE FIRE RESCUE DEPARTMENT

Hurricane Facility Check List

PRE-SEASON



Facility: _____ Location: _____ Year: _____

	DATE
Check that all hurricane shutters are in working conditions. Report problems to Facilities Management Bureau immediately.	
Fill all fuel tanks completely. Maintain tank levels at a minimum of 80% full for remainder of the hurricane season. Check auxilliary fuel pumps for operation. Report problems to Logistical Services.	
Check all emergency generators for operation under load. Maintain fuel tank at least 80% full for remainder of the hurricane season. Report problems to Logistical Services Division.	
Check stock of bottled water. Maintain sufficient bottled water for drinking and cooking for seven (7) days.	
Review department hurricane plan with all personnel.	
Check for trees which may pose an hazard during a storm; contact Facilities Management for trimming.	
Update list of personnel indicating home address and telephone number.	
Assure adequate measurements to correctly protect files in the event of a storm.	
Check all electronic equipment (computers, faxes, radios, copy machines, etc.) to assure they can be quickly disconnected and properly stored in the event of a storm.	

Remarks:

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

Form must be submitted to the Assistant Chief of Operations by April 25th.

MIAMI-DADE FIRE RESCUE DEPARTMENT

Hurricane Facility Check List

INCREASED READINESS (Threat/Watch)



Facility: _____ Location: _____ Year: _____

	DATE
Inspect Station's grounds for loose objects. Pick up and/or secure any loose objects which may present a hazard during the storm.	
Fill all fuel tanks completely. Maintain tank levels full for remainder of "Hurricane Watch". Check auxiliary fuel pumps for operation. Report problems to Logistical Services.	
Check all emergency generators for operation under load. Maintain fuel tank full for remainder of the hurricane threat/watch. Report problems to Logistical Services Division.	
Check stock of bottled water. Maintain sufficient bottled water for drinking and cooking for seven (7) days. Contact Logistical Services Division (Supply Bureau) for assistance.	
Fill all vehicles fuel tanks (including fuel cans) completely. Maintain tank levels full during "Hurricane Watch".	
Inventory station housekeeping, medical and pharmacy supplies. Contact Supply Bureau for assistance	
Install all storm protection to all glass areas. Contact Facilities Management for assistance.	
Assure adequate measurements to correctly protect files in the event of a storm.	
Check all electronic equipment (computers, faxes, radios, copy machines, etc.) to assure they can be quickly	
Remind employees of possibility of being away from their families during the storm. Because of this, they should make arrangements for shelter their families now. They should also maintain adequate stocks of	

Remarks:

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Form must be submitted to Operations Division Chief as soon as completed.

MIAMI-DADE FIRE RESCUE DEPARTMENT

Hurricane Facility Check List

PRE-IMPACT (Warning)



Facility: _____ Location: _____ Year: _____

	DATE
Inspect Station's grounds for loose objects. Pick up and/or secure any loose objects which may present a hazard during the storm.	
Ensure that all fuel tanks are full completely. Check auxilliary fuel pumps for operation. Report problems to Logistical Services.	
Check all emergency generators for operation under load. Report problems to Logistical Services Division.	
Check stock of bottled water. Maintain sufficient bottled water for drinking and cooking for seven (7) days. Contact Logistical Services Division (Supply Bureau) for assistance.	
Remove and/or lower all TV antennas or dish.	
Assure adequate measurements to correctly protect files in the event of a storm.	
Check all electronic equipment (computers, faxes, radios, copy machines, etc.) to assure they can be quickly disconnected and properly stored in the event of a storm.	
Remind employees of possibility of being away from their families during the storm. Because of this, they should make arrangements for shelter their families now. They should also maintain adequate stocks of	

Remarks:

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

Form must be submitted to Operations Division Chief as soon as completed.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
MEDICAL ANNEX**

The Medical Services Annex is the portion of the general hurricane plan that is specific to the EMS Division, and defines the Emergency Medical Services (EMS) Division's responsibilities during the implementation of the Department Hurricane Plan.

I. NORMAL PREPAREDNESS

- A. The EMS Division Chief will ensure that a minimum of three (3) EMS Captains are trained and qualified to staff the Emergency Support Function (ESF) 8 position at the Emergency Operations Center (EOC).
- B. The EMS Division Chief will attend or identify a representative to attend, all Office of Emergency Management (OEM) shelter meetings relating to capability and staffing and assist with the development of the special needs evacuation plan.
- C. All EMS Division personnel are required to familiarize themselves and adhere to Hurricane Basic Plan Hurricane Procedure III-P-4, and applicable elements of the Operations Annex (Attachment XII).

II. INCREASED READINESS

- A. The EMS Division Chief will develop a table of organization identifying the assignments of all personnel prior to the start of the hurricane season.
- B. The EMS Division Chief shall obtain from the OEM the name and location of all shelters.
- C. The EMS Research & Development section shall assess the status of all spare EMS equipment and supplies that may be needed to equip extra units and/or shelters. R & D will provide the EMS Division Chief with information about shortages as soon as possible.
- D. The EMS Division Chief shall identify those persons that are considered "non-essential" during the hurricane activation.

III. PRE IMPACT

- A. Upon notification from Fire Command, the Medical Branch will be staffed in accordance with the Alpha/Bravo work schedule unless otherwise directed.
- B. Upon activation, all personnel will begin to maintain the personal ICS 214 (Unit Activity Log) and EDAR form (Refer to Finance Administration Annex-Attachment VII). Both forms are to be submitted to the Medical Branch Director at the completion of each shift.
- C. Unless otherwise directed, the following positions will report to the following locations:
 - 1. Medical Branch Director – Fire Command, MDFR Headquarters.
 - 2. ESF Liaison – EOC
 - 3. Medical Equipment Officer – MDFR Headquarters
 - 4. Medical Liaison Officer (MLO) North – Station 51
 - 5. Medical Liaison Officer (MLO) South – Station 43

Attachment X

- D. The MLOs will work with the shelter teams to ensure a smooth operation of shelters (Refer to Shelter Annex-Attachment XIV).
- E. The Medical Branch will maintain communication with ESF 8, Shelter Teams, and the MLOs.

IV. IMMEDIATE IMPACT

- A. The Medical Branch will maintain contact with the shelter teams, keeping up to date as to the situation status of each shelter and updating shelter teams as to current conditions.
- B. The MLOs will observe the No Response order and return to their assigned station.

V. SUSTAINED EMERGENCY

- A. The MLOs will immediately begin surveying via the "Snapshot Assessment" the conditions of medical facilities and shelters in their respective districts and report their status to the Medical Branch.
- B. The Medical Branch will coordinate the staffing and relief of all shelters.
- C. The Medical Branch will coordinate EMS-related functions such as the establishment of Casualty Collection Points and establishment of Field hospitals as directed by The Operations Section Chief.
- D. In the event Disaster Medical Assistance Teams (DMATs) are deployed, the Medical Branch will liaison with these team leaders.

VI. POST EMERGENCY

- A. The Medical Branch will coordinate the assessment of the affected community from a medical perspective and recommend to the Operations Section when units should return to normal operation.
- B. The Medical Branch will coordinate the sustained staffing of shelters as needed and advise the Operations Section of the situation status of each shelter.
- C. Completed ICS form 214 and EDARs must be submitted to the Medical Branch NO LATER THAN 24 hours after the completion of the work period.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
MIAMI INTERNATIONAL AIRPORT - OPERATIONS ANNEX**

I. NORMAL PREPAREDNESS

A. The on-duty Shift Commander will conduct a semi-annual inventory of equipment and supplies on the first Saturday of May and November, for the following items:

1. Station shutters
2. Station disaster kit
3. Battalion Chief disaster kit
4. Disaster Trailer boxes and bags
5. Hurricane emergency supplies, including:
 - Chlorine
 - Paper towels
 - Toilet paper
 - Styrofoam or paper cups
 - Paper plates
 - Plastic utensils
 - Medical supplies (station standard)
 - Wood cutting blades
 - Rope 50 feet of ¾" inch
 - Spare batteries and flashlights

II. INCREASED READINESS

A. Pre-season

During the first week of May, Shift Commanders will review:

1. Policy and Procedure, *III-P-4, Hurricane Procedures*.
2. Airport Division Hurricane Annex (Policy and Procedure, *III-P-4, Hurricane Procedures - Attachment XI*).
3. Miami-Dade County Aviation Department (MDAD) *Hurricane Procedures*.

B. Hurricane Threat/Watch

1. When a Hurricane Watch is announced, the on-duty Shift Commander will conduct an inspection/inventory for hurricane equipment and supplies, including:
 - Station shutters/impact resistant windows
 - Station disaster kit
 - Battalion Chief disaster kit
 - Disaster Trailer boxes and bags
 - Hurricane emergency supplies
 - Plastic utensils
 - Medical supplies
 - Wood cutting blades for K-1200 ring saws
 - Chainsaw availability (Secure two (2) saws from Division Office Lockup)
 - Rope 50 feet of ¾" inch
 - Spare batteries and flashlights
 - Spare portable hand-held radio, chargers, and batteries
 - Fire frequency base station radio
2. When a Hurricane Watch is announced, the on-duty Shift Commander will conduct an inspection tour of fire station facilities.
 - a. Secure or remove all loose materials.
 - b. Report hazardous conditions that cannot be resolved by on-duty fire personnel to the division office.
3. When a Hurricane Watch is announced, the on-duty Battalion Commander will compile a list of personnel wishing to work overtime during the hurricane emergency.
 - a. The Airport Division Chief will notify the Battalion Commander to initiate the overtime call-back procedure.
 - b. The Battalion Commander will advise overtime personnel that they will need to make provisions for their own dining and personal requirements.
4. On-duty personnel will be augmented by the immediate past shift per Policy and Procedure *III-P-4, Hurricane Procedures*.

III. PRE-IMPACT

A. Hurricane Warning

1. On-duty Shift Commander will assign personnel to secure station areas, as follows:
 - a. Install station shutters or storm panels.

- One (1) pry tool
 - Two (2) hand lights
 - Fifty (50) foot rope
 - One (1) tool kit
 - One (1) set elevator keys
 - One (1) Miami-Dade Fire Rescue (MDFR) Ultra High Frequency (UHF) hand-held radio with extra battery and battery charger
 - Baggage cart (borrow from sky caps)
 - One (1) 800 MHz radio with extra battery and battery charger
2. Aid Station #1, Concourse D; Aid Station #2, Concourse F:
- a. Each aid station will be staffed by one (1) Lt. and one (1) FF/Paramedic.
 - b. Each aid station will be equipped with:
 - One (1) medical box
 - One (1) red hurricane medical/triage bag
 - Four (4) red trauma kits
 - Oxygen set-up with five (5) extra oxygen bottles
 - Package of Rescue Report forms
 - Bunker gear and SCBA for each member
 - One (1) MDFR UHF hand-held radio with extra battery and battery charger
- D. The Training Officer will set-up the fire frequency base station radio at MDAD Command Post. (Radio stored in the supply locker in the Division Chief's office).
- E. The Airport Division Chief will notify the Battalion Commander when to move equipment to terminal station locations. Terminal station locations will be staffed upon Office of Emergency Management and Homeland Security (OEM&HS) announcement of shelter areas or at the direction of the Airport Division Chief.

IV. IMMEDIATE IMPACT

- A. Maintain safety at fire station and terminal area.
- B. Respond to emergencies within terminal area.
- C. Monitor and record information required for the "Snapshot" assessment report.
- D. Prepare to respond to outside emergencies as soon as conditions permit.

E. Prepare for a “Snapshot” assessment as soon as practical.

V. SUSTAINED EMERGENCY

A. The Station/Facility Officer-In-Charge (OIC) will conduct a primary “Snapshot” Disaster Assessment (<One (1) hour).

1. Personnel
2. Equipment
3. Facilities
4. Neighborhood
5. Access

B. Conduct “Windshield Survey” secondary assessment (One (1) to Four (4) hours).

1. Target Occupancies
 - a. Terminal
 - b. Hotels/Motels
 - c. Fuel farm
 - d. Warehouse area
 - e. Others
2. Continue use of Disaster Assessment “Snapshot” rating:
 - a. As permitted
 - b. At strategic locations
 - c. Assist in conducting detailed damage/situation/needs assessments

VI. POST EMERGENCY

A. Organize all assessment related data, forms, and other reports.

B. Forward copies to the Planning Section Chief via the Area Command/Branch Director.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURE
OPERATIONS ANNEX**

I. NORMAL PREPAREDNESS (Normal and special preparations and policy/procedure changes occurring all year long.)

A. General:

All Miami-Dade Fire Rescue (MDFR) facilities will be maintained in sound, functional condition to safely secure each facility in a short period of time. MDFR apparatus will be maintained in a state of readiness.

B. Target Occupancies:

Personnel will familiarize themselves with Target Occupancies (hospitals, mobile home parks, nursing homes, shelters, special hazards, etc.) within their territory and surrounding areas and be prepared to mitigate problems created by a hurricane at these occupancies. Station Captains will complete the *Pre-Disaster Survey Forms* (PDS) in the *Station Administrator Workbook* (located in fire stations).

II. INCREASED READINESS (Hurricane pre-season preparedness through Hurricane Threat/Watch.)

A. Pre-season:

1. Annually, during the first week of May, the Battalion Chief will review the *Battalion Disaster Workbook* (located in fire stations) for completeness and forward a copy of the *Annual Checklist* to the Operations Division office.
2. Annually, during the first week of May, the Station Captain of each facility will:
 - a. Conduct an inventory of supplies.
 - b. Ensure serviceability of station shutters and necessary items to secure facility.
 - c. Review *Station Administrator Workbook* (located in fire stations) for completeness.
 - d. Order any items needed from Supply Bureau.
3. All personnel will review Policy and Procedure *III-P-4, Hurricane Procedures*, during the month of May.
4. All personnel will review and update their contact information on MDFRnet>My Profile (<http://mdfrnet/>).

B. Hurricane Threat/Watch (An official announcement that a hurricane or an incipient hurricane condition poses a possible threat to coastal areas within 36 hours.)

1. General:

When a Hurricane Watch is announced by the National Hurricane Center or when the Fire Chief initiates these procedures in anticipation of a Hurricane Watch, all MDFR personnel will go on stand-by status and

Attachment XII

take immediate steps to secure their family and property. The Fire Chief's staff will keep the Fire Alarm Office (FAO) advised as to their availability.

2. Assistant Chief for Operations or designee will:
 - a. Schedule meeting and brief Area Commanders on status of MDFR's Incident Action Plan (IAP).
 - b. Request Logistical Services Division to prepare all spare MDFR apparatus.
3. Operations Division Chiefs will:
 - a. Establish Area Command Posts
 - 1) North Area Command (North Command)
Operations North at Station 41
 - 2) Central Area Command (Central Command)
Operations Central at Station 48
 - 3) South Area Command (South Command)
Operations South at Station 34
 - 4) Special Operations Command (Special Operations Command) Division 4 Office, Station 24
 - 5) Miami International Airport (Airport Command)
Station 59
 - b. Obtain direction from Assistant Chief for Operations.
4. Battalion Chiefs will:
 - a. Obtain direction from assigned Area Commander.
 - b. Initiate use of *Station Administrator Workbook* in each fire station within their Battalion.
5. On-Duty Station Officer-In-Charge (OIC) will:
 - a. Request from Logistical Services Division all supplies needed to ensure reasonable protection of personnel and adequate response capabilities.
 - 1) Fuel - Cooking needs and response vehicles
 - 2) Chainsaws distribution should be complete prior to hurricane season
 - 3) Station supplies - Double the normal inventory
 - b. Secure fire station
 - 1) Secure all openings
 - 2) Protect furniture and equipment
 - 3) Protect all files
 - 4) Lower antennas

- 5) Secure items that may become projectiles
 6. On-Duty Unit OIC will:
 - a. Request from Logistics all supplies needed to ensure adequate response capabilities:
 - 1) Basic First Aid equipment
 - 2) Advanced Life Support equipment (ALS)
 - 3) Additional reports
 - b. Ensure vehicle readiness:
 - 1) Top off fuel tanks using other than station reserves (GSA/Private).
 - 2) Back flush and top off water tanks.
- III. **PRE-IMPACT** (Hurricane Warning or similar notification.)
- A. General:
1. MDFR personnel (sworn, civilian and temporary employees) will **not** call the Personnel Accountability Line pre-incident. At the beginning of the hurricane season and when any changes in contact information occur, all staff must update their profiles found on MDFRnet (<http://mdfrnet>) and provide their contact information.
 2. When the National Hurricane Center, the Mayor, County Manager or Fire Chief announce a Hurricane Warning or similar notification, **all personnel** on their first day off should be prepared to return to their last duty station within two hours of announcement. Due to the dynamic nature of hurricanes, MDFR instituted a Hurricane Call-back Information Line: 786-331-5030. All personnel required to return to duty must call 786-331-5030 for updated instructions specific to the particular call-back. Information provided might change reporting times or who is required to return. In the event personnel are unable to access the hurricane call-back information line, they are to report to duty as required above. Call-back personnel will be assigned to key positions as identified by the Operations Section at Fire Command or Area Commander(s). Personnel unable to report to their last duty station within two hours of announcement will contact their supervisors to advise their enroute and estimated time to work location. Consideration will be given to personnel who have special needs, such as elderly or disabled parents, children and/or other circumstances that dictate a delay in response back to their previous work assignment.
 3. In the rare instance that a Hurricane Warning is announced by the National Hurricane Center, the Mayor, County Manager or Fire Chief, and without prior notification of a Hurricane Watch, **all** shift personnel on their first day off will return to their last **duty station** within **two** hours of announcement. This will allow on duty personnel, who did not have the opportunity to secure their family and property, the time that was previously not made available due to lack of a Hurricane Watch. On duty personnel will be relieved of duty by returning personnel for no more than six hours. Once personnel have returned from securing their families and

property, the call-back firefighters providing relief will be released from duty, if no operational need exists.

4. Personnel on approved leave (scheduled vacation, awarded Battalion days, birthday holiday, FMLA leave) or a Cycle Relief (CR) day, are not required to report to duty unless the Fire Chief specifically cancels leave and CR days.

NOTE:

Any exceptions to reporting for duty times outlined must be authorized via the chain-of-command and appropriate Division Chief.

5. A wakeful watch for communications will be maintained at each facility.
 6. Persons with Special Needs (PSN) transport units will be assigned by the Operations Section Chief in coordination with the Emergency Operations Center (EOC).
 7. Spare suppression vehicles will be assigned as directed by the Operations Section Chief.
- B.** Operations Section Chief -- Reports to Fire Command and directs operations activities.
- C.** Area Command -- Reports to Operations Section Chief
1. Staffed by a Division Chief or designee and command staff of pre-determined officers in the following positions:
 - a. Operations (at Area Commander's discretion)
 - b. Planning
 - c. Logistics
 2. Implements a call-in system for facilities within the Division approximately three hours prior to projected strike.
 - a. Fire Stations will check in on the hour and report status at their locations.
 - b. Shelters staffed by MDRF personnel will check in on the half-hour and report status at their locations.
- D.** Battalion Chief -- Reports to Area Commander
1. Utilizes the *Battalion Disaster Workbook* (located in fire stations).
 2. When sufficient personnel are available, Battalion Chiefs will identify:
 - a. (1) Battalion Aide
 - b. (1) Station Administrator for each station
 3. Once staffing for these positions are identified, the Battalion Chief will advise the Area Command Planning Officer of assignments and provide a roster of all personnel in the Battalion.
- E.** Station Administrator

1. Follows guidelines in the *Station Administrator Workbook* (located in fire stations).
 2. Responsible for all needs of fire station.
 3. Accountable for all personnel and equipment moving in and out of station.
- F.** Unit Officers and Personnel
1. Maintain response capability.
 2. Comply with appropriate documentation requirements.
 3. Maintain activity log and pay information on *Emergency Daily Activity Report (EDAR)* form.
- G.** Evacuation
1. The decision to evacuate stations is made by Command and communicated to each Area Command.
 2. When directed, units will relocate as follows:
 - a. Zone A (Red Zone) Evacuation
 - Battalion 1 to North Area Command
 - Rescue 10 to Station 51
 - Aerial 10 to Station 51-- CPAT Building
 - Engine 15 to Station 14
 - Platform 21 to Station 26
 - Engine 21 to Station 51 -- CPAT Building
 - Rescue 21 to Station 26
 - RHIB 21 & Tow Vehicle to Station 22
 - Engine 27 to Station 31
 - Rescue 27 to Station 7
 - Aerial 39 to Station 48
 - Support 39 Housed in Place
 - Engine 42 to Station 46
 - Rescue 42 Housed in Place
 - Rescue 49 to Station 23
 - Engine 64 to Station 1
 - b. Zone B (Yellow Zone) Evacuation, includes Zone A and the following:
 - Battalion 2 to Station 31
 - Engine 8 to Station 25
 - Rescue 8 to Station 11

- Aerial 22 to Station 25
- Rescue 33 to Station 19
- Engine 55 to Station 43
- RHIB 55 to Station 34
- Engine 63 to Station 54
- Rescue 63 to Station 32

c. Zone C (Green Zone) Evacuation, includes Zone A, Zone B, and the following:

- Rescue 16 to Station 6
- Engine 16 to Station 36
- Ladder 16 to Station 36
- Aerial 34 to Station 24
- Rescue 34 to Station 61
- Rescue 50 to Station 24
- Engine 62 to Station 56
- Rescue 65 to Station 61
- South Area Command to Station 24

3. Stations being evacuated must:

- a. Shut down power and gas to the station.
- b. Move all private vehicles to the mainland.
- c. Elevate file drawers on top of lockers.
- d. Secure station.
- e. Secure doors -- interior and exterior.
- f. Secure loose articles from station grounds.
- g. Lower antennas.
- h. Lock all gates
- i. Place sign on door: "In case of emergency, call 911."
- j. Secure dumpsters.

IV. IMMEDIATE IMPACT (Operations during hurricane)

A. General

- 1. No individual will respond alone during the Immediate Impact phase.
- 2. Response to alarms will continue until the "NO RESPONSE" order is issued. Prior to this announcement, any Battalion Chief or unit officer who feels that situations encountered are sufficiently dangerous to personnel at his/her location, may choose to cease operations and return to quarters. This "NO RESPONSE" status must be communicated to the FAO and Area Command. Any change in conditions and response status must also be communicated to the FAO and Area Command. Battalion

Chiefs or unit officers who feel the need to continue operations past the announcement from Fire Communications must justify this decision through the Fire Communications Office and receive permission to continue their current task.

3. All reserve apparatus will be staffed as dictated by Area Command.

B. Operations Section

1. Receives reconnaissance and updates from the EOC and keeps Area Commanders apprised of storm status.
2. When directed by Incident Commander, a "NO RESPONSE" order will be issued through FAO/Area Commands.

C. Area Command(s)

1. Monitors on-going responses.
2. Maintains contact with Operations Section and advises of response status.
3. Maintains contact with Battalion Chiefs, Station Administrators, Station Captains and MDRF personnel at shelters.
4. If conditions warrant, issues a "NO RESPONSE" order within that Area and notifies FAO and Operations Section at Fire Command.

D. Battalion Chief

1. Monitors and supports MDRF units and personnel.
2. Maintains contact with Area Command.

E. Station Administrator

1. Monitors affects of storm on personnel, units and facility.
2. Advises Area Command and Battalion Chief of status.
3. Makes specific assignments for personnel and apparatus rotation for response to alarms.
4. Prepares assessment report as soon as storm conditions subside or upon request. (Refer to *Assessment Annex – Attachment III*)

F. Unit OIC and Personnel

1. Maintain response capability.
2. Maintain contact with Station Administrator.

V. SUSTAINED EMERGENCY (Operations after hurricane)

A. General

1. Command will issue a RESUME RESPONSE order when conditions allow. Operations Section Chief, Area Commands and/or Battalion Chiefs may issue these orders if normal communications are inoperative.
2. Employees not on duty during storm:

After storm has passed, oncoming shift personnel, not already on duty, will report to their duty stations at 0700 hours. Personnel unable to reach their primary duty station will report to the closest operational MDRF station for assignment.

NOTE:

All personnel, whether scheduled for duty, unable to report for duty, not yet due to report for duty, on CR day or approved leave, are expected to advise their location and situation.

Follow Call-In Procedures outlined in **Attachment I**. This allows the department to account for and identify personal needs of employees reporting in. Names of those not reporting will be assigned to the Employee Welfare Task Force for accountability.

3. As soon as storm conditions subside, the Station OIC and/or Administrator will prepare the Disaster Assessment Snapshot and report as directed by the Assessment Annex (Attachment III).
4. Primary Search and Rescue (SAR) efforts will occur at Target Occupancy areas, and those with obvious needs, upon direction of Area Command.
5. Emergency Response.

- a. Dispatch Through FAO

The primary response method, unless otherwise indicated, will be dispatched by FAO. Units responding to requests from FAO must advise that office of problems encountered during dispatch, or any changes of assignment necessitated by personal observations.

- b. Dispatch via Area Command

Dispatch of units may be controlled at an Area Command. This regional dispatch may be relayed from FAO, or based upon information at Area Command, or a combination of both.

- c. Self Dispatch Based Upon Assessment

It may be necessary for units to dispatch themselves due to lack of communications with other stations or FAO. This should be done based upon the OIC's assessment of current situation. Consideration must be given to performing additional assessment objectives similar to triage during multi-casualty incidents. With the exception of providing life-saving assistance, a search will be conducted as soon as possible of predetermined priority areas (i.e., shelters, hospitals, mobile home parks).

- d. Primary Search and Rescue

Primary search and rescue may be implemented to support emergency response. This will be limited to rescue of lightly trapped victims. Appropriate decisions must be made about the priority of responsibilities at this time.

- e. Safety and Hazard Identification

Safety and well being are the first priority of personnel conducting emergency operations. Many hazards will be encountered during the first seventy-two (72) hours after a hurricane. These include, but are not limited to:

- Downed wires

- Gas leaks
- Fires
- Unsafe structures
- Flooding
- Hazardous material incidents
- Traumatized animals
- Heat stress

NOTE:

Every attempt should be made to abate these hazards if they can be done safely. As with other incidents, personnel should utilize all safety equipment available, work in teams, and stay well hydrated.

f. Ongoing Territory Assessment

During all emergency response operations, continued territory assessment is vital. Continuous use of the neighborhood damage portion of the *Damage Assessment Snapshot* form (Refer to Assessment Annex - Attachment III), in different areas of assigned territory, is crucial for dispatching appropriate resources. Transfer this information to Area Command locations as quickly as possible.

6. If personnel are not needed in a particular area, they may be assigned to report to Area Command or Mobilization Center for relocation to an affected area.
7. Secondary SAR - (Refer to Attachment XV)
8. Stop signs and street signs will be replaced when possible. Otherwise, identify roadway with spray paint (intersections, light poles, etc.).

B. Operations Section

1. Advises Area Commanders of operational priorities and Department strategy.
2. Based on assessments will:
 - a. Request mutual aid through Command.
 - b. Develop system to temporarily relieve on-duty personnel to check on their families.
 - c. Issue orders for staffing previously evacuated fire stations.

C. Area Command

Establish system within appropriate geographic boundaries to execute MDR's strategy and operational priorities.

D. Battalion Chief

Coordinates stations' needs with Station OIC/Administrators and documents pertinent information such as:

1. Accountability of all personnel

Forward accountability rosters to the Accountability Desk per instructions in *Call in Procedures/Accountability Annex*, Attachment 1.

- 2.** Assessment/Primary Survey
 - a.** Station status
 - b.** Vehicle status
 - c.** Territory status (roadways, structures, etc.)
 - d.** Target Hazard status

E. Station OIC/Administrator

Assists Employee Welfare Section with personnel accountability. (Refer to Employee Welfare Annex - Attachment VI).

F. Company Officer

Begins assessment and response as defined by Station Administrator.

VI. POST EMERGENCY (Recovery efforts)

- A.** Normal staffing on units resumes.
- B.** Surplus equipment returned to Inventory and Supply Bureau.
- C.** All documentation forwarded to Planning Section Chief, Fire Command via Area Command.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
PUBLIC INFORMATION ANNEX**

The Public Information Annex is the portion of the General Hurricane Plan that is specific to the Public Affairs Bureau and defines the parameters for response to a hurricane. The Public Affairs Bureau also plays a significant role in the operation of the Emergency Operations Center. A separate plan exists that identifies those roles.

I. NORMAL PREPAREDNESS

- A. The Public Affairs Officer-in-Charge (OIC) will prepare an emergency schedule for Bureau staff, and instruct them on what supplies to have on hand. The Bureau OIC will also determine which, if any, other Divisions will be available to Public Affairs (e.g., Training, Fire Prevention).
- B. The Bureau OIC will prepare a Public Information Campaign (including internal communications) on hurricane preparedness and Department plans, including Public Service Announcements (PSA) by May.
- C. The Bureau OIC will maintain a current media contact list and prepare pre-scripted news releases.

II. INCREASED PREPAREDNESS

A. Pre-season

- 1. The Bureau OIC will review the Hurricane Policy and Procedure with all Bureau personnel in May of each year.
- 2. The Bureau OIC will coordinate with the County's Communications Department for information dissemination.
- 3. Public Affairs staff will provide safety and health preparation tips to news media, and will place hard copies in fire stations for community distribution.

B. Hurricane Threat/Watch

- 1. The Bureau OIC will implement emergency scheduling as appropriate and instruct staff to be sure they have secured their homes and are prepared to spend extended time at MDFR Headquarters or in the field.
- 2. Daily, Public Information Officers (PIOs) will distribute Fire Department information including television and radio PSAs, electronic media, and print ads to local newspapers, television and radio stations.
- 3. PIOs will update dissemination to appropriate news media.
- 4. The Bureau OIC will confirm that the Blast Fax in Public Affairs is operational.

III. PRE-IMPACT

- A. The Bureau OIC will assign staff to the Emergency Operations Center's (EOC) Media Center when it is officially activated.
- B. The Bureau OIC will remain with the Fire Chief to assist with interviews and other media requests, as directed.
- C. Public Affairs personnel may be assigned to the Command Post, Fire Alarm Office, and field locations when appropriate, as determined by the Bureau OIC.
- D. Public Affairs staff will send out emergency instructions, and other information, to media outlets regarding Fire Department operation, and last minute health and safety tips.

IV. IMMEDIATE IMPACT

- A. Public Affairs staff will monitor operations activity and coordinate dissemination of information useful to the public (e.g., location of shelters, fire station activities, dangerous conditions, etc).
- B. Public Affairs staff will disseminate pertinent and appropriate information to the public and media.
- C. Public Affairs staff will be in place, as determined by the Bureau OIC, prior to storm landfall.

V. SUSTAINED EMERGENCY

- A. Public Affairs staff will assist the Fire Chief with interviews and other media requests, as directed.
- B. Public Affairs staff will schedule media briefings in coordination, if appropriate, with the County's Communications Department staff. The Bureau OIC will determine location of briefing, topics, information to be given out and participants. Public Affairs staff will notify media regarding a briefing schedule.
- C. Public Affairs staff will establish Media access rules, set up pool situation if necessary, and make Fire Department video and stills available to media.
- D. All Public Information Officers (PIOs) will be readily available to media.
- E. All PIOs will gather emergency medical and safety information and disseminate to television, radio, and newspapers in a timely manner.
- F. The Bureau OIC will dispatch PIOs and the Fire Department Videographer to record aerial and ground level video and stills.
- G. The Public Affairs Bureau will maintain a steady flow of information to the media and public via updated fact and information sheets. The internal phone line will also be updated.
- H. PIOs will identify human-interest stories and notify the media.

VI. POST-EMERGENCY

- A. The Bureau OIC will forward all hurricane reports to the Fire Chief.

ATTACHMENT XIII

- B. The Bureau OIC will review communications procedures and materials for update.
- C. PIOs will continue to identify newsworthy stories and alert the media.
- D. PIOs will continue dissemination of public safety information as services come back on line, and as damage repairs begin.
- E. PIOs will continue statistical information flow to the media via FAX and electronic memos.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
SHELTER ANNEX**

I. NORMAL PREPAREDNESS

A. Definitions:

1. Hurricane Evacuation Center (HEC):

Any public building designated as a temporary shelter for the general population. This type of shelter is not intended to house persons requiring any type of sustained medical support. The need for Miami Dade Fire Rescue staffing will be determined by Fire Command.

2. Special Needs Evacuation Center (SNEC):

Temporary shelter staffed and equipped to meet the needs of those persons who require special assistance during times of evacuation. SNECs are designed for individuals that require minimal assistance with daily living activities or a medical condition. Evacuees that are bed-bound, have electricity or oxygen needs, or a condition that requires a higher level of care will not be allowed into SNECs, but will be redirected to a Medical Management Facility through coordination with the Emergency Operations Center (EOC). Each SNEC will be staffed by at least one MDRF shelter team.

II. INCREASED READINESS

A. Annually, during the month of May, the Shelter Annex will be reviewed by the Emergency Medical Services (EMS) Division.

B. A list of current HECs and SNECs will be provided to the EMS Division by OEM.

C. The Inventory and Supply Bureau will ensure that the following equipment has been checked and is ready to deploy to each SNEC:

- Advanced Life Support (ALS) cart
- ALS Medical box
- Airway bag
- Lifepak w/charger

D. The Inventory and Supply Bureau will ensure that the following equipment has been checked and is ready to deploy to each HEC:

- Automatic External Defibrillator (AED)
- First Aid Kit

III. PRE-IMPACT

A. In anticipation of the announcement that shelters will be opened, Fire Command will activate the Medical Branch, which will begin coordinating through Manpower the staffing of each facility. As a minimum:

Attachment XIV

1. Each SNEC will be staffed by a team of two (2) Paramedics.
 2. Each HEC will be staffed as needed, by a team comprised of one (1) Paramedic and one (1) EMT.
- B. The Logistics Section will direct the Inventory and Supply Bureau to deliver shelter equipment once staffing is in place.
 - C. The Logistics Section will have T-Comm provide a radio to each shelter team.
 - D. The Medical Branch will maintain the contact information for each shelter.
 - E. The shelter teams will work with the American Red Cross to screen evacuees to ensure that people with special medical needs are taken to the most appropriate facility.
 - F. A Medical Liaison Officer (MLO) will coordinate shelter activity and special needs evacuation for the Medical Branch.

IV. IMMEDIATE IMPACT

- A. Shelter teams will maintain radio contact with the Medical Branch or closest MDRF station on an hourly basis to provide their situation status and to receive updated information.
- B. Persons requiring medical care will be treated in accordance with the Medical Operations Manual.
- C. A Florida EMS Report will be completed on all persons receiving care. The need for medical transport will be coordinated through the Medical Branch and will be provided assuming a No Response order has not been issued.
- D. In the event multiple patients are being encountered, the MLO will respond to assist and the Medical Branch will be notified. Care must be taken not to exacerbate an otherwise stable situation by instilling mass panic among the evacuees.

V. SUSTAINED EMERGENCY

- A. The MLOs will conduct a Snapshot Assessment of all shelters as well as the hospitals in their assigned area and advise the Medical Branch of their status.
- B. All Florida EMS Reports will be secured at the shelter until collected by a MLO.

VI. POST EMERGENCY

- A. The Logistical Services Section will coordinate the pick-up and return of the shelter equipment with the assistance of the shelter teams and MLOs.
- B. The Inventory and Supply Bureau will confirm the inventory list and replace all depleted supplies.
- C. In the event of long-term shelter use, re-stocking will be coordinated between the Medical Branch and the Logistical Services Section.
- D. The MLO will be responsible for collecting all Florida EMS Reports generated from their respective shelter.

MIAMI- DADE FIRE RESCUE HURRICANE POLICY AND PROCEDURES SEARCH AND RESCUE ANNEX

After a major incident such as a hurricane, tornado, or flood, substantial numbers of persons could be in life-threatening situations requiring prompt rescue and medical care. Because the mortality rate will dramatically increase beyond 24 hours after the incident, search and rescue must begin immediately. Personnel may encounter extensive damage to buildings, roadways, public communications, and utilities. During a hurricane, effects such as flooding, fires, and hazardous materials incidents can compound problems and threaten survivors and rescue personnel.

Extensive search and rescue operations should not occur until emergency response requirements are fulfilled. Units may be required to make independent decisions and differentiate emergency response from search and rescue operations. The need for assistance must be communicated to the appropriate Area Command as soon as possible.

I. NORMAL PREPAREDNESS

A. Planning Assumptions

1. The first priority following hurricanes or other similar incidents is to assess damages using the Snapshot Assessment Technique. Focus will be on target occupancies within each response area.
2. Many local residents, workers, and convergent volunteers such as Community Emergency Response Teams (CERT) will initiate activities in an effort to assist search and rescue operations. This assistance will require coordination and direction.
3. Access to severely damaged areas may be restricted with some sites only accessible by air or boat.
4. Although the extensive equipment cache and technical expertise of our Urban Search and Rescue (USAR) Task Force (FL-TF1) will be available, a formal team activation will not take place. These assets will be coordinated by the USAR Officer at Fire Command.
5. The Federal Emergency Management Agency (FEMA) may pre-mobilize one or more USAR Task Forces outside the affected area and then, dispatch them upon request to augment local resources after the hurricane.

B. Concept of Operations

Search and Rescue (SAR) operations following hurricanes and other similar incidents can be categorized into three phases:

1. Phase 1 – Informal, Spontaneous SAR. The emergence of on-the-spot civilian rescue groups. These informal groups perform the majority of rescues within the first 8-hours after the incident.
2. Phase 2 – Light SAR. Coordinated localized searches led by trained teams comprised of department personnel or CERTs. This phase is intended to rapidly search target occupancies for stranded survivors and rescue those not requiring major resources of equipment and/or staffing.

3. Phase 3 – Intensive SAR. More focused and intensive efforts permitted by an increase in staffing and equipment, with more on-site coordination between rescue and SAR personnel. Emphasis changes from rescuing people from light entrapment to rescuing people trapped within severely damaged or collapsed buildings. This phase will most likely utilize TRT units, specialized equipment and resources from the FL-TF1 cache, as well as heavy equipment such as cranes, loaders, etc.

II. INCREASED READINESS

Miami-Dade Fire Rescue (MDFR) units will become familiar with target occupancies in their territory by conducting pre-season surveys to identify these occupancies. Target occupancies are those with a high probability of having trapped victims following a hurricane or similar incident. Target occupancies may also include those with an increased likelihood of structural failure or collapse. Examples include:

- Hospitals, nursing homes, and adult care living facilities.
- Shelters
- Mobile home parks**

** Although these occupancies are evacuated for any category hurricane, experience has shown that persons refusing to leave have been found after the storm injured, trapped, and in some cases, deceased.

III. PRE-IMPACT

During this phase a SAR Officer will be assigned to each Area Command. The SAR Officer is responsible for coordinating SAR efforts within their Area Command with direction from, and in coordination with Operations at Fire Command.

IV. IMMEDIATE IMPACT

During this time the SAR Officer will continually gather information provided by Fire Command, field units, or the Fire Alarm Office and begin to develop a SAR Action Plan for their Area Command.

V. SUSTAINED EMERGENCY

A. Safety and Hazard Identification

Personnel conducting emergency operations must realize their own safety and well-being is their first priority. Many hazards will be encountered during the first 24 hours after a hurricane or similar incident. These hazards include, but are not limited to:

- Electrical hazards (i.e., wires down)
- Fires
- Unsafe structures
- Flooding and possible bio hazard contamination
- Hazardous material incidents
- Traumatized animals
- Heat-related illness
- Dehydration
- Stress, both physical and mental

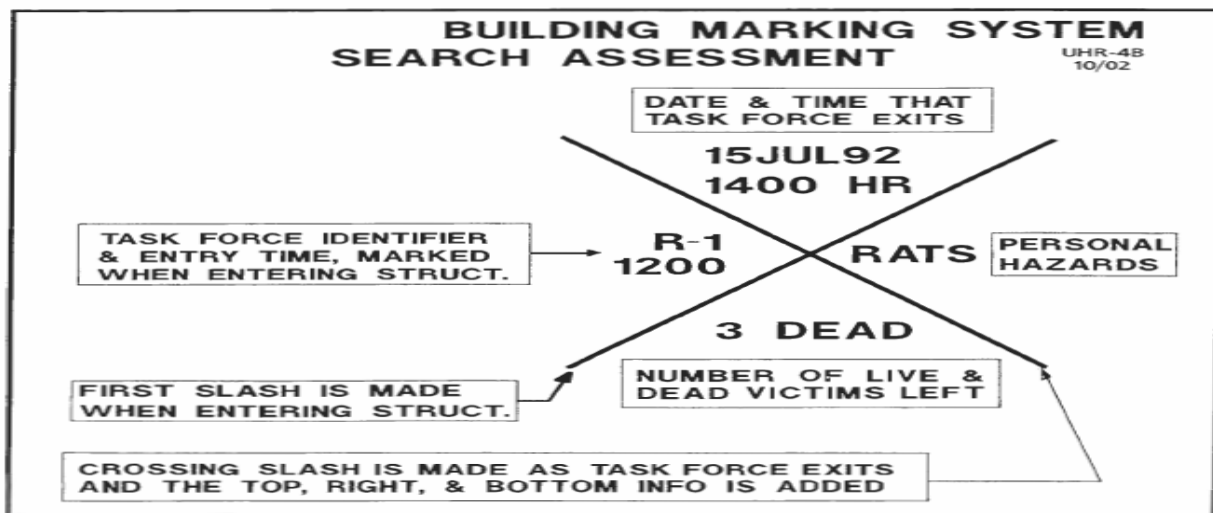
Every attempt will be made to abate these hazards, if it can be done safely. As with other incidents, personnel should utilize all safety equipment available, work in teams, rotate through rehab, and stay well hydrated.

B. Initial SAR Size-up

1. A unit may need to perform the following activities prior to beginning SAR operations:
 - a. Perform a Snapshot Assessment – Attempt to identify separate buildings, from any given areas that offer the highest potential for viable rescue opportunities (See the Assessment Annex).
 - b. Identify potential buildings to search by address or physical location.
 - c. Assess the hazards and the risk versus reward potential of entering the compromised structure. For more information refer to MDRF Standard Operating Procedure *I-I-07, Structural Collapse Incidents*.
2. Interview neighbors or family members on the scene to determine SAR opportunities in a particular structure. Consider the following:
 - a. The validity of the report. Was the structure cleared? Are all members of a family accounted for?
 - b. “Voices” or “Calls for help” may be falsely heard coming from a rubble pile or collapsed structure.
 - c. Each report must be carefully evaluated and judged on a case-by-case basis. If in doubt call for a search.

C. Light Search and Rescue

While performing the Snapshot Assessment, personnel or units may encounter victims that are lightly trapped under debris and can be easily freed with minor assistance. Assistance can be provided, however, this assistance cannot take away from the overall area assessment. In cases where SAR operations are initiated and further area assessment is not completed, the Area Command must be notified. Structures that are searched must be marked with orange paint as explained below. For further explanation on search markings refer to the *Florida Incident Field Operations Guide*.



D. Priority Area Search

With the exceptions of providing life-saving assistance, a search will be conducted as soon as possible on target occupancies such as those identified in Section II. These searches will consist of:

1. An interview of relatives and neighbors to determine if people are not accounted for.
2. Physically searching large areas that can be easily scanned, especially mobile home parks, or other areas that have suffered major destruction.

E. Grid Search

A definitive search of the affected area, as determined by Area Command, will be conducted once the priority areas are completed and personnel become available.

1. All MDFR units are provided Dolphs maps. These maps have a standard grid numbering system, which will be used.
2. During the Grid Search the following will be accomplished:
 - a. Locate and extricate victims trapped by debris.
 - b. Provide life-saving assistance.
 - c. Identify hazardous situations that need to be mitigated.
 - d. Identify the need for medium or heavy rescue capabilities in order to extricate trapped victims.
 - e. Disseminate the latest information on food, water, and distribution sites; location of temporary shelters, and medical care facilities; and general health and safety tips.

F. SAR Team Organization (11 personnel)

1. SAR Team Leader (1)
2. Safety Officer (1)
3. Rescue Specialist (2)
4. Logistics Manager (1)
5. Canine Team (2)
6. Technical Search Specialist (2)
7. Structural Specialist (1)
8. Medical Specialist (1)

VI. POST EMERGENCY

- A.** All incident documentation from the Area Command and Emergency Operations Center (EOC) will be forwarded to the Assistant Chief for Operations via chain-of-command.
- B.** All SAR equipment will be returned to an identified collection area.
- C.** All lost equipment and expended supplies will be documented and information forwarded to the Finance Section.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
OCEAN RESCUE OPERATIONS ANNEX**

Throughout a hurricane, Ocean Rescue Bureau (ORB) Operations and its staff members will provide essential service to the general public as part of the Miami-Dade Fire Rescue's (MDFR) "staffing pool". ORB Operations will commence business by providing patron protection at the County's public swimming beaches (Crandon and Haulover) 'as soon as possible' after a hurricane. MDFR realizes that the beach itself, and its use, provides members of the general public a way to "return to normalcy" after such a catastrophic event.

I. NORMAL PREPAREDNESS - (normal and special preparations policy/procedural changes occurring all year long).

- A.** The ORB will be maintained, in a sound functional condition to allow a safe and secure operation, for readiness to be conducted in a short period of time. ORB vehicles and vessels will be maintained in a constant state of readiness. Each beach location (Crandon and Haulover) will have a copy of the MDFR's – Hurricane Procedures on hand so all staff members will have immediate access as required.
- B.** During the first week of February each year, the ORB Beach Safety Managers (BSMs)/Captains (Crandon and Haulover) will conduct an inventory of equipment/supplies and forward an updated copy of their beach section to the ORB Officer-In-Charge (OIC) to include the following: a facilities check list, a personnel employee roster and an equipment/supplies information sheet.
- C.** The ORB OIC will forward the above listed information to the Special Operation Chief assigned to ORB.
- D.** BSMs/Captains will ensure that the minimum items (tools/plywood/nails/screws, etc.) necessary to secure the facility are available.
- E.** The ORB BSMs/Captains will coordinate with the Parks Department regarding special needs or requirements that the ORB may assist with concerning hurricane preparedness. The ORB BSMs/Captains will keep the ORB OIC informed regarding all Parks Department/ORB needs/requirements/issues. In turn, the ORB OIC will keep the Division informed regarding all Parks Department matters.

II. INCREASED READINESS - (Hurricane pre-season preparedness through Hurricane threat/watch)

- A.** Pre-season:
 - 1.** During the first week of May each year, all Supervisors (BSMs/Captains/Lieutenants) will review, with their staff, Policy and Procedure, *Hurricane Procedures, III-P-4 – Basic Plan*, the *ORB Annex* and any other identified part of the hurricane plan.
 - 2.** All ORB full-time employees are considered essential personnel and will follow the information outlined in the *Basic Plan* and *ORB Annex*.
 - 3.** The ORB BSMs/Captains will contact the Parks Department Manager in advance for a plan to move the lifeguard stands prior to a hurricane, if necessary.

4. The ORB BSMs/Captains will direct the Telephone Console Operators (TCO) to make copies of employee contact lists. These will be forwarded to the ORB OIC who will make these available to the Division. The contact list will also be made available to ORB Supervisors and all staff members.

B. General:

1. When a Hurricane Watch is announced by the National Weather service or when the Fire Chief initiates these procedures in anticipation of a Hurricane Watch, all ORB personnel will go on stand-by status and take immediate steps to secure their family and property.

III. PRE IMPACT - (Hurricane Warning or similar notification)

Upon direction from the ORB OIC:

- A. The ORB BSMs/Captains will set up command posts and phone operators, log important calls and record events.
- B. TCO's will contact all personnel regarding essential services/job assignments.
- C. ORB BSMs/Captains will coordinate all work responsibilities with ORB Lieutenants who will distribute work assignments to ORB Lifeguard staff members and office personnel. All staff members are required to work as assigned and will be allocated work locations and assignments as necessary.
 1. ORB BSMs/Captains will post a TCO at each beach location and when notified by Special Operations or the ORB OIC, the beach will close to the public. Lifeguards will be assigned to work on various ORB needs and requirements as noted below.
 2. The following assignments will be completed by ORB Lifeguard staff and office personnel at the direction of ORB Supervisors.
 - a. Protect and secure buildings, storage areas, furniture, equipment, files, and tower as necessary (plywood the windows and sandbag the doors).
 - b. Remove and store all office materials and documents that could be damaged by water, to a higher location.
 - c. All important computer files maintained on hard drives will be saved to a disk and the disk secured by the ORB BSMs/Captains.
 - d. Vessels, Personal Watercraft's (PWC), All Terrain Vehicle's (ATV) and rescue vehicles will be transported to assigned secure fire facilities.
 - e. Secure or remove copier, computer and fax machine.
 - f. All equipment stored in cargo containers that are susceptible to water damage will be secured or moved to the second floor of ORB Headquarters (HQ) if possible.
 - g. All safety equipment will be relocated to the second floor of ORB HQ.
 - h. Remove and store all signs, loose materials and projectile items.
 - i. Fill and store (2) clean trashcans with water in each ORB HQ facility.

- j. Remove and store all trash receptacles around ORB HQ.
 - k. Fuel up and service all emergency vehicles and 5-gallon gas cans.
3. The ORB BSMs/Captains will contact the Parks Department Park Manager(s) to move lifeguard stands prior to a hurricane, if necessary. Parks tractor drivers, at the direction and help of ORB personnel, will move stands to the back of the beach, if determined by ORB OIC with recommendations by the BSMs/Captains. Start with portables. Leave main towers for last.
 4. The ORB Supervisors will take equipment, tools, first aid supplies, etc, home with them when leaving each beach location. They will also take one (1) radio and charger home. ORB Supervisors will take home phone lists of all subordinate employees. The ORB OIC and the ORB Supervisors will all take home a contact list of all employees.
 5. ORB BSMs/Captains will distribute employee contact list; advise staff of after storm procedures.
 6. All staff will keep in touch with both the ORB OIC and the BSMs/Captains as necessary.
 7. The ORB OIC will keep in touch with Special Operations throughout the incident and in turn will keep the beach Supervisors abreast of all directions / requests of the Division.
 8. ORB personnel will assist Parks personnel as necessary or as directed to do so.
 9. Through the Division, the ORB OIC will determine if ORB staff is needed for beach security during pre-storm.
 10. No ORB staff member will be allowed to leave the beach location site until approved through the Special Operations Division or the ORB OIC.
 11. ORB BSMs/Captains will inform the ORB OIC, who will notify Special Operations, when everything is secured at each beach location. Staff will only be released after clearance from the Division by the ORB OIC.
 12. **DO NOT DISCONNECT PHONE LINES.**

IV. IMMEDIATE IMPACT - (Operations during a hurricane)

- A. Personnel at ORB will ensure their safety and begin to gather assessment information at their location.
- B. All ORB Supervisors and full-time staff members (lifeguard and office personnel) are required to be available to work the "staffing pool" by reporting to MDR HQ. Paramedics, EMT's and First Responders may/will be required to work in shelters, etc.

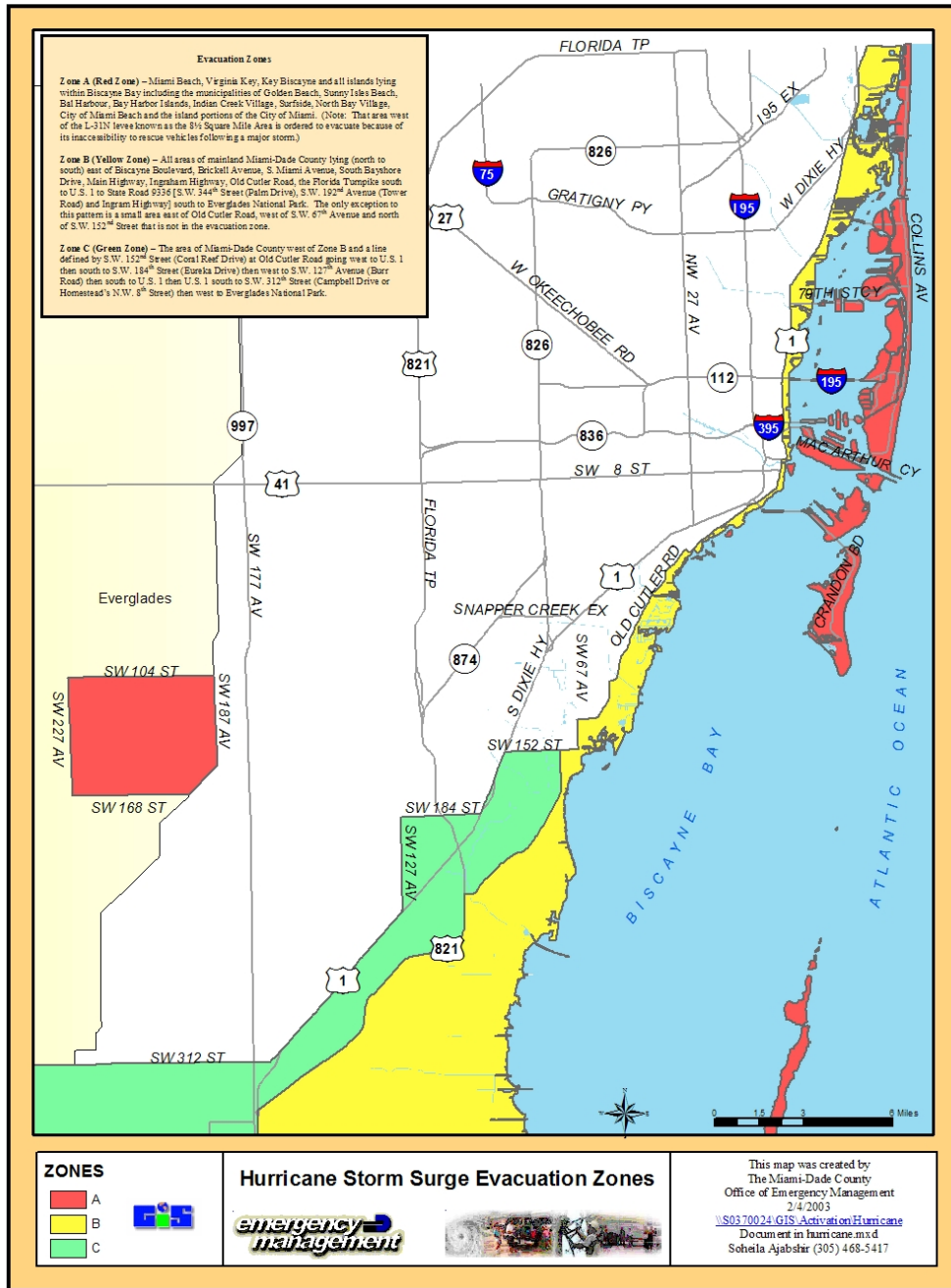
V. SUSTAINED EMERGENCY - (Operations after a hurricane)

- A. The ORB OIC will communicate with the Division or MDR HQ for updates, as necessary. Any information will be forwarded to ORB BSMs/Captains. ORB staff will advise the ORB BSMs/Captains on their individual situation and status of their progress. All ORB Supervisors and full-time staff members (lifeguard and office personnel) are required to be available to work the "staffing pool" by reporting to MDR HQ.

- B. The ORB OIC will communicate with Special Operations. A 'roll call' of all employees will take place to determine the absence of staff members and, if necessary, the need to locate any ORB staff.
- C. All lifeguards and office personnel will also listen to the local radios and TV channels (if available) for information on returning back to work for clean up. Personnel will report to ORB HQ's or assigned work areas and performs related work as required.
- D. An ORB personnel/personal damage assessment and facilities/equipment review will be initiated as soon as it is determined safe conditions exist. The ORB Operations OIC will assess and assign ORB objectives and implement these objectives through subordinate supervisors and staff members.

VI. POST EMERGENCY - (Recovery efforts)

- A. All ORB Supervisors and full-time staff members (lifeguard and office personnel) are required to be available to work the "staffing pool" by reporting to MDR HQ.
- B. All ORB part-time staff (lifeguard and office personnel) must be available, if necessary, to work the "staffing pool" by reporting to the MDR HQ.
- C. After released from post hurricane duties, ORB Operations personnel will resume normal staffing of beach facilities.
- D. Surplus equipment and supplies will be returned to the appropriate locations.
- E. All equipment and supplies will be assessed for damage. Lost, damaged and/or missing equipment will be documented and information will be forwarded to the Special Operations Division.
- F. All hurricane (financial) documentation will be completed and forwarded to Special Operations.



**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
MARINE SERVICES ANNEX**

I. NORMAL PREPAREDNESS

- A. The Marine Services Bureau (MSB) will support Operations through ongoing training, equipment maintenance, repair, and replacement.
- B. Operations personnel will maintain all Marine Services equipment in a sound, functional condition ready for rapid deployment per Standard Operating Procedure, *Water Rescue Equipment Care & Maintenance, II-K-8*.
- C. Certified Operations personnel holding bids at stations with specialty equipment will maintain annual currency and proficiency on all equipment as per current Policy and Procedures, *Water Rescue Operations, III-A-26* and will review appropriate Standard Operating Procedures.

II. INCREASED READINESS

- A. All MSB personnel will thoroughly review and understand Policy and Procedure, *Basic Hurricane Plan, III-P-4* and this Annex in May of each year.
- B. The MSB will provide Operations units and personnel information identifying (1) areas susceptible to flooding, and (2) the location of floodgates throughout the county. This information will be provided for inclusion in pre-season surveys.

III. PRE-IMPACT

- A. The MSB Officer-in-Charge (OIC) or their designee will determine when to evacuate watercraft.
- B. All vessels will be secured in a safe area, fueled and stocked with appropriate supplies in preparation for Post-Incident deployment.
- C. Those vessels assigned to stations that will be evacuated (e.g., Stations 21 and 55) will either secure the vessel in the truck stall prior to leaving or take the vessel with them to the move-up station if space is available.
- D. Those vessels assigned to other stations will secure them inside an enclosed area prior to the onset of hurricane conditions.
- E. Those vessels normally located in the water that have assigned trailers (e.g., the Whitewater) will be removed from the water and stored at Air Rescue South, or another secure location as directed by MSB OIC.
- F. The vessels normally located in the water that have no trailers or are too big to be trailered will be relocated to secure dockage at Norseman Marine or another designated marina as directed by MSB OIC.
- G. Historically, the Miami River is the place of refuge for boats in the Miami area and consideration must be given to boat traffic and to bridge closings due to wind, malfunctions, etc.

**MIAMI-DADE FIRE RESCUE
HURRICANE POLICY AND PROCEDURES
MARINE SERVICES ANNEX**

- H. If the Hurricane is predicted to be in excess of Category III, strong consideration should be given to evacuate all vessels to a safe area outside of the impact zone prior to the onset of inclement weather. The MSB OIC and Special Operations Division Chief will make this recommendation on an individual basis and forward it to Command for final approval.

IV. IMMEDIATE IMPACT

Upon direction from the Special Operations Division Chief or their designee, the MSB personnel may be assigned to perform special duties.

V. POST EMERGENCY (RESCUE)

As soon as weather conditions permit, the MSB OIC or their designee together with the US Coast Guard and/or other Marine response agencies (i.e., Florida Wildlife Commission, National Park Services, etc.), will assess the need for vessel searches and/or any other maritime assistance.

VI. POST EMERGENCY (RECOVERY EFFORTS)

- A. MSB will resume normal staffing.
- B. MSB and Operations personnel will return watercraft to their respective locations and resume normal functioning.

