PALM BEACH COUNTY FIRE RESCUE

2018

HURRICANE ANNEX
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PURPOSE

The Palm Beach County Fire Rescue Hurricane Annex is supplemental to the Palm Beach County Comprehensive Emergency Management Plan. The Hurricane Annex is intended to provide an organized system for Palm Beach County Fire Rescue to protect the citizens and visitors from adverse effects of a hurricane. This annex assigns responsibilities and establishes procedures for the coordinated effort necessary to provide for the mitigation, preparedness, response, and recovery involving hurricanes. The Palm Beach County Comprehensive Emergency Management Plan should be utilized for additional direction with respect to the National Incident Management System (NIMS), intervention, and the federal reimbursement process.

The entire geographic area of Palm Beach County is subject to the destructive forces of hurricane winds. Because of low elevations, many areas of the county are subject to flooding or pooling of water caused by intense hurricane-associated rainfall and storm surge. Although Hurricane winds can cause catastrophic damage, drowning is the greatest cause of hurricane deaths.

June through November is hurricane season. In Florida the peak months of hurricane activity are August, September, and October. Hurricanes bring violent winds and torrential rain that may result in widespread devastation.

HURRICANE CATEGORIES

Storm size or force is based on the Safer/Simpson Hurricane Scale. This scale defines five categories as follows:

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<th>SUSTAINED WIND</th>
<th>STORM SURGE</th>
<th>ANTICIPATED DAMAGE</th>
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<tbody>
<tr>
<td>1</td>
<td>74 – 95 mph</td>
<td>4 – 5 feet</td>
<td>Minimal</td>
</tr>
<tr>
<td>2</td>
<td>96 – 110 mph</td>
<td>6 – 8 feet</td>
<td>Moderate</td>
</tr>
<tr>
<td>3</td>
<td>111 – 130 mph</td>
<td>9 – 12 feet</td>
<td>Extensive</td>
</tr>
<tr>
<td>4</td>
<td>131 – 155 mph</td>
<td>13 – 18 feet</td>
<td>Extreme</td>
</tr>
<tr>
<td>5</td>
<td>Above 155 mph</td>
<td>Above 18 feet</td>
<td>Catastrophic</td>
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HURRICANE DEFINITIONS

**Hurricane Advisory:** Official information issued by hurricane centers describing all tropical cyclones watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions which should be taken.

**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:** The part of the year having relatively high incidents of hurricanes. In the Atlantic, Caribbean, and Gulf of Mexico hurricane season is the period of time from June to November.
**Hurricane Warning**: A warning with sustained winds of 64 knots (74 MPH) or higher and is expected to impact a specific coastal area within 36 hours or less.

**Hurricane Watch**: An announcement for specific areas a hurricane or an incipient hurricane condition poses a possible threat to coastal areas generally within 48 hours.

**Incident Command System (ICS)**: A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

**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.

**Operational Period**: Period of time scheduled for execution of a set of operation actions as specified in an IAP.

**Rapid Impact Assessment (RIA)**: The Rapid Incident Assessment is a quick indicator to determine the observed amount of damage sustained in a specific geographical area (10,000 meters) and to identify the resources needed for a particular area.

**Station Snap Shot**: Survey and pictures completed by the Station Manager and Shelter Team immediately after a storm passes which curtails the damage and immediate needs post storm.

**Storm Surge**: An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high rise from the observed storm ride.

**Tropical Depression**: A tropical cyclone in which the maximum sustained winds surface wind speed (using the U.S. 1-minute average) is 33kt (38 mph or 62 mph) or less.

**Tropical Disturbance**: A discrete tropical weather system of apparently organized convection generally 100 to 300 nmi in diameter originating in the tropics or subtropics, has a non-frontal migratory character, and maintaining its identity for 24 hours or more. It may or may not be associated with a detectable perturbation of the wind field.

**Tropical Storm**: A tropical cyclone in which the maximum sustained surface winds speed (using the U.S. 1-minute average) ranges from 34kt (39 mph or 63 mph) to 63 kt (73 mph or 118 mph).

**Tropical Storm Warning**: Tropical storm conditions (sustained winds of 39-73 mph) are expected somewhere within the specified coastal areas within 36 hours.

**Tropical Storm Watch**: An announcement issued when a tropical storm poses and/or tropical storm conditions pose a threat to coastal areas generally within 36 hours. A tropical storm watch should normally not be issued if the system is forecasted to attain hurricane strength.
PREPAREDNESS
PREPAREDNESS

Field Operations Plan

- Share Palm Beach County Hurricane Survival Guide with your family and loved ones and come up with your own hurricane plan.
- Every employee will make sure their personal information in EIS is accurate.
- Every employee will review the Hurricane Annex and complete the assigned hurricane annex training modules assigned to them on Target Solutions.
- Each supervisor will ensure personnel information (home address and phone numbers) is updated in the department EIS system. Each supervisor will ensure all department personnel are familiar with and have reviewed the Hurricane Annex. This review will be documented in Target Solutions.
- Complete Family Emergency Communication/ Contact Plan and share with your family members in advance. Station Officers/Managers are to fill out if Fire Rescue or Public Service (Police; Fire; Hospital staff; Public works; Utilities, etc) family members arrive at a fire station following a disaster and communications are limited or lost.
- Ensure you are registered with Family Relief and Recovery via Target Solutions and review all pre-and post-storm activities with your family including the FR&R phone number 561-616-6985 and email FamilyRelief@pbcgov.org.

The Station Manager(s) will:

- Complete Station 1A form and have it into their Deputy Branch Director (DBD) by June 1st with any deficiencies corrected.
- Station Manager will receive a station map and list of Target Hazards (Nursing homes, ACLF’s, Trailer parks) from Bureau of Safety Services (BOSS). Station managers will identify all Target hazards on the Battalion hurricane map and return the map to their respective District Chief.
- Station managers will have direct contact information cell-phone/landline with Target Hazards (ACLF’s, Trailer parks).

Battalion Preparation Plan

The Deputy Branch Director (DBD) will:

- Ensure ICS Form 205 is completed by May 15th and forwarded to the Department Planning Section Chief (PSC).
- Ensure the Communications test has been completed by June 1st. Specific forms pertaining to each battalion are located on the internet under "Hurricane Preparedness Forms".
The Branch Director (District Chief) will:

- Shall evaluate all Fire Rescue facilities (stations and shelters) with emphasis on life safety. A station evacuation plan will be developed to include stations to be evacuated due to the inability of the facility to withstand hurricane conditions (flooding, etc.) and station relocation recommendations. A final report shall be completed and submitted to the Deputy Chief of Operations.

- Shall hold a pre-season briefing with the designated members of the Battalions Hurricane Command Team. Each person will receive their pre-designated assignments and will review the Hurricane Annex for familiarization of their role and responsibilities within the command structure.

- Ensure compliance that all preparation activities are completed (hurricane season checklists, station evacuation plan, hurricane target hazard lists) and ensure that the radio communication system is operational.

Department Command Team Preparation Plan

- The department Planning Section Chief (PSC) will complete the ICS 203 form which will include staffing for Operations, Planning, Logistics, and Finance. Additional positions should be identified for non-essential personnel working in essential roles.

- Email Planning and order a set of maps of each battalion and county.

- The Bureau of Safety Services (BOSS) will distribute a list to the Branch Directors (District Chief’s) of all Target Hazards (Nursing homes, ACLF’s, Trailer parks) by May 1st.

- The department Planning Section Chief (PSC) will complete the ICS 203 form which will include staffing for Operations, Planning, Logistics, and Finance. Additional positions should be identified for non-essential personnel working in essential roles.

- Communications will complete the Communications Plan which includes primary and secondary 800 MHz procedures, VHF, HAM, etc. Each component of the Communications Plan will be tested to confirm readiness. A final report shall be made and submitted to the Deputy Chief of Operations. This report will include recommendations and modifications to equipment that may impact on the ability of the communications system to withstand Hurricane conditions.

- The Logistics Section Chief (LSC) is responsible for preparing and maintaining the Department Hurricane Command Post throughout the hurricane season. The Command Post should have sufficient phones, fax machines, maps, status boards, and office supplies.
HURRICANE ANTICIPATED WITHIN 5 DAYS
HURRICANE ANTICIPATED WITHIN 5 DAYS

Field Operations Plan

- Share Palm Beach County Hurricane Survival Guide with your family and loved ones and finalize your families hurricane plan. Ensure you review Family Relief & Recovery with your Family Representative.
- Be prepared to board up homes if storm impacts our area.

Battalion Preparation Plan

- Complete an assessment of personnel available for the storm and begin completing a preliminary ICS 203 form.
- Be prepared to take delivery of battalion logistic supplies distributed from the central shop.
- Take delivery of spare rescue trucks which battalions will bring to designated shelters. Spare rescue trucks will be used as shelter medical supply trucks only. (We will not be transporting patients with spare Rescue Units). Consider transporting the battalion spare stretcher to the shelter to assist moving equipment / patients if necessary.

Department Command Team Preparation Plan

- Complete an assessment of personnel available for the storm and begin completing the preliminary ICS 203 form.
- BOSS personnel will make contact with the ACLF/Shelters within their jurisdiction and make sure these facilities are getting prepared for the upcoming storm.
- The Trauma Hawk Staff Captain will begin to coordinate both (patients and supplies) to the Special Needs Shelter (SNS).
- Logistics will assign personnel to complete the following:
  - Arrange for the distribution of equipment and basic necessities (i.e.: Hurricane Shelter Kits, cots, radios, etc.) to appropriate sites.
  - Spare rescues delivered to battalion headquarters for shelters (supplies).
  - Arrange for distribution of equipment (800 and VHF radios, department cell phones, sat phones, ham radios, etc.) to SNS and other essential Command and General staff in accordance with the Communications Plan.
  - Update list of spare units available for deployment post storm.
HURRICANE WATCH

When the National Weather Service issues a Hurricane Watch for Palm Beach County or any part of Palm Beach County, Palm Beach County Fire Rescue will activate the Incident Management System. During a Hurricane Watch the department is actively performing activities which will increase the state of readiness. Hurricane Watch activities will deal primarily with the following priorities:

Field Operations Plan

The Field Operations personnel will:

- Call Battalion Headquarters only if your contact information has changed.
- Call the department message line (233-0355) to receive updated information as the potential for call in of personnel and other pertinent information.
- Review hurricane annex and associated forms.
- Board up stations and work facilities when advised.
- Complete personal preparations prior to reporting for duty.
- Report for duty with sufficient uniforms, food, and supplies for 5 days of work.

The Station Officer(s) will:

- Relay pertinent information to personnel with regards of status of hurricane and actions taken.
- Review procedures with crews with emphasis on safety awareness.
- Review procedures for reporting damage to county property as well as damage to personal property.
- Coordinate and communicate station issues with station manager.

The Station Manager(s) will:

- Review the Station Manager roles and responsibilities.
- Report to Battalion headquarters station and check in and attend Battalion briefing and receive needed supplies (maps, form box, etc.)
- Report to your station and complete the Hurricane Watch section on the 1A Form. Any deficiencies should be reported immediately to their respective District Chief.
- Start the ICS 214 process and review the procedure with the entire station.
- Receive, distribute, and inventory provisions for basic necessities (maps, form box, etc.)
- Coordinate and communicate station issues with the station officer and battalion hurricane staff.
- Have a point of contact for all Target Hazards within your response area.
Battalion Hurricane Watch Plan

Documentation Process (ICS 214)

- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).

The On-duty Battalion Chief will:

- Ensure that stations designated for evacuation are preparing to secure and evacuate.
- Investigate and report on any storm related injuries or accidents.

The Branch Director (District Chief) will:

- Prepare for Battalion briefing with command staff/station managers.
- Assign personnel within each Battalion and assign clerical support to key functions at the Battalion Headquarters (Personnel assigned to these functions will not be included in the Battalion staffing level).
- Identify and evaluate the potential hazards associated with the storm (i.e.: wind estimates, storm surge, rainfall flooding, etc.)
- Ensure rotation of personnel for each operational period when needed.
- Identify personnel at Battalion Headquarters to monitor and maintain the Communications Plan.
- Initiate local contact with the Community Emergency Response Team (C.E.R.T.) and distribute pertinent pre-storm information.
- Coordinate emergency purchasing agreements with Finance Section Chief.
- Ensure all work sites authorized with petty cash shall maintain the full limit ($200).

The Deputy Branch Director (DBD) will:

- Resume the role of IC when the Branch Director is away.
- Attend pre-hurricane season meetings with Branch Directors.
- Substitute for absent battalion hurricane staff members during activation.

The Battalion Operations/Staffing Group will:

- Coordinate with Branch Director and hire additional staffing as necessary.

The Battalion Planning Group will:

- Initiate Sign-in/Sign-out procedure for all Battalion personnel.
- Be prepared to review Station Snap Shot Survey’s and Jurisdictional RIA’s with station managers.
The Battalion Logistics Group will:

- Receive updates with reference to the Watch section of the Hurricane Check List (Form 1A).
- Identify areas safe to store equipment and spare apparatus.
- Receive supplies from the departments Logistics Section and distribute appropriately.
- Coordinate with the Logistics Section Chief to support the implementation of the Communications Plan.
- Determine location of battalion laptops available to be distributed to support battalion staff.
- Inventory and document contents of the hurricane boxes to each station.

The Battalion Finance Group will:

- Ensure personnel are completing the ICS Form 214 for their specific position and/or station.
- Review procedures with Finance Section Chief for the emergency purchase of necessary items.
- Ensure all petty cash receipts are received.

The Battalion Liaison Group will:

- Verify contact information for area HOA and other significant communities’ groups.
- Respond to requests from personnel for inter-agency contacts.
- Coordinate with Branch Director regarding the potential of assisting/cooperating agencies and representatives (i.e.: American Red Cross, National Guard, Division of Emergency Medical Services, etc.)

Headquarters Command Team Hurricane Watch Plan

Documentation Process (ICS 214) When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).

Resource Allocation:
At a Hurricane Watch, the department will identify the individual needs of each Battalion and work site. Support Services maintains additional supplies may need to be delivered to each work site. Some items, such as fuel, oxygen, water, etc. may need to be ordered. In addition, each battalion headquarters maintains hurricane boxes with additional forms, spray paint, map books, etc.

NOTE: In the event the National Weather Service issues a hurricane warning and a hurricane watch has not been issued, ALL hurricane watch activities must also be accomplished.

Department Hurricane Command Team:
The Department Hurricane Command Team is an expansion of the Incident Management System designed to encompass a large geographic area/incident which will have multiple incidents operating. The functions are to coordinate and communicate the incident objectives, strategies, and priorities for the use of critical resources.
The Department Command Team has the responsibility to coordinate with the County Warning Point through the EOC emergency services branch.

The department hurricane command team members will maintain communication with the Incident Commander for call back if necessary. The department command post will be maintained in a state of readiness. The primary method of transmitting information and documents to and from the Command Post will be through Outlook (when available), then through phone/fax, and last by designated radio talk-around channel.

**The Incident Commander will:**

- Finalize assignments and determine activation time line for the Hurricane Command Teams.
- Conduct a briefing for those personnel assigned to the Department Hurricane Command Team and distribute the organizational chart identifying assignments.
- Ensure the Planning P process is followed prior to each new operational period for the purpose of establishing strategies and tactics for the following operational period.
- Ensure command briefings are completed at the beginning of each operational period.
- Conduct briefing with municipalities and other agencies to review Communications Plan and other available support procedures.
- Establish priority use for critical resources.
- Coordinate and approve mobilization / demobilization plans.
- Conduct periodic conference calls with appropriate command staff.

**The Operations Section Chief will:**

- Identify and evaluate the potential hazards associated with the storm (i.e.; wind estimates, storm surge, rainfall flooding, etc.)
- Review and update Safety Messages.
- Investigate and report on any storm related injuries or accidents.
- Provide Incident Command with periodic field observation reports.

**The Planning Section Chief will:**

- Initiate the Incident Command briefing documents, and chronological log.
- Be prepared to receive Station Snap Shot Survey’s and Jurisdictional RIA’s. Both should be forwarded to Operations Section Chief (OSC) ASAP.
- Verify with Logistics Chief the call back of other support personnel (mechanics, radio shop technicians, Communicators, etc.).

**The Logistics Section Chief will:**

- Receive updates from the Battalions with reference to missing or inadequate quantities of supplies on the Hurricane Check List (Form I A)
- Coordinate emergency purchasing agreements with the Finance Section Chief.
- Initiate a list of all rescue vehicles available for shelter deployment. Coordinate this information with the Liaison Officer and Planning Section.
• Coordinate with Support Services for the distribution of equipment and basic necessities (i.e.: Hurricane Shelter Kits, cots, radios, etc.) to appropriate sites.
• Coordinate with the Radio Shop to support the implementation of the Communications Plan.
• Determine location of department laptops and AED’s available to be distributed to support Battalion staff.

The Finance Section Chief will:

• Review procedures with county finance for the emergency purchase of necessary items. Obtain listing of potential suppliers, vendors, and contact persons.
• Ensure all work sites authorized with petty cash are maintained at the full limit ($200).
• Ensure department petty cash is maintained at the full limit ($500).
• Coordinate with the Emergency Operations Center regarding all requirements necessary for future reimbursement from the Federal Emergency Disaster Assistance program.

Bureau of Safety Services

• Make contact with all (Target Hazards / ACLF’s) in inspector’s response zone and have contact information along with the number of patients they expect to have at their respective facility when the storm impacts our area.

The Public Information Officer will:

• Coordinate with the Incident Commander and the Public Information Officer (at Emergency Operations Center) for the release of information to the media.
• Participate in the utilization of the Mobile Emergency Joint Information Center.
• Relay pertinent information over Outlook, social media networks and station printers as to status of hurricane and actions taken by the department.
• Update the department message line and department personnel as determined by the Incident Commander.

The Liaison Officer will:

• Implement documentation of events through chronological log.
• Verify contact information for municipal departments dispatched by Fire Rescue.
• Respond to requests from personnel for inter-agency contacts.
• Coordinate with Emergency Management potential assisting/cooperating agencies and representatives (i.e.: American Red Cross, National Guard, Division of Emergency Medical Services, etc.)
• Ensure Family Relief & Recovery maps are distributed to each station.

The Family Relief and Recovery Coordinator will:

• Ensure Family Relief & Recovery maps are updated and available for the Liaison officer to distribute to each station.
• Activate the Family Relief & Recovery Status Line/begin monitoring of Family Relief & Recovery email.

• Facilitate resource needs of Reserves and PBCFR post storm mitigation teams to ensure they have adequate communications equipment and supplies (portable radios, chain saws etc.).

• Activate the Family Relief & Recovery team and ensure that all resources for communication (radios, computers, phones, database) are tested and in place.

• Ensure Family Relief & Recovery database is accurate and properly linked to SharePoint.

• Verify post-storm resource contact information is accurate and that the resource information is prepared for distribution.

• Coordinate plan with PIO regarding dissemination of Family Relief & Recovery instructions to all PBCFR employees who have opted in.
HURRICANE WARNING
HURRICANE WARNING

When the National Weather Service issues a Hurricane Warning for Palm Beach County or any part of Palm Beach County, Palm Beach County Fire Rescue will activate the Department Hurricane Command Team.

During a Hurricane Warning the department is actively performing activities which will enable it to respond to the needs of the citizens after the hurricane has passed. Hurricane warning activities will deal primarily with the following priorities:

1. Call Back of Personnel.
2. Prepare Battalion and Department Headquarters for storm response.
3. Staff Special Need Shelters (SNS).
4. Staff Emergency Shelters.
5. Evacuate Fire Rescue facilities if needed.

Evacuations:
When necessary evacuation orders are issued by either the Governor or the Board of County Commissioners. Palm Beach County Fire Rescue, municipal emergency management officials, and Red Cross staff will all work together to effect an orderly evacuation.

Depending on the severity of the hurricane, numerous Palm Beach County citizens may have to evacuate their homes. Palm Beach County Fire Rescue personnel will contact all other buildings (hospitals, nursing homes, etc.) on the hurricane target hazard list to determine preparation and evacuation status and to identify potential life hazards problems. This information will provide Palm Beach County Fire Rescue with sufficient information to prioritize and allocate resources effectively after a hurricane.

No authorization shall be granted in advance for any citizen or family member to obtain shelter in a Fire Rescue facility. During the storm temporary shelter in a Fire Rescue facility may be authorized if in the opinion of the Station Officer refusal to grant refuge in the facility would place the individual(s) in jeopardy.

Stations to be evacuated will be provided with sufficient notification for personnel to evacuate before escape routes become inaccessible and before conditions make travel unsafe.

All Fire Rescue facilities (fire stations, Headquarters, Support Services, etc.) must comply with the Boarding/Evacuation procedures as required by Risk Management, Loss Control Division

Field Operations Plan

The Field Operations personnel will:

- Secure and move equipment from stations which will be evacuated.
- Be prepared to evacuate stations and relocate when appropriate.
- Be prepared to transport residents to Special Needs Shelter (SNS) if requested.
- Adhere to rotational schedule, if assigned.
- Review with the Station Officer, procedures and hazards associated with hurricane operations.
• **Department Message Line:** Call the department Message Line (233-0355) in accordance to the department policy to receive updated information as the potential for call in of personnel and other pertinent information.

• **Mandatory Call Back of Personnel:** The mandatory call back of personnel will be based upon the expected storm category at landfall. This process shall allow sufficient time for personnel to provide for the security of their families, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so those employees whom live in the areas expected to be the least affected by the hurricane may be recalled first.

• **Cancelling Vacations:** All vacation, holiday, personal and compensatory leave shall be canceled unless the employee is physically out of the state/area and return to Palm Beach county area is not feasible or extenuating circumstances exist. The Branch Director (District Chief) may waive this requirement in cases of personal hardship. If cancelled leave does not provide sufficient personnel to accomplish the desired up-staffing, overtime personnel shall be utilized.

• **Personnel Supplies:** Personnel called back to work should report for duty with sufficient uniforms, food, and supplies for 5 days of work.

• **Responding to Workplaces:** The time and location of the landfall of a hurricane may affect the ability of employees to safely report to their station at the normal shift change time. Personnel should monitor storm conditions to assure they are able to report to work safely. More drive time should be allowed in anticipation of delays associated with debris, flood, or loss of traffic control devices. If an employee is delayed in reporting to work because of storm conditions, they should make every effort to report this delay. It may be necessary to stop at the closest Fire Rescue station to have the information relayed to their Battalion HQ. Work time missed due to verified storm delays will be charged as emergency leave against an employee’s vacation balance in accordance with the current Collective Bargaining Agreement (CBA) and department policy. If curfew is in effect, fire rescue will secure access through the assistance of local law enforcement.

**The Station Officer(s) will:**

- Complete jurisdictional target hazard surveys and made sure crews are familiar with their locations and access points.
- Ensure an inventory of all apparatus, equipment, and any storm equipment is delivered and used.
- Ensure boarding/evacuation of their fire stations has been completed.
- Maintain accurate accounting of personnel.
- Ensure rotation of crew assignments.

**The Station Manager(s) will:**

- Review the Station Manager roles and responsibilities within the Field Operating Guide (FOG).
- If not already complete, report to Battalion headquarters station and check in and attend Battalion briefing and receive needed supplies (maps, form box, radios, etc.)
- Report to your station and complete the Hurricane Watch section on the 1A Form. Any deficiencies should be reported immediately to their respective District Chief.
- Ensure the ICS 214 process has been started and review the procedure with the entire station.
• Receive, distribute and inventory provisions for basic necessities (maps, form box, etc.)
• Coordinate and communicate station issues with the Station Officer and Battalion Hurricane Staff.
• Maintain a point of contact for all Target Hazards within your response area.

**Battalion Hurricane Warning Plan**

**Documentation Process (ICS 214)**

• When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).

**The on duty Battalion Chief will:**

• Ensure operational personnel review primary and jurisdictional survey and target hazard listing for compliance with evacuation orders. Ensure the target hazard lists are distributed to all stations/work sites.
• Ensure all equipment is safely secured (i.e.: spare equipment, equipment from evacuated stations, etc.)
• Track staffing and equipment levels at the Battalion level for each operational period.

**The Deputy Branch Director (DBD) will:**

• Receive information from the Department Hurricane Command Team and conduct briefing for key functions.
• Relay progress of the incident to the Department Hurricane Command Team when applicable.
• Ensure that safety procedures are practiced and maintained by all personnel.
• Assign personnel in each Battalion to maintain radio watch and dispatch calls manually if necessary.

**The Branch Director (District Chief) will:**

• At a Hurricane Warning, the Branch Director (District Chief) will report to their Battalion Headquarters, prepared for 5 days of work
• Prepare for Battalion briefing with command staff/station managers.
• Receive information from the Department Hurricane Command Team and conduct briefing for key functions.
• Relay progress of the incident to the Department Hurricane Command Team.
• Ensure safety procedures are practiced and maintained by all personnel.
• Ensure Command Briefing is distributed for each operational period.
• Assign personnel in each Battalion to maintain radio watch and dispatch calls manually if necessary.
• Ensure all personnel are knowledgeable of station evacuation plan. Advise Department Hurricane Command of any station relocations.
• Ensure C.E.R.T. Team Leaders have notified all team members and have completed pre-storm activities.
The Battalion Planning Group will:

- Establish Check-in/Check-out procedures for the Battalion. Maintain accurate, updated incident files, and chronological log to document significant events.
- Be prepared to receive **Station Snap Shot Survey’s** and **Jurisdictional RIA’s**. Both should be forwarded to Planning Section Chief (PSC) ASAP.
- Make sure Battalion maps and incident status information is displayed.
- Review records for accuracy and completeness.

The Battalion Logistics Group will:

- Track equipment levels at the Battalion level for each operational period.
- Receive updates from the station manager with reference to the Hurricane Warning section of the Hurricane Check List (Form 1 A)
- Coordinate and process requests for additional logistical resources.
- Arrange for the distribution of equipment and basic necessities (i.e.: Hurricane Shelter Kits, cots, radios, etc.) to appropriate sites.
- Arrange for distribution of equipment (800 and VHF radios, department cell phones, sat phones, ham radios, etc.) to stations and other Battalion Hurricane Staff members.
- Ensure preparations for boarding/evacuating all stations in the battalion has been completed.
- Ensure distribution of department laptops to support Battalion Hurricane Staff.
- Ensure an inventory of all storm-related equipment and apparatus is completed.

The Battalion Finance Group will:

- Receive list of approved emergency vendors from Finance Section Chief.
- Review procedures for reporting damage to facilities and equipment; obtain sufficient claim forms from Finance Section Chief.

The Battalion Liaison Group will:

- Implement documentation of events through chronological log.
- Verify contact information for municipal departments dispatched by Fire Rescue.
- Respond to requests from personnel for inter-agency contacts.
- Coordinate with Emergency Management potential assisting/cooperating agencies and representatives (i.e.: American Red Cross, National Guard, Division of Emergency Medical Services, etc.)
- Ensure Family Relief & Recovery maps are distributed to each station.
Department Command Team

At a Hurricane Warning, the Department Hurricane Command Team will report to the Command Post with sufficient uniforms, food, and supplies for 3 days of work.

Documentation Process (ICS 214)

- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).

The Incident Commander will:

- Assess the incident and conduct a briefing for command functions.
- Formally establish the Department Command Post at HQ (405 Pike Rd WPB, FL 33411).
- Conduct briefing with municipalities and other agencies to review Communications Plan and other available support procedures.
- Review the progress of the incident and channel organizational efforts towards highest priority tasks.
- Ensure that safety procedures are practiced and maintained by all personnel.
- Approve the Command Briefing completed by Planning Section Chief for each operational period.
- Conduct periodic conference calls with appropriate command staff.

The Operations Section Chief will:

- Test and verify Communications Plan with battalions and other areas (municipalities, shop, etc.)
- Modify dispatch protocol, if necessary, to ensure emergency calls have dispatch priority.
- Approve staff-up levels appropriate for anticipated storm conditions (i.e.: either/or stations to full staffing, three on rescues, etc.)
- Coordinate with the EOC and Fire Marshal to issue a burning ban until safety conditions are restored.
- Coordinate and support efforts of SNS Team.
- Review and update Safety Messages.
- Investigate and report on any storm related injuries or accidents.
- Provide Incident Commander with periodic field observation reports.

The Planning Section Chief will:

- Implement the call back of personnel based on approved staff-up levels.
- Coordinate with appropriate supervisors, Liaison Officer, and Logistics Section the assignment of clerical staff and BOSS personnel to Battalions and Command Post.
- Develop Command Briefing.
- Compile and display incident status information.
- Assign personnel to Situation Unit Leader position to:
  1. Begin collection and analysis of incident data.
  2. Prepare situation status information and prepare periodic predictions.
3. Prepare photographs, maps, and appropriate GIS material if required.

- Assign personnel to Documentation Unit Leader position to:
  1. Maintain accurate and updated incident files.
  2. Implement chronological log to document significant events.
  3. Establish duplication service.
  4. Review records for accuracy and completeness.

**The Logistics Section Chief will:**

- Receive updates from the Battalions with reference to the Warning section of the Hurricane Check List (Form 1/A) and fill immediate needs.
- Coordinate and process requests for additional logistical resources.
- Advise on current service and support capabilities.
- Assign personnel to Service Branch Director position to:
  1. Arrange and prepare assignments for branch personnel.
  2. Ensure operational readiness of surplus apparatus.
- Ensure preparations for boarding/evacuating all Fire Rescue facilities have been completed.
- Ensure distribution of department laptops to support Battalion Staff.
- Ensure an inventory of all storm-related equipment and apparatus is completed.

**The Finance Section Chief will:**

- Supply copies of approved emergency vendors to Battalions.
- Review and identify reimbursement criteria from the Federal Emergency Disaster Assistance program.
- Review procedures for reporting damage to facilities and equipment; obtain sufficient claim forms from Risk Management, Loss Control Division.

**Bureau of Safety Services**

- Confirm contacts with all (Target Hazards / ACLF’s) in inspector’s response zone and have contact information along with the final number of patients they expect to have at their respective facility when the storm impacts the area.

**The Public Information Officer will:**

- Coordinate with the Incident Commander and the Public Information Officer at Emergency Operations Center for accurate release of information and evacuation information.
- Coordinate with the Joint Information Center.
- Coordinate with Emergency Operations Center in the preparation and dissemination of evacuation information, and coordinate plan of evacuation where necessary.
- Provide periodic updates to the media (news and radio) and provide citizens with instructions to report no-emergency incidents.
- Advise public that Fire Rescue may modify dispatch protocol to ensure emergency response availability and to ensure responder safety.
- Update the Department Message Line.
- Update social media networks.
The Liaison Officer will:

- Maintain communication and provide support to Division of EMS representative at E.O.C. regarding Shelter status.
- Provide communication link to supporting/coordinating agencies (i.e.: American Red Cross, National Guard, etc.)
- Contact Emergency Operations Center to obtain listing of open Red Cross Disaster Shelters, relay the list to the Command Post and District Captains.
- Coordinate with District Captains/Battalion Liaison Group to staff all shelters within the primary response zone for Palm Beach County Fire Rescue with medical personnel and equipment.
- Maintain contact with C.I.S.M. Team for future deployment.
- Coordinate the transportation of SNS patients with Dispatch and SNS Coordinator.

The Family Relief and Recovery Coordinator will:

- Ensure maps were distributed to PBCFR Reserves and every station for Family Relief and Recovery post-storm response.
- Test and verify Family Relief and Recovery Status Line and email.
- Maintain contact with PBCFR Reserve Battalion Chief and all post-storm mitigation team leads.
- Monitor Family Relief & Recovery Status Line and email for early status check in of employee/family representatives who may check in due to evacuation and update database accordingly.
SHELTERS
SHELTERS

Special Needs Shelter (SNS):
- SNS1 – South Florida Fairgrounds Expo Hall (Southern Blvd/ Lyons Rd)
- SNS2 – Palm Beach Central High School (Forest Hill/Lyons Rd)

The County through the Division of Emergency Management provides a storm shelter specifically equipped and staffed to care for those evacuees that require skilled medical care while evacuated from their normal living quarters. The Palm Beach County SNS1 is located at the Expo Center at the West Palm Beach (aka- South Florida) Fairgrounds. The SNS will be staffed by both licensed physicians and nurses which are capable of providing prescription and emergency medications, oxygen, special dietary needs and specialty care such as dialysis and IV feeding. Additionally, the County has established SNS2, co-located with a conventional shelter, designed to provide shelter for evacuees with special needs (Alzheimer’s disease, etc.).

The Division of Emergency Medical Services will coordinate and direct the non-emergency transportation of all medically incapacitated and handicapped people. Any request for this type of service shall be directed to the Palm Beach County Division of Emergency Medical Services. Palm Beach County Fire Rescue will provide transportation to the SNS for those patients which are pre-registered and approved for transportation by an advanced life support vehicle. The transport will be documented on the Unit Log (ICS Form 214). These patients have been assigned to PBCFR and the Shelter Operations Coordinator will develop a transportation roster.

Palm Beach County Fire Rescue will staff the SNS with command and support personnel. The Shelter Operations Coordinator will report directly to the Incident Commander. The Shelter Operations Coordinator has authority to request emergency medical personnel, and other field operations personnel as necessary, based on the expected patient occupancy. The Shelter Operations Coordinator will provide periodic reports to the Incident Commander in accordance with the Communication Plan. Trauma Hawk Flight Medics may be assigned to the SNS when the aircraft are taken out-of-service.

Emergency Shelters:
The American Red Cross assumes the responsibility for opening and staffing all hurricane shelters required to provide refuge to Palm Beach County citizens who must evacuate their residences prior to the arrival of a hurricane. Fire Rescue will staff every emergency shelters with appropriate number of personnel within its primary response zone with a Shelter Team. Additional personnel may be assigned to the Shelter Team based on occupancy loads and category of storm. ALS gear and a rescue truck will be delivered to the shelter as it is being opened. The mission of the Shelter Team will be to provide emergency medical assistance and fire safety. The Shelter Team should assist the Red Cross in their responsibilities with the shelter occupants.

Once the storm has passed, the Shelter Team will conduct a station snap shot survey and report the results to the Battalion Planning Section Chief (PSC). The Shelter Team will be demobilized based on activity levels within the shelter, occupancy load, and damage assessment reports. Prior to departure, the Shelter Team will inventory all equipment assigned to the shelter, report any missing items to the Battalion Logistics Officer immediately, and arrange for secure storage until pick-up can be accomplished.
RESPONSE
HURRICANE CONDITIONS

When actual hurricane conditions exist, every attempt will be made by Fire Rescue to continue its primary mission of protecting lives and property in Palm Beach County. However, it should be remembered Fire Rescue personnel are subject to the same environmental limitations as are the members of the public. Activities during hurricane conditions will deal primarily with the following priorities:

1. Safety of Personnel
2. Modify Dispatch/Medical Protocols
3. Hurricane Eye Operations
4. Impact Assessments
5. Search and Rescue Missions
6. Coordination with CERT
7. Mutual Aid Assistance

SAFETY OF PERSONNEL

Each supervisor in the field should monitor hurricane conditions and report conditions up the chain of command if unsafe conditions exist. Under questionable periods, the Incident Commander will utilize a “Go/No-Go” response (Appendix E). The Branch Director (Battalion Chief) in each Battalion is responsible for determining when units should no longer response to emergency calls. This information will be reported to the Operations Section at the Department Hurricane Command Post. Anytime a crew is dispatched to any type of call in inclement weather they are to be in full bunker gear (including helmet).

MODIFY DISPATCH/MEDICAL PROTOCOLS

The Operations Section Chief will identify and announce any modifications to the normal dispatch protocol and incident reporting system. The following guidelines may be used in making the determination as to when to stop emergency responses:

Winds sustained up to 35 mph

- Eliminate public assist calls.
- Eliminate downed wires, trees if no immediate life hazard is present.
- Eliminate car fires, structure fires unless occupied.
- Eliminate auto accidents unless injuries are confirmed.
- Eliminate use of Aerial devices.
- Modify ALS protocols to provide for the rapid transport to the closest hospital (time permitting treat patient while enroute to hospital).
- Modify incident reporting criteria to include abbreviated report due to storm conditions.

Winds sustained up to 45 mph
• Respond to immediate life threatening calls only.

Winds sustained above 45 mph

• Based on local conditions, discontinue all responses at Branch Director (Battalion Chief) discretion.

When conditions do not allow for the safe response of personnel, all emergency calls will be placed on a “wait list”. These calls will be prioritized by severity, responding only to those of an immediate life threatening nature. Once the Battalions have advised it is safe to resume emergency calls, dispatch will confirm with each caller on the “wait list” that response is still necessary and the appropriate units will be sent.

**HURRICANE EYE OPERATIONS**

Emergency operations may be resumed during the passage of a hurricane eye based upon local conditions within each station’s response area. Such operations will be resumed only if they can be completed in a safe manner. Hurricane eye conditions may begin and end abruptly. A rapid assessment of stations and apparatus shall be done at this time. If possible, quick repairs may be completed during the hurricane eye. Citizens may come to Fire Rescue Stations seeking refuge; however, Palm Beach County Fire Rescue stations are not designated hurricane shelters. Only the Station Officer may approve temporary shelter in a Fire Rescue facility. The Station Officer may do so only if in his/her opinion, refusal to grant refuge in the facility would place the individual(s) in immediate jeopardy. The Station Officer shall notify the Branch Director (District Chief) when such refuge has been granted.

**FIELD OPERATIONS PLAN /IMPACT ASSESSMENTS**

The purpose of impact assessments is to complete a brief rapid assessment of the overall situation not a thorough detailed assessment of each situation. The information obtained from the impact assessment process will be evacuated to develop incident strategies based on identified priorities. Impact assessment shall be completed through a rapid survey conducted in four phases;

A. Station Snap Shot Surveys
B. Rapid Impact Assessment (RIA)
C. Target Hazards/Jurisdictional Survey
D. Family Relief and Recovery Survey

Modified Dispatch protocols shall remain in place if needed to facilitate completion of all impact assessments.

**A. Station Snap Shot Surveys (Appendix F)**

The **Station Snap Shot Survey** is intended to quickly determine the status of Fire Rescue resources by focusing on our ability to continue to provide post-storm services. The Station Manager will take appropriate pictures and damage via the **RIAT** app and will forward Station Snap Shot information (and pictures if possible) to their respective Battalion Headquarters Team. If communications is interrupted send the needed information via the following routes: (1) Computer, (2) Phone/Text, (3) VHF Radio  (See Appendix F).
A. Personnel: The physical conditions of personnel at the Station
   (1) No injuries
   (2) Minor Injuries
   (3) Serious Injuries

B. Equipment: The condition of response units, particularly their abilities to respond.
   (1) All Units in service
   (2) Repairs needed________________________
   (3) Units out of service

C. Fire Station: Damage to the station including whether or not it can continue to be used.
   (1) Low Priority: Minimum or no damage
   (2) Medium Priority: Needs attention / Station is still habitable
   (3) High Priority: Uninhabitable

D. Neighborhoods: A rapid assessment of damage in the neighborhood based on the percentage of destruction of the immediate visible structures. A score between 0 (no damage) to 10 (100% destruction / 100% of the structures.

E. Access: A brief assessment of access to and from the location
   (1) Clear
   (2) Minimum blockage, most obstacles can be easily moved or bypassed.
   (3) Major blockage, will delay response and require heavy equipment.

F. Flooding: Estimate depth of water in feet in the immediate area.

The results of the Station Snap Shot Surveys will be relayed to the Planning Section Chief (PSC) of the Battalion. The PSC will notify the Branch Director (District Chief) and Deputy Branch Director of the information. The Battalion PSC will compile all the battalions station snap shot surveys and forward them to Headquarters Planning Section Team.

B. Rapid Impact Assessment (RIA)

Immediate life threatening emergencies will take precedence over completing the RIA survey. RIA are expected to take 4-6 hours to complete. Stations will have the USNG (4 digit zones) mapped and identified pre-storm. Zones will be divided appropriately by the number of units at the station. As soon as safe conditions allow, crews will start completing there (RIA) and identifying areas of damage with the following parameters; (Wind 0, 1, 2, 3 and Flood 1, 2). If communications are up, RIA information can be relayed to the EOC and Department HQ by using the RIAT app. If the RIAT app is down, surveys should be completed and relayed to Battalion HQ via designated “talk-around channel”. RIA are designed to be a quick assessment of the area so outside resources can be identified and ordered if needed.
Collapsed Buildings/ FEMA Damage Assessment Marking Systems (Appendix H)

In the event buildings are collapsed and a more detailed search is needed. Crews should note these buildings on their RIA forms (preferably via RIAT app) and notify their respective Branch Director. All structures searched shall be identified on the outside using the FEMA structural marking system.

C. Target Hazards

Target hazards are defined as areas in the county which have the potential for high risk of damage and/or high loss of life. The Bureau of Safety Services (BOSS) will be visiting and contacting all ACLF/nursing homes prior, during, and several days’ post storm. It is the responsibility of each Station Manager to ensure any trailer park in their response zone is evaluated both before and after a storm.

D. Family Relief and Recovery Status Checks

Employees or their Family Representative will report their status and any imminent damage to their home via the FR&R Status Line or email. The Family Relief and Recovery in-field status survey will be conducted by Reserves to determine status of homes of PBCFR personnel and/or sheltered in place PBCFR families who have not provided their status to the Family Relief & Recovery Status Line or email within 4 hours of a warning being discontinued. Field operations personnel may provide assistance to the Reserves as a redundancy plan. Family Relief & Recovery will document any self-reported or Reserve reports of imminent structural needs and provide them to post storm mitigation teams of IAFF and/or PBCFR. Status updates will be available via SharePoint so the Station Manager may relay status of families to operational personnel, and all employees will have access to the database to monitor status checks.

MUTUAL AID ASSISTANCE

During the response phase of a disaster, it may become necessary to request the assistance of fire/EMS providers from outside the affected disaster area in a mutual aid approach. The Incident Commander is responsible for authorizing the use of mutual aid assistance and executing prior approved mutual aid agreements.

Based on the severity of the incident, the Department Incident Commander may request additional resources through the Emergency Services Branch of EOC by means of the Florida Fire Chief’s Association Statewide Fire-Rescue Disaster Response Plan.

COMMUNITY EMERGENCY RESPONSE TEAMS

(C.E.R.T.)

Each trained C.E.R.T. will assist in their community in the preparation and recovery from tropical storm incidents. Only recognized and trained teams will be considered as part of Fire Rescue’s preparation and response to this type emergency. Teams will only operate within their community and to the level of their training and only to augment Fire Rescue response personnel. C.E.R.T. members may be identified by specific
clothing apparel (marked shirts and hard hats). C.E.R.T. Leaders will report on the conditions found within their community to the Branch Director (Battalion Chief).

## SEARCH AND RESCUE MISSIONS

Based on degree of structural damage reported during the jurisdictional survey, Field Operations personnel may be directed to complete search and rescue missions. No search and rescue mission will take place prior to the completion of a systematic recon and safety survey. The Main concern of the recon and safety survey is the safety of both the rescuers assigned to the search and rescue mission and the victims. The objectives for search and rescue missions are to perform damage and hazard assessment, locate surface victims and identify points of immediate access. Search and rescue missions will be performed in accordance with standard USAR procedures.

Field operations units may need to work in a Task Force configuration to complete the structural hazard/markings, search assessments and victim location markings/extrication (Appendix H).

### Field Operations Response Plan

The Field Operations personnel will:

- **Perform the Rapid Impact Assessments (RIA’s) (Appendix G).**
  RIA are expected to take 4-6 hours to complete. Stations will have the USNG (4 digit zones) mapped and identified pre-storm. Zones will be divided appropriately by the number of units at the station. As soon as safe conditions allow, crews will start completing there (RIA) and identifying areas of damage with the following parameters; (Wind 0, 1, 2, 3 and Flood 1, 2). If communications are up, RIA information can be relayed to the EOC and Department HQ by using the RIAAT app. If the RIAAT app is down, surveys should be completed and relayed to Battalion HQ via designated “talk-around channel”.
  RIA are designed to be a quick assessment of the area so outside resources can be identified and ordered if needed.

- Adapt to altered dispatch protocol.
- Report through chain-of-command when local conditions expose personnel to unacceptable unsafe conditions.
- Adhere to system to ensure sufficient sleep and rest when emergency services are terminated.
- Report to the Station Officer resource needs to degree of severity.
- Provide periodic updates regarding issues such as local storm conditions and personnel status.
- Complete a Personnel Accountability Report (PAR) on each firefighter’s family and home. Report to the Station Manager the status of occupants and any obvious damage to the home.
- Follow the standard USAR procedures when performing search and rescue missions. The company officer will act as the safety officer for each search and rescue team. The team’s objectives should include performing damage and hazard assessment, locating surface victims and identifying points of immediate access.
- Report the status of search and rescue missions along with the appropriate 4 digit USNG number and coordinate it with their respective battalion headquarters.
- Exercise caution and wear appropriate protective clothing, helmet, and NIOSH approved respiratory mask when conducting search and rescue missions.
The Station Officer(s) will:

- Review hurricane map and identify both the 4 digit USNG number along with all target hazards within the battalion.
- Prepare post-storm impact assessment reports.
- Request resource needs according to degree of severity and impact assessments.
- Ensure sufficient quantities of spray paint and US&R marking guides are available for Field Operations personnel.
- Maintain awareness of status of assigned personnel.
- Ensure crew rotational assignments, if applicable, to ensure a person is awake and assigned to monitor and answer radio traffic, answer telephones, monitor computer and relay appropriate information to the Station Officer in Charge.
- Complete Rapid Impact Assessment Damage (RIA’s) via RIAT app or on paper and ensure they are delivered to the Battalion HQ. Any USNG zones which have moderate or severe wind or flood damage must be reported to Battalion Planning Section Chief ASAP.
- Complete Family Relief & Recovery status surveys only if requested due to the need to initiate redundancy plan and report status of employee or family and imminent structure needs to Station Manager.

The Station Manager(s) will:

- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).
- Report emergency repairs and temporary actions taken to prevent further damage to fire rescue equipment or facilities.
- Document and report when station goes off FPL power and on generator power and notify Logistics in appropriate battalion.
- Check and report fuel levels every 12 hours if low levels are reported late refueling may not be available as fuel supply is low.
- Monitor radio communications, may need to dispatch station units if normal radio communications go down.
- Identify, report, and track station problems.
- Document in station log book all personnel working (regular/OT hours, etc.).
- The Station Manager will take appropriate pictures and damage via the RIAT app and will forward Station Snap Shot information (and pictures if possible) to their respective Battalion Headquarters Team.
- If requested as part of a redundancy plan, enter the Family Relief & Recovery status survey outcomes in the Family Relief & Recovery database on SharePoint.
- If communications is interrupted send the needed information via the following routes: (1) Computer, (2) Phone/Text, (3) VHF Radio  (See Appendix F).

1. Personnel: The physical conditions of personnel at the Station
(1) No injuries  
(2) Minor Injuries  
(3) Serious Injuries  

2. Equipment: The condition of response units, particularly their abilities to respond.  
(1) All Units in service  
(2) Repairs needed_______________  
(3) Units out of service  

3. Fire Station: Damage to the station including whether or not it can continue to be used.  
(1) Low Priority: Minimum or no damage  
(2) Medium Priority: Needs attention / Station is still habitable  
(3) High Priority: Uninhabitable  

4. Neighborhoods: A rapid assessment of damage in the neighborhood based on the percentage of destruction of the immediate visible structures. A score between 0 (no damage) to 10 (100% destruction / 100% of the structures).  

5. Access: A brief assessment of access to and from the location  
(1) Clear  
(2) Minimum blockage, most obstacles can be easily moved or bypassed.  
(3) Major blockage, will delay response and require heavy equipment.  

6. Flooding: Estimate depth of water in feet in the immediate area.  

The results of the Station Snap Shot Surveys will be relayed to the Planning Section Chief (PSC) of the Battalion. The PSC will notify the Branch Director (District Chief) and Deputy Branch Director of the information. The Battalion PSC will compile all the battalions station snap shot surveys and forward them to Headquarters Planning Section Team.  

Battalion Positions Expectations  

Documentation Process (ICS 214)  

- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).  

The On-duty Battalion Chief will:  

- Maintain a local “prioritized waiting” list for incidents when emergency units are not sent due to unsafe conditions (when Dispatch has been decentralized).
• Follow guidelines for placing units out of service due to local storm conditions as outlined by the Department Hurricane Command Team.
• Ensure Station’s maps are marked to indicate: damaged target hazards, obstructed access routes, and reported structural damage.
• Ensure Station’s maps are marked to indicate the areas of search and rescue missions as: in progress and/or completed.
• Report termination of service delivery and units out of service to the Branch Director/Battalion Chief.
• Direct Field Operations personnel to perform Station snap shots, RIA Surveys, Jurisdictional/Target Hazards, and Family Relief and Recovery Surveys as soon as conditions are safe.
• Have access to the Family Relief & Recovery Status database on Sharepoint to verify the safety of PBCFR employees and families within their zones.

The Deputy Branch Director (DBD) will:

• Maintain communication with the Department Incident Commander, Operations Section Chief, Battalion Chief, District Captain, and Station Officers.
• Participate in periodic conference calls with the Hurricane Command Team.
• Ensure rotation of key personnel to ensure personnel are rested.
• Ensure that critical positions in Battalion Headquarters are staffed.
• Track staffing and equipment levels at the Battalion for each operational period.
• Terminate delivery of emergency services operations when local conditions expose personnel to unacceptable unsafe conditions.
• Determine when it is safe for units to resume response to emergency incidents.

The Branch Director (District Chief) will:

• Maintain communication with the Department Incident Commander, Operations Section Chief, Battalion Chief, District Captain, and Station Officers.
• Participate in periodic conference calls with the Hurricane Command Team.
• Ensure rotation of key personnel to ensure personnel are rested.
• Ensure that critical positions in Battalion Headquarters are staffed.
• Track staffing and equipment levels at the Battalion for each operational period.
• Terminate delivery of emergency services operations when local conditions expose personnel to unacceptable unsafe conditions.
• Determine when it is safe for units to resume response to emergency incidents.

The Planning Section Chief will:

• Compile and document the information received from stations and notify Headquarters Planning Section Chief of any USNG zones which have moderate or severe wind or flood damage.
• Maintain and update maps to indicate: damaged target hazards, obstructed access routes, and reported structural damage.
• Maintain and update maps marked to indicate areas where search and rescue missions are: in progress and/or completed.
• Obtain electronic versions of information from Planning Section Chief which can be used in the Battalion. (i.e. Points of Distribution sites, dialysis centers, boil water orders, etc.).

The Logistics Section Chief will:
• Coordinate resource needs according to degree of severity and impact reports.
• Coordinate with Branch Director (District Chief) and Logistics Section Chief for fuel delivery and power restoration for Fire Rescue facilities.
• Prioritize unmet needs of the battalion and relay to Battalion Branch Director and Logistics Section Chief to arrange for additional supply deliveries and necessary repairs.
• Consider need to logistically support in-coming mutual aid resources.
• Coordinate with Battalion Finance Group to ensure required purchases are processed.

The Finance Section Chief will:
• Collect all battalion Unit Logs (ICS Form 214) from battalion personnel as they “Check-Out”.
• Establish tracking mechanism for battalion Unit Logs ICS Form 214.
• Establish tracking mechanism for comp / claims issues and Property Loss forms.

The Liaison Section Chief will:
• Receive status update (PAR’s), from Battalion Operations, of firefighter families and homes conducted by field operations and support personnel. Relay information to the Family Relief and Recovery Coordinator.
• Periodically identify the number of evacuees located in each shelter, number of patients treated, and shelter needs.

Department Command Team Expectations

Documentation Process (ICS 214)
• When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).

The Incident Commander will:
• Conduct strategy meetings and briefings with all Incident Command staff.
• Coordinate the determination of department objectives and strategies.
• Establish Priority use of critical resources allocated to the incident.
• Authorize the request for and release of additional resources.
• Ensure the Command Briefing is completed for each operational period.
• Conduct periodic conference calls with appropriate command staff.

The Operations Section Chief will:
• Authorize the Alarm Office to alter the normal dispatch protocol based on call volume, nature of call, and storm conditions.
• Terminate delivery of emergency operations when the operations expose personnel to unacceptable unsafe conditions.
• Coordinate between the Alarm Office and Branch Directors (District Chief) for incidents that occur during unsafe conditions where emergency units were not sent. These incidents shall be placed on a "waiting" list that shall be prioritized for post hurricane responses.
• Ensure that the Station Snap Shots, RIA, Jurisdictional/Target Hazards, and Family Relief and Recovery Surveys are completed.
• Compile and document that information received from Branch Directors on the status of search and rescue missions. This information will be relayed to the appropriate Department Hurricane Command Team members and/or ESF for further action.
• Monitor weather conditions via weather station technology.
• Review and update Safety Messages.

The Planning Section Chief will:
• Establish operational planning cycles for Command and General Staff.
• Prepare for post storm impact assessment reports. Compile and document the information received from the Battalions. This information will be relayed to the appropriate ESF for further action.
• Ensures Situation Unit Leaders will:
  1. Maintain and update maps marked to indicate: damaged target hazards, obstructed access routes, and reported structural damage.
  2. Maintain and update maps marked to indicate the areas where search and rescue missions are: in progress and/or completed.
  3. Update Situation/Status Report each operational period.
• Ensures Documentation Unit Leader will:
  1. Obtain electronic versions of EOC-generated information that can be sent to the Battalions. This might include distribution sites, dialysis centers, boil water orders, etc.

The Logistics Section Chief will:
• Coordinate resource needs according to degree of severity and impact reports.
• Coordinate with the appropriate ESF for debris clearance, fuel delivery, and power restoration for Fire Rescue facilities.
• Prioritize unmet needs of department and relay to Support and Service Branch to arrange for additional supply deliveries and necessary repairs.
• Consider need to logistically support in-coming mutual aid resources.
• Coordinate with Finance Section Chief to ensure required purchases are processed.

The Finance Section Chief will:
• Coordinate collection of all Unit Logs (ICS Form 214) from Operations personnel.
• Receive and tabulate Cost Reimbursement – Labor Record Summary Schedules.
• Receive and process all purchases through normal or emergency process.

Bureau of Safety Services (BOSS)
Make contact with all (Target Hazards / ACLF’s) in inspector’s response zone and confirm the following immediately after the storm passes. If phone and internet is down. BOSS personnel will have to drive to each facility when it is safe.

1. **Status of personnel/patients:** (1) no injuries, (2) minor injuries, (3) serious injuries).
2. **Building Status:** (1) Minor repairs needed (2) Major repairs needed and need to evacuate.
3. **Access into area:** (1) Clear, (2) Minimum Blockage, (3) Major Blockage.

The Public Information Officer will:

• Provide periodic updates to Battalions/Branch Directors concerning issues such as Hurricane status, personnel levels, changes in assignments, evacuation of stations.
• Receive regular updates from the Alarm Office as to number of calls dispatched, number of calls waiting, and significance of calls.
• Provide this information to EOC, Hurricane Command Team, and Branch Director (Battalion Chief).
• Update Department Message Line at least by noon each day.

The Liaison Officer will:

• Periodically identify the number of evacuees located in each shelter, number of patients treated, and shelter needs.

The Family Relief and Recovery Coordinator will:

• Maintain active monitoring of the Family Relief & Recovery Status line and email and enter status checks in to the Family Relief & Recovery database on SharePoint as they become available.
• Coordinate with PBCFR Reserve Battalion Chief for deployment of Reserves to complete Family Relief & Recovery Status surveys for employee homes that have not completed a status check via phone or email within 4 hours of the discontinuation of the storm warning.
• Coordinate with post-storm mitigation teams to initiate their deployment to employee homes that report imminent structure damage that requires immediate intervention.
• Respond to requests made by employees and their families to Family Relief & Recovery for post-storm resources.
• Initiate redundancy plans with Operations Section if Family Relief & Recovery in field status surveys cannot be effectively managed by PBCFR Reserve Battalion due to volume of need or accessibility of zone due to storm impacts.
RECOVERY
RECOVERY

Recovery is that phase of a disaster which occurs after emergency needs have been met and the community attempts to return to pre-emergency conditions. The importance of this phase (which frequently goes unrecognized) is the very strong psychological need of the community to return to normal conditions as soon as possible.

PRIORITIES

Once the emergency response needs of the department and the community have been met, priorities can be established to assist in the recovery process. Recovery operations will deal primarily with the following priorities:

1. Restoration Plan
2. Employee Assistance
3. Community Assistance
4. Demobilization of Resources
5. Post Incident Analysis

RESTORATION PLAN

The Logistics Chief is responsible for developing a restoration plan that will identify the extent of damage to county equipment and facilities as well as identify appropriate temporary and/or permanent action required to reduce and prevent further damage.

The restoration plan will deal primarily with the following priorities:

1. Repair/Replacement of Facilities
2. Repair/Replacement of Apparatus
3. Repair/Replacement of Equipment

The intent of the restoration plan is to temporarily restore facilities, apparatus, and equipment to an operational condition. Damages to structures may require action ranging from cosmetic repairs to demolition and rebuilding. Initially, immediate action should be taken to protect property from further damage (i.e. place tarps over holes in roof). As conditions dictate, emergency repairs will be made to place facilities, apparatus, and equipment to an in-service status. Risk Management/ Loss control personnel may be available to assist in the damage assessment and restoration process. After repairs are made to a Fire Rescue facility a Fire Safety Specialist may assist in the re-inspection process to ensure code compliance and verify the habitability of the facility.

If the disaster is a Federal declared event, the cost for repairs and reconstruction may be shared by the state and federal government. All facilities, apparatus, and equipment that are missing or damaged must be reported, photographed, and documented on a county Property Loss form. The Property Loss form must be comprehensive, detailed and accurate. Supportive documentation such as photos, drawings, or video must be
taken to document any reported damage. The Property Loss forms and supportive documentation will be combined to create the required Project Worksheet. All receipts and purchase orders utilized to purchase items for repairs and replacement must be saved. Photos should be taken to document what repairs were made.

Documentation should also include expense for time and labor to repair or replace any missing or damaged items. Palm Beach County is self-insured; therefore, Fire Rescue will need to coordinate with Risk Management to ensure compliance with County reporting procedures and completion of insurance claims.

**EMPLOYEE ASSISTANCE**

Personnel are our greatest asset, and as such the department has a vested interest in assisting employees during their time of need. The department and Local 2928 have a vested interest and shared responsibility for internal relief and recovery efforts. The department provides initial staffing to facilitate Family Relief & Recovery efforts while Local 2928 coordinates a post storm mitigation team to provide temporary repairs to employee homes when imminent structure damage is reported to Family Relief & Recovery.

Employee assistance will deal primarily with the following priorities:

1. Critical Incident Stress Management
2. Family Relief and Recovery
3. Access to Financial Assistance Programs

Personnel may have sustained damage to their personal homes or injuries to their family members. Internal relief operations will be established to help those who suffer significant or total destruction of their property. PBCFR maintains a system of reporting employee and/or family status of “safe” or “not safe” as well as imminent structure issues to employee homes. To support the completion of temporary repairs, Local 2928 will establish a Logistical Staging Area Manager to solicit personnel and supplies. The Family Relief & Recovery Coordinator will communicate identified needs to the Logistical Staging Area Manager who will ensure necessary repairs and/or debris removal occurs per the directive of Local 2928. All PBCFR employees in need of temporary housing will also be identified by Family Relief & Recovery and offered housing with other families and/or provided assistance in seeking FEMA or insurance funds for temporary housing.

Disasters resulting in significant loss of life tend to have a serious affect on many emergency response personnel. The department CISM team will provide employees and their families with assistance to recover from the effects of the hurricane. After the hurricane, the reuniting of families will be a priority. State and local mental health resources may be utilized to provide services to disaster workers and to victims.
COMMUNITY ASSISTANCE

Where possible, Palm Beach County Fire Rescue will provide community assistance to County, State, and Federal agencies. Community assistance may be in the form of operating mass care facilities, registration of displaced persons, and detailed damage assessments.

Community assistance will deal primarily with the following priorities:

1. Assist County agencies
2. Assist State agencies
3. Assist Federal agencies

Palm Beach County Fire Rescue may assist the Emergency Operations Center to meet the needs of the citizens in delivery of food, water, evacuations, etc.

Fire stations will not be designated as a site for donation of food or other supplies, as the receipt of excessive donations may render the station unusable for operation activities. State and FEMA agencies have developed several programs to assist individuals and the community in recovering from the impact of disasters. Palm Beach County Fire Rescue will assist employees in contacting established recovery programs.

If requested, Federal Disaster Medical Assistance Team (DMAT) will provide field facilities for patient reception, patient staging, casualty clearance, and other medical care activities to meet the emergency situation. Federal DMAT’s will assist local medical and public health agencies to cope with the continued need for minor medical care and treatment. Field Operations personnel may assist federal DMAT’s with support or delivery functions.

POST INCIDENT ANALYSIS/AFTER ACTION REPORT

After the recovery process is complete the department will conduct a Post Incident Analysis (PIA) of the Hurricane operations. The purpose of the PIA is to produce a written After Action Report (AAR) and identify areas of strength and weakness as well as make suggestions for improvement. A chronological log documenting the incident will be available at the time of the critique, and comments resulting from the discussion will be recorded. The Hurricane Annex will be revised based on the comments solicited from the PIA.
DEMOBILIZATION
DEMOBILIZATION

At some point the emergency will subside and the department will phase in a return to normal operations. At that time the Area Commander will begin the demobilization of additional resources. Resources should be released based on the first-in/first-out rule. Prior to leaving, each employee will verify all documentation is accurate and complete. As part of the demobilization process, each battalion will perform a physical inventory of all County equipment and apparatus. Any missing or damaged items must be photographed and documented on a County Property Loss form. All damage to personal property must also be documented and photographed on the Property Loss form. All equipment delivered prior to the storm must be inventoried and scheduled for returned delivery.

Field Operations Demobilization Plan

The Field Operations personnel will:

- Conduct an inventory of all emergency equipment/apparatus at each facility. The inventory will include the asset number and description of each item. The completed inventory will be reported to the Company Officer and Station Manager.
- Document all missing and damaged items on a County Property Loss form. Supportive documentation such as photos, drawings, or video must be taken to document any reported damage. Completed Property Loss forms will be reported to the Company Officer.
- Verify all documentation is accurate and complete.
- Pick up all surplus supplies and ensure their readiness before they are placed back in storage (Support Services personnel)
- Report and document all missing or damaged items to the Company Officer. Supportive documentation such as photos, drawings, or video must be taken to document any reported damage.
- Make every effort to protect property from further damage (i.e. place tarps over holes in roof).
- Complete a detailed damage assessment for each damaged Fire Rescue facility.
- Make the necessary repairs/replacement to facilities, apparatus, and equipment (Support Services personnel). Supportive documentation such as photos, drawings, or video must be taken to document all repaired damage.

The Station Officer(s) will:

- Ensure an inventory of all equipment, apparatus, and facilities are completed.
- Ensure documentation of missing or damaged items are complete with sufficient photos, drawings, or video.
- Post the requested relief list for members within the battalion and tracked each as: in progress/complete.
- Post the Family Relief & Recovery Post Storm Resource List with identified local, state, and federal resources for assistance.
- Maintain awareness of location of Disaster Aid facilities within station’s response zone.
The Station Manager(s) will:

- Continue to complete the ICS 214 forms capturing all hurricane related activities. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).
- Document and report when station goes off FPL power and on generator power.
- Check and report fuel levels every 12 hours. If low levels are reported late refueling may not be available as fuel supply is low.
- Monitor radio communications and prepare to dispatch station units if normal radio communications go down.
- Identify, report, and track station problems.
- Document in station log book all personnel working (regular/OT hours, etc.).
- Report emergency repairs and temporary actions taken to prevent further damage to fire rescue equipment or facilities.
- Record generator hours.

**Battalion Demobilization Plan:**

**Documentation Process (ICS 214)**

- Continue to complete the ICS 214 forms capturing all hurricane related activities. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).

**The Battalion Operations/ Battalion Chief will:**

- Coordinate with the department CISM Team for support and debriefing of personnel.
- Recommend a priority list of damaged items in need of repairs for their battalion.
- Update the Situation/Status Report each operational period.
- Maintain a battalion list of missing or damaged items and the schedule for repair/replacement.
- Submit incident documentation and supportive documentation to the Battalion Planning Group for compiling into the department PIA.

**The Deputy Branch Director (DBD) will:**

- Authorize the release of personnel (per the Department Incident Commander) based on the number of hours already worked and notify personnel when to resume normal shift schedule.
- Recommend which evacuated facilities are safe to reopen.
- Recommend the level of resources required to support recovery operations within their battalion.
- Submit relative battalion documentation to the Finance Section Chief.
The Branch Director/District Chief will:

- Authorize the release of personnel (per the Department Incident Commander) based on the number of hours already worked and notify personnel when to resume normal shift schedule.
- Recommend which evacuated facilities are safe to reopen.
- Recommend the level of resources required to support recovery operations within their battalion.
- Submit relative battalion documentation to the Finance Section Chief.

The Planning Section Chief will:

- Be prepared to receive Station Snap Shot Forms and compile the data of all the stations within the Battalion. The planning group will then create a RIA which they will review with the Deputy Branch Director (DBD) and Branch Director (Battalion Chief) and send to the Planning Section Chief (PSC) at headquarters.
- Submit all incident documentation and supportive documentation to the Planning Section Chief for compiling into the department PIA.
- Identify and communicate which evacuated facilities within the battalion are able to be reopened for routine operations.
- Provide a chronological log for incident documentation and use in the PIA/AAR.

The Logistics Section Chief will:

- Schedule for the timely pick up of all pre-storm equipment and supplies.
- Ensure that all items missing, need repair, or replacement are documented appropriately and submitted with sufficient supportive documentation.
- Coordinate with Logistics Section Chief to develop a priority list of damaged items in need of repairs or replacement.

The Finance Section Chief will:

- Collect all submitted Property Loss forms.
- Collect all Unit Logs (ICS Form 214) from battalion personnel.
- Coordinate with Finance Section Chief to accurately document personnel hours, personnel injuries, missing or damaged equipment, property damage, and funds spent for total storm related activities.
- Compile and submit appropriate documentation to the Finance Section Chief within the required time frame for any reimbursement of funds.
- Coordinate with Finance Section Chief for possible financial assistance programs available to employees.

The Liaison Section Chief will:

Obtain a list of food and other donation sites that may be beneficial for displaced employees.

- Track the occupancy status of each emergency shelter and determine the level of resources required to staff each.
• Receive updates (PAR’s), from Battalion Operations, of firefighter families and homes conducted by field operations and support personnel. Relay information to the Family Relief and Recovery Coordinator.

Department Command Team Demobilization Plan:

Documentation Process (ICS 214)

• Continue to complete the ICS 214 forms capturing all hurricane related activities. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).

The Incident Commander will:

• Authorize the release of additional resources.
• Ensure the Command Briefing is completed for each operational period.
• Receive all requests for assistance and determine appropriate level of department involvement.

The Operations Section Chief will:

• Determine the level of resources required to perform recovery operations.
• Ensure sufficient mental health personnel are available for CISM activities.

The Planning Section Chief will:

• Ensure completion of Command Briefing/Demobilized plan.
• Identify which evacuated facilities are able to be reopened for routine operations.
• Document the location of DRC’s and DMAT facilities on department maps and make known each location.
• Update the Situation/Status Report each operational period.
• Arrange for electronic versions of EOC information that can be sent to the Battalions.
• Provide a detailed chronological log for incident documentation and use in the PIA/AAR.

The Logistics Section Chief will:

• Schedule for the timely pick up of all surplus equipment delivered to remote facilities.
• Maintain a department list of missing and damaged items and their schedule for repair/replacement.
• Coordinate with Support Services to develop a priority list of damaged items in need of repairs or replacement.
• Coordinate with Risk Management, Loss Control for inspection, damage reporting, and claims information.
• Ensure all items in need of repair or replacement are documented appropriately and submitted with sufficient supportive documentation.
The Liaison Officer will:

- Obtain a list of food and other donation sites that may be beneficial for displaced employees.
- Track the occupancy status of each emergency shelter and determine the level of resources required to staff each.

The Family Relief and Recovery will:

- Coordinate with PIO to share Post Storm Resource list, and promote the Family Relief & Recovery Status line and email to receive all requests for additional assistance. Prioritize and document each request in the Family Relief & Recovery database.
- Continue to communicate individual employee imminent damage mitigation needs to the Logistical Staging Area Manager.
- Ensure Family Relief & Recovery requests are managed and/or scheduled, and tracked as: in progress/complete in the Family Relief & Recovery database.
- Coordinate with Logistical Staging Area Manager to track work in progress/completed.
- Deactivate Family Relief & Recovery team, Status Line, and email monitoring when appropriate.

The Information Officer will:

- Ensure a recorded message is placed on the Department Message Line for all off-duty personnel to call to obtain notification as to when their section/department will return to their normal work schedule.

The Finance Section Chief will:

- Review the FEMA reimbursement process and compile all department documentation to ensure reimbursement eligibility.
- Compile all department documentation to determine funding eligibility to repair/replace missing or damaged items.
- Coordinate with the County for the authorization of emergency vendors and contracts to repair/replace missing or damaged items.
- Coordinate with Risk Management department to file insurance claims for all missing or damaged items (not covered by FEMA reimbursement).
- Coordinate with Office of Financial Management and Budget (OFMB) and Risk Management, Loss Control to accurately document personnel hours, personnel injuries, missing or damaged equipment, property damage, and funds spent for total storm related activities.
- Compile and submit appropriate documentation to the Emergency Operations Center within the required time frame for any reimbursement of funds through the Federal Emergency Disaster program.
- Coordinate with local, state, and federal agencies for possible financial assistance programs available to employees.
- Document and report repairs to stations.
- Determine if they or their family could benefit from the services of CISM activities and report such request to the Company Officer.
- Call the advertised phone lines to report any requested needs for internal relief operations.
- Call the advertised phone line to volunteer for internal relief operations if they have specialized skills and talents. Their skills will be matched with employees in need of that type of assistance.
- Call to report any need to the Internal Relief phone line.
- Assist DERM with damage assessments to identify hazardous materials to prioritize handling of each based on environmental and community impact (personnel with hazardous materials responsibilities).
- Assist with DMAT activities in the field triage and treatment of patients.
- Based on observations, make recommendations for the AAR and future improvements to the Hurricane Annex.
MITIGATION
MITIGATION

Mitigation is the cornerstone of emergency management. It is the ongoing effort to lessen the impact disasters have on people and property. Mitigation involves keeping homes away from flood plains, engineering bridges to withstand storm surges, creating and enforcing effective building codes to protect property from hurricanes.

Emergency shelters are normally not designed specifically to house large amounts of evacuees. The Bureau of Safety Services will maintain coordination with the American Red Cross to ensure proper code compliance of all designated emergency shelters.

Wherever possible Palm Beach County Fire Rescue will ensure its facilities are well maintained, designed and constructed in order to decrease their vulnerability to natural and technological disasters. Priority shall be given to emergency services facility. Consideration shall be given to the following mitigation measures:

- Wherever possible Fire Rescue facilities will not be constructed within the designated flood plain/storm surge areas or seaward of the Coastal High Hazard Line.
- When it becomes necessary to construct a facility within the flood plain or storm surge zone, consideration shall be given to the flood-proofing of that facility.
- For newly constructed facilities consideration shall be given to designing and constructing the facility to withstand the effects of wind with a Category 5 storm.
- All newly constructed facilities shall be provided with hurricane shutters and/or hurricane impact glass on all exterior openings, which meet or exceed Palm Beach County Building Code Standard.
- All newly constructed facilities shall be provided with a permanently installed emergency generator, capable of supplying the maximum anticipated electrical demand.
- Consideration shall be given to designing and constructing new facilities to include a “Safe Room”, sufficient to protect the normal assignment of Fire Rescue personnel to that facility.
- All newly constructed facilities shall be protected throughout by automatic fire sprinkler and automatic fire alarm systems.
APPENDIX A

DEPARTMENT HURRICANE COMMAND TEAM
ASSIGNMENT RESPONSIBILITIES

The Department Incident Command post will be maintained in a state of readiness. Each Department Hurricane Command Team member will maintain communication with the Incident Commander or their respective Section Chief for call back if necessary.

The primary method of communication will be through Outlook (when available), then through phone/fax, and last by designated radio talk-around channel.

- **DEPARTMENT INCIDENT COMMANDER**
- **OPERATIONS SECTION CHIEF**
- **PLANNING SECTION CHIEF**
- **LOGISTICS SECTION CHIEF**
- **FINANCE SECTION CHIEF**
- **LIAISON OFFICER**
- **INFORMATION OFFICER**
- **FAMILY RELIEF AND RECOVERY COORDINATOR**
INCIDENT COMMANDER (FOG)

(ICS 214 form must be completed daily by the individual and turned in accordance to Appendix D)

Hurricane Watch:
• Finalize assignments and determine activation time line for the Hurricane Command Teams.
• Conduct a briefing for those personnel assigned to the Department Hurricane Command Team and distribute the organizational chart identifying assignments.
• Ensure the Planning P process is followed prior to each new operational period for the purpose of establishing strategies and tactics for the following operational period.
• Ensure command briefings are completed at the beginning of each operational period.
• Conduct briefing with municipalities and other agencies to review Communications Plan and other available support procedures.
• Establish priority use for critical resources.
• Coordinate and approve mobilization / demobilization plans.
• Conduct periodic conference calls with appropriate command staff.

Hurricane Warning:
• Assess the incident and conduct a briefing for command functions.
• Formally establish the Department Command Post at HQ (405 Pike Rd WPB, FL 33411).
• Conduct briefing with municipalities and other agencies to review Communications Plan and other available support procedures.
• Review the progress of the incident and channel organizational efforts towards highest priority tasks.
• Ensure that safety procedures are practiced and maintained by all personnel.
• Approve the Command Briefing completed by Planning Section Chief for each operational period.
• Conduct periodic conference calls with appropriate command staff.

Response:
• Conduct strategy meetings and briefings with all Incident Command staff.
• Coordinate the determination of department objectives and strategies.
• Establish Priority use of critical resources allocated to the incident.
• Authorize the request for and release of additional resources.
• Ensure the Command Briefing is completed for each operational period.
• Conduct periodic conference calls with appropriate command staff.

Demobilization
• Authorize the release of additional resources.
• Ensure the Command Briefing is completed for each operational period.
• Receive all requests for assistance and determine appropriate level of department involvement.
OPERATIONS SECTION CHIEF (FOG)

(ICS 214 form must be completed daily by the individual and turned in accordance to Appendix D)

Hurricane Watch

- Identify and evaluate the potential hazards associated with the storm (i.e.; wind estimates, storm surge, rainfall flooding, etc.)
- Review and update Safety Messages.
- Investigate and report on any storm related injuries or accidents.
- Provide Incident Command with periodic field observation reports.

Hurricane Warning:

- Test and verify Communications Plan with battalions and other areas (municipalities, shop, etc.)
- Modify dispatch protocol, if necessary, to ensure emergency calls have dispatch priority.
- Approve staff-up levels appropriate for anticipated storm conditions (i.e.; either/or stations to full staffing, three on rescues, etc.)
- Coordinate with the EOC and Fire Marshal to issue a burning ban until safety conditions are restored.
- Coordinate and support efforts of SNS Team.
- Review and update Safety Messages.
- Investigate and report on any storm related injuries or accidents.
- Provide Incident Commander with periodic field observation reports.

Response:

- Authorize the Alarm Office to alter the normal dispatch protocol based on call volume, nature of call, and storm conditions.
- Terminate delivery of emergency operations when the operations expose personnel to unacceptable unsafe conditions.
- Coordinate between the Alarm Office and Branch Directors (District Chief) for incidents that occur during unsafe conditions where emergency units were not sent. These incidents shall be placed on a “waiting” list that shall be prioritized for post hurricane responses.
- Ensure that the Station Snap Shots, RIA, Jurisdictional/Target Hazards, and Family Relief and Recovery Surveys are completed.
- Compile and document that information received from Branch Directors on the status of search and rescue missions. This information will be relayed to the appropriate Department Hurricane Command Team members and/or ESF for further action.
- Monitor weather conditions via weather station technology.
- Review and update Safety Messages.

Demobilization

- Determine the level of resources required to perform recovery operations.
- Ensure sufficient mental health personnel are available for CISM activities
PLANNING SECTION CHIEF (FOG)

(ICS 214 form must be completed daily by the individual and turned in accordance to Appendix D)

**Hurricane Preparations:**
- The department Planning Section Chief (PSC) will complete the **ICS 203 form** which will include staffing for Operations, Planning, Logistics, and Finance. Additional positions should be identified for non-essential personnel working in essential roles.
- Email Planning and order a set of maps of each battalion and county.

**Hurricane Anticipated within 5 Days:**
- Complete an assessment of personnel available for the storm and begin completing the preliminary ICS 203 form.
- Begin to setup War Room for incoming storm.

**Hurricane Watch:**
- Initiate the Incident Command briefing documents, and chronological log.
- Be prepared to receive **Station Snap Shot Survey’s** and **Jurisdictional RIA’s**. Both should be forwarded to Operations Section Chief (OSC) ASAP.
- Verify with Logistics Chief the call back of other support personnel (mechanics, radio shop technicians, Communicators, etc.).

**Hurricane Warning:**
- Implement the call back of personnel based on approved staff-up levels.
- Coordinate with appropriate supervisors, Liaison Officer, and Logistics Section the assignment of clerical staff and BOSS personnel to Battalions and Command Post.
- Develop Command Briefing.
- Compile and display incident status information.
- Assign personnel to Situation Unit Leader position to:
  1. Begin collection and analysis of incident data.
  2. Prepare situation status information and prepare periodic predictions.
  3. Prepare photographs, maps, and appropriate GIS material if required.
- Assign personnel to Documentation Unit Leader position to:
  1. Maintain accurate and updated incident files.
  2. Implement chronological log to document significant events.
  3. Establish duplication service.
  4. Review records for accuracy and completeness.

**Response:**
- Establish operational planning cycles for Command and General Staff.
- Prepare for post storm impact assessment reports. Compile and document the information received from the Battalions. This information will be relayed to the appropriate ESF for further action.
- Ensures Situation Unit Leaders will:
1. Maintain and update maps marked to indicate: damaged target hazards, obstructed access routes, and reported structural damage.

2. Maintain and update maps marked to indicate the areas where search and rescue missions are: in progress and/or completed.

3. Update Situation/Status Report each operational period.
   - Ensures Documentation Unit Leader will:
     1. Obtain electronic versions of EOC-generated information that can be sent to the Battalions. This might include distribution sites, dialysis centers, boil water orders, etc.

**Demobilization:**
- Ensure completion of Command Briefing/Demobilized plan.
- Identify which evacuated facilities are able to be reopened for routine operations.
- Document the location of DRC’s and DMAT facilities on department maps and make known each location.
- Update the Situation/Status Report each operational period.
- Arrange for electronic versions of EOC information that can be sent to the Battalions.
- Provide a detailed chronological log for incident documentation and use in the PIA/AAR.
LOGISTICS SECTION CHIEF (FOG)

(ICS 214 form must be completed daily by the individual and turned in accordance to Appendix D)

Hurricane Preparations:

- The Logistics Section Chief (LSC) is responsible for preparing and maintaining the Department Hurricane Command Post throughout the hurricane season. The Command Post should have sufficient phones, fax machines, maps, status boards, and office supplies.

- Communications will complete the Communications Plan which includes primary and secondary 800 MHz procedures, VHF, HAM, etc. Each component of the Communications Plan will be tested to confirm readiness. A final report shall be made and submitted to the Deputy Chief of Operations. This report will include recommendations and modifications to equipment that may impact on the ability of the communications system to withstand Hurricane conditions.

Hurricane 5 Days out:

- Logistics will assign personnel to complete the following:
  - Arrange for the distribution of equipment and basic necessities (i.e.: Hurricane Shelter Kits, cots, radios, etc.) to appropriate sites. Collect AED’s from non-operational personnel and re-distribute to the Shelter Teams.
  - Arrange for distribution of equipment (800 and VHF radios, department cell phones, sat phones, ham radios, etc.) to SNS, Battalion Headquarters, and other essential Command and General staff in accordance with the Communications Plan.
  - Update list of all rescue vehicles available for shelter deployment. Coordinate this information with the Liaison Officer.

Hurricane Watch:

- Receive updates from the Battalions with reference to missing or inadequate quantities of supplies on the Hurricane Check List (Form 1 A)
- Coordinate emergency purchasing agreements with the Finance Section Chief.
- Initiate a list of all rescue vehicles available for shelter deployment. Coordinate this information with the Liaison Officer and Planning Section.
- Coordinate with Support Services for the distribution of equipment and basic necessities (i.e.: Hurricane Shelter Kits, cots, radios, etc.) to appropriate sites.
- Coordinate with the Radio Shop to support the implementation of the Communications Plan.
- Determine location of department laptops and AED’s available to be distributed to support Battalion staff.

Hurricane Warning:

- Receive updates from the Battalions with reference to the Warning section of the Hurricane Check List (Form 1/A) and fill immediate needs.
- Coordinate and process requests for additional logistical resources.
- Advise on current service and support capabilities.
- Assign personnel to Service Branch Director position to:
1. Arrange and prepare assignments for branch personnel.
2. Ensure operational readiness of surplus apparatus.
   - Ensure preparations for boarding/evacuating all Fire Rescue facilities have been completed.
   - Ensure distribution of department laptops to support Battalion Staff.
   - Ensure an inventory of all storm-related equipment and apparatus is completed.

**Response:**
- Coordinate resource needs according to degree of severity and impact reports.
- Coordinate with the appropriate ESF for debris clearance, fuel delivery, and power restoration for Fire Rescue facilities.
- Prioritize unmet needs of department and relay to Support and Service Branch to arrange for additional supply deliveries and necessary repairs.
- Consider need to logistically support in-coming mutual aid resources.
- Coordinate with Finance Section Chief to ensure required purchases are processed.

**Demobilization**
- Schedule for the timely pick up of all surplus equipment delivered to remote facilities.
- Maintain a department list of missing and damaged items and their schedule for repair/replacement.
- Coordinate with Support Services to develop a priority list of damaged items in need of repairs or replacement.
- Coordinate with Risk Management, Loss Control for inspection, damage reporting, and claims information.
- Ensure all items in need of repair or replacement are documented appropriately and submitted with sufficient supportive documentation.
FINANCE SECTION CHIEF (FOG)

(ICS 214 form must be completed daily by the individual and turned in accordance to Appendix D)

Hurricane Watch:

- Review procedures with county finance for the emergency purchase of necessary items. Obtain listing of potential suppliers, vendors, and contact persons.
- Ensure all work sites authorized with petty cash are maintained at the full limit ($200).
- Ensure department petty cash is maintained at the full limit ($500).
- Coordinate with the Emergency Operations Center regarding all requirements necessary for future reimbursement from the Federal Emergency Disaster Assistance program.

Hurricane Warning:

- Supply copies of approved emergency vendors to Battalions.
- Review and identify reimbursement criteria from the Federal Emergency Disaster Assistance program.
- Review procedures for reporting damage to facilities and equipment; obtain sufficient claim forms from Risk Management, Loss Control Division.

Response:

- Coordinate collection of all Unit Logs (ICS Form 214) from Operations personnel.
- Receive and tabulate Cost Reimbursement – Labor Record Summary Schedules.
- Receive and process all purchases through normal or emergency process.

Recovery:

- Review the FEMA reimbursement process and compile all department documentation to ensure reimbursement eligibility.
- Compile all department documentation to determine funding eligibility to repair/replace missing or damaged items.
- Coordinate with the County for the authorization of emergency vendors and contracts to repair/replace missing or damaged items.
- Coordinate with Risk Management department to file insurance claims for all missing or damaged items (not covered by FEMA reimbursement).
- Coordinate with Office of Financial Management and Budget (OFMB) and Risk Management, Loss Control to accurately document personnel hours, personnel injuries, missing or damaged equipment, property damage, and funds spent for total storm related activities.
- Compile and submit appropriate documentation to the Emergency Operations Center within the required time frame for any reimbursement of funds through the Federal Emergency Disaster program.
- Coordinate with local, state, and federal agencies for possible financial assistance programs available to employees.
- Document and report repairs to stations.
- Determine if they or their family could benefit from the services of CISM activities and report such request to the Company Officer.
- Call the advertised phone lines to report any requested needs for internal relief operations.
• Call the advertised phone line to volunteer for internal relief operations if they have specialized skills and talents. Their skills will be matched with employees in need of that type of assistance.
• Call to report any need to the Internal Relief phone line.
• Assist DERM with damage assessments to identify hazardous materials to prioritize handling of each based on environmental and community impact (personnel with hazardous materials responsibilities).
• Assist with DMAT activities in the field triage and treatment of patients.
• Based on observations, make recommendations for the AAR and future improvements to the Hurricane Annex.

Demobilization
• Review the FEMA reimbursement process and compile all department documentation to ensure reimbursement eligibility.
• Compile all department documentation to determine funding eligibility to repair/replace missing or damaged items.
• Coordinate with the County for the authorization of emergency vendors and contracts to repair/replace missing or damaged items.
• Coordinate with Risk Management department to file insurance claims for all missing or damaged items (not covered by FEMA reimbursement).
• Coordinate with Office of Financial Management and Budget (OFMB) and Risk Management, Loss Control to accurately document personnel hours, personnel injuries, missing or damaged equipment, property damage, and funds spent for total storm related activities.
• Compile and submit appropriate documentation to the Emergency Operations Center within the required time frame for any reimbursement of funds through the Federal Emergency Disaster program.
• Coordinate with local, state, and federal agencies for possible financial assistance programs available to employees.
• Document and report repairs to stations.
• Determine if they or their family could benefit from the services of CISM activities and report such request to the Company Officer.
• Call the advertised phone lines to report any requested needs for internal relief operations.
• Call the advertised phone line to volunteer for internal relief operations if they have specialized skills and talents. Their skills will be matched with employees in need of that type of assistance.
• Call to report any need to the Internal Relief phone line.
• Assist DERM with damage assessments to identify hazardous materials to prioritize handling of each based on environmental and community impact (personnel with hazardous materials responsibilities).
• Assist with DMAT activities in the field triage and treatment of patients.
• Based on observations, make recommendations for the AAR and future improvements to the Hurricane Annex.
**LIAISON OFFICER (FOG)**

(ICS 214 form must be completed daily by the individual and turned in accordance to Appendix D)

**Hurricane Watch:**
- Implement documentation of events through chronological log.
- Verify contact information for municipal departments dispatched by Fire Rescue.
- Respond to requests from personnel for inter-agency contacts.
- Coordinate with Emergency Management potential assisting/cooperating agencies and representatives (i.e.: American Red Cross, National Guard, Division of Emergency Medical Services, etc.)
- Ensure maps are distributed to each station indicating the personal addresses for internal relief and recovery efforts.

**Hurricane Warning:**
- Maintain communication and provide support to Division of EMS representative at E.O.C. regarding Shelter status.
- Provide communication link to supporting/coordinating agencies (i.e.: American Red Cross, National Guard, etc.)
- Contact Emergency Operations Center to obtain listing of open Red Cross Disaster Shelters, relay the list to the Command Post and District Captains.
- Coordinate with District Captains/Battalion Liaison Group to staff all shelters within the primary response zone for Palm Beach County Fire Rescue with medical personnel and equipment.
- Maintain contact with C.I.S.M. Team for future deployment.
- Coordinate the transportation of SNS patients with Dispatch and SNS Coordinator.

**Response:**
- Periodically identify the number of evacuees located in each shelter, number of patients treated, and shelter needs.
- Coordinate distribution of list provided by Family Relief and Recovery.

**Demobilization**
- Obtain a list of food and other donation sites that may be beneficial for displaced employees.
- Track the occupancy status of each emergency shelter and determine the level of resources required to staff each.
BUREAU OF SAFETY SERVICES (FOG)

(ICS 214 form must be completed daily by the individual and turned in accordance to Appendix D)

**Hurricane Watch:**

- The Bureau of Safety Services (BOSS) will distribute a list to the Branch Directors (District Chief’s) of all Target Hazards (Nursing homes, ACLF’s, Trailer parks) by May 1st.

**Hurricane 5 days out**

- BOSS personnel will make contact with the ACLF/Shelters within their jurisdiction and make sure these facilities are getting prepared for the upcoming storm.

**Hurricane Watch:**

- Make contact with all (Target Hazards / ACLF’s) in inspector’s response zone and have contact information along with the number of patients they expect to have at their respective facility when the storm impacts our area.

**Hurricane Warning:**

- Confirm contacts with all (Target Hazards / ACLF’s) in inspector’s response zone and have contact information along with the final number of patients they expect to have at their respective facility when the storm impacts the area. These patient numbers should be reported to the respective battalion Branch Director.

**Response:**

- Area inspectors will continue to both contact and visit all ACLF’s and nursing homes within their jurisdiction as needed.
INFORMATION OFFICER (FOG)

(ICS 214 form must be completed daily by the individual and turned in accordance to Appendix D)

Hurricane Watch:
- Coordinate with the Incident Commander and the Public Information Officer (at Emergency Operations Center) for the release of information to the media.
- Participate in the utilization of the Mobile Emergency Joint Information Center.
- Relay pertinent information over Outlook, social media networks and station printers as to status of hurricane and actions taken by the department.
- Update the department message line and department personnel as determined by the Incident Commander.

Hurricane Warning:
- Coordinate with the Incident Commander and the Public Information Officer at Emergency Operations Center for accurate release of information and evacuation information.
- Coordinate with the Joint Information Center.
- Coordinate with Emergency Operations Center in the preparation and dissemination of evacuation information, and coordinate plan of evacuation where necessary.
- Provide periodic updates to the media (news and radio) and provide citizens with instructions to report no-emergency incidents.
- Advise public that Fire Rescue may modify dispatch protocol to ensure emergency response availability and to ensure responder safety.
- Update the Department Message Line.
- Update social media networks.

Response:
- Provide periodic updates to Battalions/Branch Directors concerning issues such as Hurricane status, personnel levels, changes in assignments, evacuation of stations.
- Receive regular updates from the Alarm Office as to number of calls dispatched, number of calls waiting, and significance of calls.
- Provide this information to EOC, Hurricane Command Team, and Branch Director (Battalion Chief).
- Update Department Message Line at least by noon each day.

Demobilization
- Ensure a recorded message is placed on the Department Message Line for all off-duty personnel to call to obtain notification as to when their section/department will return to their normal work schedule.
FAMILY RELIEF AND RECOVERY COORDINATOR (FOG)

(ICS 214 form must be completed daily by the individual and turned in accordance to Appendix D)

**Hurricane Watch**
- Ensure Family Relief & Recovery maps are updated and available for the Liaison officer to distribute to each station.
- Activate the Family Relief & Recovery Status Line/ begin monitoring of Family Relief & Recovery email.
- Facilitate resource needs of Reserves and PBCFR post storm mitigation teams to ensure they have adequate communications equipment and supplies (portable radios, chain saws etc.).

**Hurricane Warning:**
- Ensure maps were distributed to PBCFR Reserves and every station for Family Relief and Recovery post-storm response.
- Test and verify Family Relief and Recovery Status Line and email.
- Maintain contact with PBCFR Reserve Battalion Chief and all post-storm mitigation team leads.
- Monitor Family Relief & Recovery Status Line and email for early status check in of employee/ family representative who may check in due to evacuation and update database accordingly.

**Response:**
- Maintain active monitoring of the Family Relief & Recovery Status line and email and enter status checks in to the Family Relief & Recovery database on SharePoint as they become available.
- Coordinate with PBCFR Reserve Battalion Chief for deployment of Reserves to complete Family Relief & Recovery Status surveys for employee homes that have not completed a status check via phone or email within 4 hours of the discontinuation of the storm warning.
- Coordinate with post-storm mitigation teams to initiate their deployment to employee homes that report imminent structure damage that requires immediate intervention.
- Respond to requests made by employees and their families to Family Relief & Recovery for post-storm resources.
- Initiate redundancy plans with Operations Section if Family Relief & Recovery in field status surveys cannot be effectively managed by PBCFR Reserve Battalion due to volume of need or accessibility of zone due to storm impacts.

**Demobilization**
- Coordinate with PIO to share Post Storm Resource list, and promote the Family Relief & Recovery Status line and email to receive all requests for additional assistance. Prioritize and document each request in the Family Relief & Recovery database.
- Continue to communicate individual employee imminent damage mitigation needs to the Logistical Staging Area Manager.
- Ensure Family Relief & Recovery requests are managed and/or scheduled, and tracked as: in progress/complete in the Family Relief & Recovery database.
- Coordinate with Logistical Staging Area Manager to track work in progress/completed.
- Deactivate Family Relief & Recovery team, Status Line, and email monitoring when appropriate.

[2018 Hurricane Annex ]
APPENDIX B
FIELD PERSONNEL
AND
BATTALION
HURRICANE SUPPORT TEAM
ASSIGNMENT RESPONSIBILITIES

Each Battalion Headquarters will be maintained in a state of readiness. Additional command staff may be called in, including the off-duty District Chief’s and District Captains, as well as additional personnel for communications support and aide positions.

- FIELD OPERATIONS
- STATION OFFICER
- STATION MANAGER
- DISTRICT CAPTAIN
- BATTALION OPERATIONS/DISTRICT CHIEF
- DEPUTY BRANCH DIRECTOR
- BATTALION CHIEF/BRANCH DIRECTOR
- BATTALION PLANNING GROUP
- BATTALION LOGISTICS GROUP
- BATTALION FINANCE GROUP
- BATTALION LIAISON GROUP
FIELD OPERATIONS (FOG)

**Hurricane Preparations:**
- Share **Palm Beach County Hurricane Survival Guide** with your family and loved ones and finalize your families hurricane plan. Ensure you review Family Relief & Recovery with your Family Representative.
- with your family and loved ones and come up with your own hurricane plan.
- Every employee will make sure their personal information in EIS is accurate.
- Every employee will review the Hurricane Annex and complete the assigned hurricane annex training modules assigned to them on Target Solutions.
- Each supervisor will ensure personnel information (home address and phone numbers) is updated in the department EIS system. Each supervisor will ensure all department personnel are familiar with and have reviewed the Hurricane Annex. This review will be documented in Target Solutions.
- Complete **Family Emergency Communication/ Contact Plan** and share with your family members in advance. Station Officers/Managers are to fill out if Fire Rescue or Public Service (Police; Fire; Hospital staff; Public works; Utilities, etc) family members arrive at a fire station following a disaster and communications are limited or lost.

**Hurricane Anticipated within 5 Days:**
- Share **Palm Beach County Hurricane Survival Guide** with your family and loved ones and finalize your families hurricane plan.
- Be prepared to board up homes if storm impacts our area.

**Hurricane Watch:**
- Call Battalion Headquarters only if your contact information has changed.
- Call the department message line (233-0355) to receive updated information as the potential for call in of personnel and other pertinent information.
- Review hurricane annex and associated forms.
- Board up stations and work facilities when advised.
- Complete personal preparations prior to reporting for duty.
- Report for duty with sufficient uniforms, food, and supplies for 5 days of work.

**Hurricane Warning:**
- Secure and move equipment from stations which will be evacuated.
- Be prepared to evacuate stations and relocate when appropriate.
- Be prepared to transport residents to Special Needs Shelter (SNS) if requested.
- Adhere to rotational schedule, if assigned.
- Review with the Station Officer, procedures and hazards associated with hurricane operations.
Department Message Line: Call the department Message Line (233-0355) in accordance to the department policy to receive updated information as the potential for call in of personnel and other pertinent information.

Mandatory Call Back of Personnel: The mandatory call back of personnel will be based upon the expected storm category at landfall. This process shall allow sufficient time for personnel to provide for the security of their families, work during the storm activity, and during the recovery phase without fatigue. The call back of personnel may be altered so those employees whom live in the areas expected to be the least affected by the hurricane may be recalled first.

Cancelling Vacations: All vacation, holiday, personal and compensatory leave shall be canceled unless the employee is physically out of the state/area and return to Palm Beach county area is not feasible or extenuating circumstances exist. The Branch Director (District Chief) may waive this requirement in cases of personal hardship. If cancelled leave does not provide sufficient personnel to accomplish the desired up-staffing, overtime personnel shall be utilized.

Personnel Supplies: Personnel called back to work should report for duty with sufficient uniforms, food, and supplies for 5 days of work.

Responding to Workplaces: The time and location of the landfall of a hurricane may affect the ability of employees to safely report to their station at the normal shift change time. Personnel should monitor storm conditions to assure they are able to report to work safely. More drive time should be allowed in anticipation of delays associated with debris, flood, or loss of traffic control devices. If an employee is delayed in reporting to work because of storm conditions, they should make every effort to report this delay. It may be necessary to stop at the closest Fire Rescue station to have the information relayed to their Battalion HQ. Work time missed due to verified storm delays will be charged as emergency leave against an employee’s vacation balance in accordance with the current Collective Bargaining Agreement (CBA) and department policy. If curfew is in effect, fire rescue will secure access through the assistance of local law enforcement.

Response:

Perform the Rapid Impact Assessments (RIA’s) (Appendix G).
RIA are expected to take 4-6 hours to complete. Stations will have the USNG (4 digit zones) mapped and identified pre-storm. Zones will be divided appropriately by the number of units at the station. As soon as safe conditions allow, crews will start completing there (RIA) and identifying areas of damage with the following parameters; (Wind 0, 1, 2, 3 and Flood 1, 2). If communications are up, RIA information can be relayed to the EOC and Department HQ by using the RIAT app. If the RIAT app is down, surveys should be completed and relayed to Battalion HQ via designated “talk-around channel”. RIA are designed to be a quick assessment of the area so outside resources can be identified and ordered if needed.

- Adapt to altered dispatch protocol.
- Report through chain-of-command when local conditions expose personnel to unacceptable unsafe conditions.
- Adhere to system to ensure sufficient sleep and rest when emergency services are terminated.
- Report to the Station Officer resource needs to degree of severity.
- Provide periodic updates regarding issues such as local storm conditions and personnel status.
- Perform the Rapid Impact Assessments (RIA’s).
• Complete a Personnel Accountability Report (PAR) on each firefighter’s family and home. Report to the Station Manager the status of occupants and any obvious damage to the home.
• Follow the standard USAR procedures when performing search and rescue missions. The company officer will act as the safety officer for each search and rescue team. The team’s objectives should include performing damage and hazard assessment, locating surface victims and identifying points of immediate access.
• Report the status of search and rescue missions along with the appropriate 4 digit USNG number and coordinate it with their respective battalion headquarters.
• Exercise caution and wear appropriate protective clothing, helmet, and NIOSH approved respiratory mask when conducting search and rescue missions.

Demobilization:
• Conduct an inventory of all emergency equipment/apparatus at each facility. The inventory will include the asset number and description of each item. The completed inventory will be reported to the Company Officer and Station Manager.
• Document all missing and damaged items on a County Property Loss form. Supportive documentation such as photos, drawings, or video must be taken to document any reported damage. Completed Property Loss forms will be reported to the Company Officer.
• Verify all documentation is accurate and complete.
• Pick up all surplus supplies and ensure their readiness before they are placed back in storage (Support Services personnel).
• Report and document all missing or damaged items to the Company Officer. Supportive documentation such as photos, drawings, or video must be taken to document any reported damage.
• Make every effort to protect property from further damage (i.e. place tarps over holes in roof).
• Complete a detailed damage assessment for each damaged Fire Rescue facility.
• Make the necessary repairs/replacement to facilities, apparatus, and equipment (Support Services personnel). Supportive documentation such as photos, drawings, or video must be taken to document all repaired damage.
STATION OFFICER (FOG)

**Hurricane Watch:**
- Relay pertinent information to personnel with regards of status of hurricane and actions taken.
- Review procedures with crews with emphasis on safety awareness.
- Review procedures for reporting damage to county property as well as damage to personal property.
- Coordinate and communicate station issues with station manager.

**Hurricane Warning:**
- Complete jurisdictional target hazard surveys, including verification that citizens have evacuated all mobile home parks.
- Ensure an inventory of all apparatus, associated equipment, and any storm equipment delivered and used.
- Ensure boarding/evacuation of their fire stations has been completed.
- Maintain accurate accounting of personnel.
- Ensure rotation of crew assignments.

**Response:**
- Review hurricane map and identify both the 4 digit USNG number along with all target hazards within the battalion.
- Prepare post-storm impact assessment reports.
- Request resource needs according to degree of severity and impact assessments.
- Ensure sufficient quantities of spray paint and US&R marking guides are available for Field Operations personnel.
- Maintain awareness of status of assigned personnel.
- Ensure crew rotational assignments, if applicable, to ensure a person is awake and assigned to monitor and answer radio traffic, answer telephones, monitor computer and relay appropriate information to the Station Officer in Charge.
- Complete Rapid Impact Assessment Damage (RIA’s) via RIAT app or on paper and ensure they are delivered to the Battalion HQ. Any USNG zones which have moderate or severe wind or flood damage must be reported to Battalion Planning Section Chief ASAP.
- Complete status (PAR’s) of personal addresses and report need for temporary repairs to Station Manager.
- Complete Family Relief & Recovery status surveys only if requested due to the need to initiate redundancy plan and report status of employee or family and imminent structure needs to Station Manager.

**Demobilization**
- Ensure an inventory of all equipment, apparatus, and facilities are completed.
- Ensure documentation of missing or damaged items are complete with sufficient photos, drawings, or video.
- Post the requested relief list for members within the battalion and tracked each as: in progress/complete.
- Post the Family Relief & Recovery Post Storm Resource List with identified local, state, and federal resources for assistance.
- Maintain awareness of location of Disaster Aid facilities within station’s response zone.
STATION MANAGER (FOG)

**Hurricane Preparations**

- Complete Station 1A form and have it into their Deputy Branch Director (DBD) by June 1st with any deficiencies corrected.
- Station Manager will receive a station map and list of Target Hazards (Nursing homes, ACLF’s, Trailer parks) from Bureau of Safety Services (BOSS). Station managers will identify all Target hazards on the Battalion hurricane map and return the map to their respective District Chief.
- Station managers will have direct contact information cell-phone/landline with Target Hazards (ACLF’s, Trailer parks).

**Hurricane Watch:**

- Review the Station Manger roles and responsibilities within the Field Operating Guide (FOG).
- If not already complete, report to Battalion headquarters station and check in and attend Battalion briefing and receive needed supplies (maps, form box, radios, etc.)
- Report to your station and complete the Hurricane Watch section on the 1A Form. Any deficiencies should be reported immediately to their respective District Chief.
- Ensure the ICS 214 process has been started and review the procedure with the entire station.
- Receive, distribute and inventory provisions for basic necessities (maps, form box, etc.)
- Coordinate and communicate station issues with the Station Officer and Battalion Hurricane Staff.
- Maintain a point of contact for all Target Hazards within your response area.

**Hurricane Warning:**

- Report to Battalion Headquarters for pre-incident briefing, review Appendix D to ensure accurate understanding of responsibilities.
- Complete ICS 214 form for the entire station. Each 214 unit log will run from either 7:30am to Midnight or Midnight to 7:30. The 214 unit log should be TYPED and contain information specific to work hours of personnel, equipment utilized, items received, actions, accidents, agreements, and all other disaster-related information. Documentation during a large emergency situation is often difficult but necessary. Each completed 214 should be TYPED and sent electronically if possible to their finance person in the battalion. Documentation is essential for federal reimbursement and must be used continuously throughout the management of the incident.
- Ensure each Fire Rescue facility has completed the Warning section of the Hurricane Checklist (Form 1A). Any deviations or deficiencies found shall be reported to Battalion Operations (on duty DC) and/or Battalion Logistics Group.
- Complete ICS 214 form for the entire station. Each 214 unit log will run from either 7:30am to Midnight or Midnight to 7:30. The 214 unit log should be TYPED and contain information specific to work hours of personnel, equipment utilized, items received, actions, accidents, agreements, and all other disaster-related information. Documentation during a large emergency situation is often difficult but necessary. Each completed 214 should be TYPED and sent electronically if possible to their finance person in their respective battalion/location. Documentation is essential for federal reimbursement and must be used continuously throughout the management of the incident.
- Document in station log book all personnel working (regular/OT hours, etc.).
- Maintain list of all shelter locations, distribution centers, etc.
• Complete Station Manager Reporting (Form 4) and forward to Battalion Headquarters in a timely manner.

Response:
• When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).

• Report emergency repairs and temporary actions taken to prevent further damage to fire rescue equipment or facilities.
• Document and report when station goes off FPL power and on generator power and notify Logistics in appropriate battalion.
• Check and report fuel levels every 12 hours if low levels are reported late refueling may not be available as fuel supply is low.
• Monitor radio communications, may need to dispatch station units if normal radio communications go down.
• Identify, report, and track station problems.
• Document in station log book all personnel working (regular/OT hours, etc.).
• Gather specific tasks of your station crews and complete 214.
• Complete a Station Snap Shot Survey;
  1. Status of personnel: (1) no injuries, (2) minor injuries, (3) serious injuries).
  2. Equipment: (1) All Units in service, Repairs needed, Units Out of service.
  3. Fire Station: (1) Low Priority (2) Medium Priority, (3) High Priority.
  4. Neighborhoods: A score between 0 (No Damage) to 10 (100% destruction / 100% of the structures).
  5. Access: (1) Clear, (2) Minimum Blockage, (3) Major Blockage
  6. Flooding: Estimate depth of water in feet in the immediate area.

The results of the Station Snap Shot Surveys will be relayed to the Planning Section Chief (PSC) of the Battalion. The PSC will notify the Branch Director (Battalion Chief) and Deputy Branch Director of the information. The Battalion PSC will compile all the battalions Station Snap Shot Surveys and forward it to Headquarters Planning Section Team.

Role and Responsibilities
• Report to Battalion Headquarters for pre-incident briefing.
• Document and report if station phones, fax, computer system, etc., becomes inoperable.
• Document and report when station goes off FPL power and on/off generator power.
• If on generator power, identify what station areas are not connected to generator power (air conditioning, etc.)
• Most stations are on direct connect to diesel or LP fuel to power generators. Fuel tanks that are full prior to storm should be able to handle cooking and generator needs for 24-48 hours before refueling is required.
• Check and report fuel levels every 12 hours, if low levels are reported late, refueling may not be available as fuel supply is low.
• Monitor radio communications, may need to dispatch station units if normal radio communications go down.
• Document in station logbook all personnel working (regular/OT hours, etc.)
• Confirm all 214’s submitted are accurate (including signatures).
• Maintain list of all shelter locations, distribution centers, etc.
• Document and report any injuries to employees.
• Document and report any damage to apparatus and/or station.
• Report any station evacuations and what station evacuating to.
• All above reporting goes to Battalion Headquarters.
• Perform Rapid Impact Assessment (RIA) – call report into Battalion headquarters.

Note: Document and photograph all potential, reimbursable damage (buildings, landscape, debris removal).

**Demobilization**

• Ensure an inventory of all equipment, apparatus, and facilities are completed.
• Ensure documentation of missing or damaged items are complete with sufficient photos, drawings, or video.
• Post the requested relief list for members within the battalion and tracked each as: in progress/complete.
• Post the Family Relief & Recovery Post Storm Resource List with identified local, state, and federal resources for assistance.
• Maintain awareness of location of Disaster Aid facilities within station’s response zone.
ON-DUTY BATTALION CHIEF (FOG)

Hurricane Watch:
- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).

The On-duty Battalion Chief will:
- Ensure operational personnel review primary and jurisdictional survey and target hazard listing for compliance with evacuation orders. Ensure the target hazard lists are distributed to all stations/work sites.
- Ensure all equipment is safely secured (i.e.: spare equipment, equipment from evacuated stations, etc.)
- Track staffing and equipment levels at the Battalion level for each operational period.

Hurricane Warning:
- Ensure operational personnel review primary and jurisdictional survey and target hazard listing for compliance with evacuation orders. Ensure the target hazard lists are distributed to all stations/work sites.
- Ensure all equipment is safely secured (i.e.: spare equipment, equipment from evacuated stations, etc.)
- Communicate with the Branch Director (Battalion Chief) for accurate release of information.
- Implement documentation of events through chronological log.

Response:
- Maintain a local “prioritized waiting” list for incidents when emergency units are not sent due to unsafe conditions (when Dispatch has been decentralized).
- Follow guidelines for placing units out of service due to local storm conditions as outlined by the Department Hurricane Command Team.
- Ensure Station’s maps are marked to indicate: damaged target hazards, obstructed access routes, and reported structural damage.
- Ensure Station’s maps are marked to indicate the areas of search and rescue missions as: in progress and/or completed.
- Report termination of service delivery and units out of service to the Branch Director/Battalion Chief.
- Direct Field Operations personnel to perform Station snap shots, RIA Surveys, Jurisdictional/Target Hazards, and Family Relief and Recovery Surveys as soon as conditions are safe.
- Receive status (PAR’s) of firefighter families and homes conducted by field operations and support personnel. Relay information to Family Relief and Recovery Coordinator.
- Have access to the Family Relief & Recovery Status database on Sharepoint to verify the safety of PBCFR employees and families within their zones.

Demobilization
- Document and report when station goes off FPL power and on generator power.
- Check and report fuel levels every 12 hours. If low levels are reported late refueling may not be available as fuel supply is low.
- Monitor radio communications and prepare to dispatch station units if normal radio communications go down.
- Identify, report, and track station problems.
- Document in station log book all personnel working (regular/OT hours, etc.).
- Report emergency repairs and temporary actions taken to prevent further damage to fire rescue equipment or facilities.
- Record generator hours.
THE DEPUTY BRANCH DIRECTOR (DBD) (FOG)

**Hurricane Preparations:**
- Ensure **ICS Form 203** is completed by May 15th and forwarded to the Department Planning Section Chief (PSC).
- Ensure the Communications test has been completed by June 1st. Specific forms pertaining to each battalion are located on the internet under "Hurricane Preparedness Forms".

**Hurricane Anticipated within 5 Days:**
- Assist the Branch Director in preparing the battalions for the upcoming storm.

**Hurricane Watch:**
- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).
  - Resume the role of IC when the Branch Director is away.
  - Attend pre-hurricane season meetings with Branch Directors.
  - Substitute for absent battalion hurricane staff members during activation.

**Hurricane Warning:**
- Receive information from the Department Hurricane Command Team and conduct briefing for key functions.
- Relay progress of the incident to the Department Hurricane Command Team when applicable.
- Ensure that safety procedures are practiced and maintained by all personnel.
- Assign personnel in each Battalion to maintain radio watch and dispatch calls manually if necessary.

**Response:**
- Maintain communication with the Department Incident Commander, Operations Section Chief, Battalion Chief, District Captain, and Station Officers.
- Participate in periodic conference calls with the Hurricane Command Team.
- Ensure rotation of key personnel to ensure personnel are rested.
- Ensure that critical positions in Battalion Headquarters are staffed.
- Track staffing and equipment levels at the Battalion for each operational period.
- Terminate delivery of emergency services operations when local conditions expose personnel to unacceptable unsafe conditions.
- Determine when it is safe for units to resume response to emergency incidents.

**Demobilization:**
- Authorize the release of personnel (per the Department Incident Commander) based on the number of hours already worked and notify personnel when to resume normal shift schedule.
- Recommend which evacuated facilities are safe to reopen.
- Recommend the level of resources required to support recovery operations within their battalion.
- Submit relative battalion documentation to the Finance Section Chief.
THE DISTRICT CHIEF/BRANCH DIRECTOR (FOG)

Hurricane Preparations:

- Shall evaluate all Fire Rescue facilities (stations and shelters) with emphasis on life safety. A station evacuation plan will be developed to include stations to be evacuated due to the inability of the facility to withstand hurricane conditions (flooding, etc.) and station relocation recommendations. A final report shall be completed and submitted to the Deputy Chief of Operations.
- Shall hold a pre-season briefing with the designated members of the Battalions Hurricane Command Team. Each person will receive their pre-designated assignments and will review the Hurricane Annex for familiarization of their role and responsibilities within the command structure.
- Ensure compliance that all preparation activities are completed (hurricane season checklists, station evacuation plan, hurricane target hazard lists) and ensure that the radio communication system is operational.

Hurricane Anticipated within 5 Days:

- Complete an assessment of personnel available for the storm and begin completing a preliminary ICS 203 form.

Hurricane Watch:

- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).
- Prepare for Battalion briefing with command staff /station managers.
- Assign personnel within each Battalion and assign clerical support to key functions at the Battalion Headquarters (Personnel assigned to these functions will not be included in the Battalion staffing level).
- Identify and evaluate the potential hazards associated with the storm (i.e.: wind estimates, storm surge, rainfall flooding, etc.)
- Ensure rotation of personnel for each operational period when needed.
- Identify personnel at Battalion Headquarters to monitor and maintain the Communications Plan.
- Initiate local contact with the Community Emergency Response Team (C.E.R.T.) and distribute pertinent pre-storm information.
- Coordinate emergency purchasing agreements with Finance Section Chief.
- Ensure all work sites authorized with petty cash shall maintain the full limit ($200).

Hurricane Warning:

- At a Hurricane Warning, the Branch Director (District Chief) will report to their Battalion Headquarters, prepared for 5 days of work
- Prepare for Battalion briefing with command staff /station managers.
- Receive information from the Department Hurricane Command Team and conduct briefing for key functions.
• Relay progress of the incident to the Department Hurricane Command Team.
• Ensure safety procedures are practiced and maintained by all personnel.
• Ensure Command Briefing is distributed for each operational period.
• Assign personnel in each Battalion to maintain radio watch and dispatch calls manually if necessary.
• Ensure all personnel are knowledgeable of station evacuation plan. Advise Department Hurricane Command of any station relocations.
• Ensure C.E.R.T. Team Leaders have notified all team members and have completed pre-storm activities.

**Response:**
• Maintain communication with the Department Incident Commander, Operations Section Chief, Battalion Chief, District Captain, and Station Officers.
• Participate in periodic conference calls with the Hurricane Command Team.
• Ensure rotation of key personnel to ensure personnel are rested.
• Ensure that critical positions in Battalion Headquarters are staffed.
• Track staffing and equipment levels at the Battalion for each operational period.
• Terminate delivery of emergency services operations when local conditions expose personnel to unacceptable unsafe conditions.
• Determine when it is safe for units to resume response to emergency incidents.

**Demobilization:**
• Authorize the release of personnel (per the Department Incident Commander) based on the number of hours already worked and notify personnel when to resume normal shift schedule.
• Recommend which evacuated facilities are safe to reopen.
• Recommend the level of resources required to support recovery operations within their battalion.
• Submit relative battalion documentation to the Finance Section Chief.
THE BATTALION OPERATIONS GROUP (FOG)

Hurricane Watch:

Documentation Process (ICS 214)
- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).

- Support the battalions by completing the schedule in tele-staff for the battalion.

Hurricane Warning:

- Support the battalions by completing the schedule in tele-staff for the battalion.

Response:

- Support the battalions by completing the schedule in tele-staff for the battalion.

Recovery:

- Support the battalions by completing the schedule in tele-staff for the battalion.
THE BATTALION PLANNING GROUP (FOG)

**Hurricane Watch:**
**Documentation Process (ICS 214)**

- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).

**Hurricane Warning:**

- Establish Check-in/Check-out procedures for the Battalion. Maintain accurate, updated incident files, and chronological log to document significant events.
- Be prepared to receive **Station Snap Shot Survey’s** and **Jurisdictional RIA’s**. Both should be forwarded to Planning Section Chief (PSC) ASAP.
- Make sure Battalion maps and incident status information is displayed.
- Review records for accuracy and completeness.

**Response:**

- Compile and document the information received from stations and notify Headquarters Planning Section Chief of any USNG zones which have moderate or severe wind or flood damage.
- Maintain and update maps to indicate: damaged target hazards, obstructed access routes, and reported structural damage.
- Maintain and update maps marked to indicate areas where search and rescue missions are: in progress and/or completed.
- Obtain electronic versions of information from Planning Section Chief which can be used in the Battalion. (i.e. Points of Distribution sites, dialysis centers, boil water orders, etc.).

**Demobilization:**

- Be prepared to receive Station Snap Shot Forms and compile the data of all the stations within the Battalion. The planning group will then create a RIA which they will review with the Deputy Branch Director (DBD) and Branch Director (District Chief) and send to the Planning Section Chief (PSC) at headquarters.
- Submit all incident documentation and supportive documentation to the Planning Section Chief for compiling into the department PIA.
- Identify and communicate which evacuated facilities within the battalion are able to be reopened for routine operations.
- Provide a chronological log for incident documentation and use in the PIA/AAR.
THE BATTALION LOGISTICS GROUP (FOG)

5 Days out
- Be prepared to take delivery of battalion logistic supplies distributed from the central shop.
- Take delivery of spare rescue trucks which battalions will bring to designated shelters. Spare rescue trucks will be used as shelter medical supply trucks only. (We will not be transporting patients with spare Rescue Units). Consider transporting the battalion spare stretcher to the shelter to assist moving equipment / patients if necessary.

Hurricane Watch:
- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).
  - Receive updates with reference to the Watch section of the Hurricane Check List (Form 1 A)
  - Identify areas safe to store equipment and spare apparatus.
  - Receive supplies from the departments Logistics Section and distribute appropriately.
  - Coordinate with the Logistics Section Chief to support the implementation of the Communications Plan.
  - Determine location of battalion laptops available to be distributed to support battalion staff.
  - Inventory and document contents of the hurricane boxes to each station.

Hurricane Warning:
- Track equipment levels at the Battalion level for each operational period.
- Receive updates from the station manager with reference to the Hurricane Warning section of the Hurricane Check List (Form 1 A)
- Coordinate and process requests for additional logistical resources.
- Arrange for the distribution of equipment and basic necessities (i.e.: Hurricane Shelter Kits, cots, radios, etc.) to appropriate sites.
- Arrange for distribution of equipment (800 and VHF radios, department cell phones, sat phones, ham radios, etc.) to stations and other Battalion Hurricane Staff members.
- Ensure preparations for boarding/evacuating all stations in the battalion has been completed.
- Ensure distribution of department laptops to support Battalion Hurricane Staff.
- Ensure an inventory of all storm-related equipment and apparatus is completed.

Response:
- Coordinate resource needs according to degree of severity and impact reports.
- Coordinate with Branch Director (District Chief) and Logistics Section Chief for fuel delivery and power restoration for Fire Rescue facilities.
- Prioritize unmet needs of the battalion and relay to Battalion Branch Director and Logistics Section Chief to arrange for additional supply deliveries and necessary repairs.
- Consider need to logistically support in-coming mutual aid resources.
- Coordinate with Battalion Finance Group to ensure required purchases are processed.

**Demobilization:**
- Schedule for the timely pick up of all pre-storm equipment and supplies.
- Ensure that all items missing, need repair, or replacement are documented appropriately and submitted with sufficient supportive documentation.
- Coordinate with Logistics Section Chief to develop a priority list of damaged items in need of repairs or replacement.
THE BATTALION FINANCE GROUP (FOG)

Hurricane Watch:
- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).
- Ensure personnel are completing the ICS Form 214 for their specific position and/or station.
- Review procedures with Finance Section Chief for the emergency purchase of necessary items.
- Ensure all petty cash receipts are received.

Hurricane Warning:
- Receive list of approved emergency vendors from Finance Section Chief.
- Review procedures for reporting damage to facilities and equipment; obtain sufficient claim forms from Finance Section Chief.

Response:
- Collect all battalion Unit Logs (ICS Form 214) from battalion personnel as they “Check-Out”.
- Establish tracking mechanism for battalion Unit Logs ICS Form 214.
- Establish tracking mechanism for comp / claims issues and Property Loss forms

Demobilization:
- Collect all submitted Property Loss forms.
- Collect all Unit Logs (ICS Form 214) from battalion personnel.
- Coordinate with Finance Section Chief to accurately document personnel hours, personnel injuries, missing or damaged equipment, property damage, and funds spent for total storm related activities.
- Compile and submit appropriate documentation to the Finance Section Chief within the required time frame for any reimbursement of funds.
- Coordinate with Finance Section Chief for possible financial assistance programs available to employees.
THE BATTALION LIAISON GROUP (FOG)

**Hurricane Watch:**
- When a Declaration of Emergency is declared it is important we capture all hurricane related activities on the department approved ICS 214 forms. These forms are designed to capture the specific time personnel work, personnel assigned to the roster, vehicle and equipment used, and the summary of actions. All completed 214 forms will be reviewed with finance before individual’s leave their designated work stations (Refer to Appendix D for specific directions).
- Verify contact information for area HOA and other significant communities’ groups.
- Respond to requests from personnel for inter-agency contacts.
- Coordinate with Branch Director regarding the potential of assisting/cooperating agencies and representatives (i.e.: American Red Cross, National Guard, Division of Emergency Medical Services, etc.).

**Hurricane Warning:**
- Implement documentation of events through chronological log.
- Verify contact information for municipal departments dispatched by Fire Rescue.
- Respond to requests from personnel for inter-agency contacts.
- Coordinate with Emergency Management potential assisting/cooperating agencies and representatives (i.e.: American Red Cross, National Guard, Division of Emergency Medical Services, etc.)
- Ensure maps are distributed to each station indicting the personal addresses for internal relief and recovery efforts.
- Ensure Family Relief & Recovery maps are distributed to each station.

**Response:**
- Receive status update (PAR’s), from Battalion Operations, of firefighter families and homes conducted by field operations and support personnel.
- Relay information to the Family Relief and Recovery Coordinator.
- Periodically identify the number of evacuees located in each shelter, number of patients treated, and shelter needs.

**Demobilization:**
- Obtain a list of food and other donation sites that may be beneficial for displaced employees.
- Track the occupancy status of each emergency shelter and determine the level of resources required to staff each.
- Receive updates (PAR’s), from Battalion Operations, of firefighter families and homes conducted by field operations and support personnel. Relay information to the Family Relief and Recovery Coordinator.
APPENDIX C
EMERGENCY SHELTERS
Shelter staffing is one of the most important roles our department undertakes during a storm. The District Chief shall meet with each Principal prior to the start of hurricane season to introduce themselves and to explain Fire Rescue’s role in the event shelters are opened.

At the opening of the shelter, Fire Rescue will make staff each emergency disaster shelter located within its primary response zone with an ALS Shelter Team. Additional personnel may be assigned to the Shelter Team based on occupancy loads and category of storm. The mission of the Shelter Team will be to provide emergency medical assistance, fire safety, and to assist the Red Cross in their responsibilities with the shelter occupants.

Each individual assigned to the shelter team will report to the respective battalions and will pick-up a surplus rescue truck and deliver it to the designated shelter. Each rescue truck will be used as a storage area for supplies, not for transport. It is also encouraged for the shelter team to borrow the battalion’s stretcher for purposes of equipment transfer and to move patient to an incoming recue truck when a medical need arises. Support services will have ALS shelter bags made up and will deliver them to the battalions prior to the storm.

The Shelter Team will be responsible for all handling all fire and medical incidents at the assigned shelter. The Unit Log (ICS Form 214) will be used to document all activities performed. The Shelter Team will report to the District Captain and identify emergency contact phone numbers as well as assure ham and radio communications are established.

The Shelter Team will establish a clearly designated medical treatment area. All patients requiring ALS treatment at a hospital will be reported to the Alarm Office for an incident number and ALS transport vehicle. The Paramedic at the shelter shall not ride with the patient to the hospital, but shall turn the patient over to the Paramedic on the responding rescue vehicle. In the event transport is not available, the patient will be stabilized according to PBCFR protocols until such time transport becomes available. Law enforcement may be utilized for incidents involving disruptive behavior.

Where feasible, the Shelter Team will ensure that all applicable fire codes are adhered to in the shelter. A fire safety inspection should be performed every 4 hours to ensure the safety of the shelter occupants. All identified hazards shall be corrected immediately if possible and documented in the Unit Log (ICS Form 214).

The fire safety inspection includes:

1. Total count of shelter occupants.
2. Ensure exits and pathways clear of obstructions and easily accessible.
3. Portable fire extinguishers are secured and ready for use.
4. Designated smoking areas are observed.

Once the storm has passed, the Shelter Team will conduct a primary survey and jurisdictional survey and report the results to the District Chief. The Shelter Team will be demobilized based on activity levels within the shelter, occupancy load, and damage assessment reports. Prior to departure, the Shelter Team will inventory all equipment assigned to the shelter and report any missing items to the District Captain immediately.
**SHELTER TEAM FOG**

**Hurricane Watch/Warning:**
- Assemble back up supplies from station inventory and the station logbook for relocation to shelter.
- Relocated personal automobiles, if necessary, at the Fire Rescue Station nearest the Shelter.
  - If it is acceptable, to the personnel, Branch Director (Battalion Chief), and Shelter manager, one personnel vehicle could be located at the shelter to improve accessibility and reduce times at shift change.
- Receive information from Battalion headquarters through the District Captain.
- Assure any deficiencies (equipment, supplies, or structural) have been reported to Battalion headquarters.
- Assure safety and radio procedures are practiced and maintained by all persons assigned to Fire Rescue Shelter Staff.
- Complete Shelter inspection and determine:
  - Where the Rescue Vehicle will be parked during the storm.
  - Where Fire Rescue will establish the designated medical treatment area.
  - Where Fire Rescue will establish the ALS holding area for stable or unstable ALS/BLS patients should/when transport is not available.
  - Where the crew quarters for sleeping and rehab will be located.
- Maintain accurate accounting on 214’s, personnel, ALS reports, non-life threatening report log, logbook, and inventory, while reporting any needs to Battalion HQ.
- Meet with Red Cross Shelter staff to:
  - Identify Shelter manager.
  - Identify any Red Cross shelter medical volunteers and their level of training.
  - Establish a working relationship with the Red Cross personnel to understand our mission to:
    - Provide emergency medical assistance and fire safety.
    - Assist the Red Cross in their responsibilities with shelter occupants.
  - Determine shelter occupancy, actual and expected, and report to Battalion Headquarters:
    - Update occupancy at regular intervals.
- Conduct the Fire Safety inspection of the occupied shelter every 4 hours.
  - Count total shelter occupants.
  - Ensure exits and pathways are accessible.
  - Ensure fire extinguishers are secure and ready for use.
  - Ensure designated smoking areas are observed.
- Meet with Shelter security to determine:
  - An in-house dispatch system should Security need Fire Rescue personnel to respond for a medical evaluation.
    - This may require the provision of a Security radio.
  - What areas of the shelter should be locked or avoided, and how those areas will be inspected during the fire safety inspection.
    - This may require a security escort during the fire safety inspection.
- Establish a back-up system of radios and cell phones to contact the shelter staff should communication become impaired.
Response:
- Fire Rescue Shelter Staff should continue all preparations made prior to the onset of high winds and stay in contact with Battalion headquarters to advise of any structural issues or patients.
- Treat and shelter in place all patients who require further assessment at the ER.
- Assign one (1) Paramedic or EMT to stay with the patients who are sheltered in place, should EMS be needed at another location in the shelter.
- Continue maintaining an accurate accounting on 214’s, personnel, ALS reports, non-life threatening report log, logbook, and inventory, and again reporting any needs to Battalion headquarters as soon as possible.
- No unnecessary exposure to the elements should occur. All personnel should stay in their shelter assignments and stay in contact with the Fire Rescue Shelter Officer.

Recovery:
- As soon as possible confirm with Battalion headquarters the need for transport, inventory supplies, or relocation due to damaged structural elements.
- Conduct Primary Survey and report on condition to Battalion headquarters.
- Inspect the shelter site with the Red Cross manager and Security to assess all possible needs, discrepancies, and site structural stability. File appropriate claim forms as needed.
- Survey shelter occupants to assess any un-reported medical complaints.
- Meet with Red Cross manager to discuss whatever help they may need in distribution of blankets, food, or supplies of any kind.
- Assist with demobilization of shelter site as requested by the Red Cross Manager.
- Notify Battalion headquarters of shelter occupancy level and of estimated closing time frame.
- Assure crew PAR and make rotational assignments as needed.
- Coordinate demobilization of personnel with Battalion headquarters.
- Regular reporting to District Captain
  - Population
  - Anticipated changes in shelter status.
  - Identify needs i.e. personnel, equipment, supplies
APPENDIX D

214 FORMS
UNIT LOG 214 FORM INSTRUCTIONS

Unit Log 214 - Form Located on Sharepoint -Committee- Planning Committee- Unit Log 214 fillable Final2

- UNIT# - Station Managers are to enter the personnel by UNIT (ex:R42) no unit put location (ex: BOSS)
- DATE- Must be the shift date as displayed on Telestaff
- INCIDENT NAME- Name of the Hurricane

- Check the appropriate Assignment- Only one box should be checked
  - Operational Shift (7:30-7:30) is for shift personnel scheduled for a 24 hour shift
  - Operational Non shift (00:00 -00:00) Operational employees on days
  - Day Personnel/ Non Operational - merit employees, BOSS, Support Services, etc..
  - Dispatch (07:00-19:00)/(19:00-07:00) Communicator III and Communicator Supervisors only

- Assigned to Personnel Roster- all employees on the Unit Identified should be included as displayed in Telestaff
  - Name - Last name, First Name
  - ID # - Employee ID number
  - Regular Position- Employee’s current job title will be in the drop down field
  - Regular hours -
    - Hours Worked - The total hours employee are scheduled to work
    - Type of Hours Worked - select one of the two drop down
      - Disaster Reassigned- Any hours where an employee is on regular duty but has been reassigned to work at a different location. Example could be a station manager or assigned as Battalion Command Staff.
      - Regular Duty- If employees normal scheduled shift
  - Overtime Hours - The spreadsheet will total the number of overtime hours worked.
    - Hours Worked - The total overtime hours the employee is scheduled to work
    - Type of OT Hours Worked - select one of the three drop down
      - Minimum Staffing - Overtime hours where an employee is coming in to meet the minimum level of service.
      - Disaster OT (local)- If employees is scheduled overtime to up-staff the units for a disaster.
      - Disaster OT (Support)- If employees is scheduled overtime to assist other agencies for a disaster.
  - Start Time - Start time of the employees working
  - End Time- End time of the employees shift
• Regular Assignment - Select the drop down of the Employee's battalion or location of their normal assignment.
• Disaster Assignment - Select the drop down of the Battalion the employee is worked during the emergency event.

**Vehicle/ Equipment Summary**
- Asset Number- Vehicle /equipment county asset number.
- Type of Apparatus/Equipment- type of equipment used i.e. airboat, rescue unit, generator.
- Total Hours Used on Incident on Call - Only claim hours equipment hours was actually used
  o Example: 6 hours for rescue unit = 3.5 hours for disaster incident plus 2.5 welfare checks and deliver supplies. FEMA will not reimburse for standby time for equipment. The hours must coincide with Summary of Actions

**Summary of Actions**
- Time- Start and End time of the summary of the activity.
- Incident # - The incident number of the call
- Activity Log - Select one of drop down selections.
- Activity/Incident Description (No HIPPA Information) Must be detailed and complete, FEMA uses this to substantiate the claims for labor and equipment hours above.
  o If assigned to an either/or unit, must provide Unit worked when entering summary of actions.

**Additional lines are needed**
If additional lines are needed for the Vehicle/Equipment or Summary of Actions the below box would be checked. Once checked a second page will appear to submit the additional information.

**Preparer's Information**
- Print Name- employee who is completing the form.
- Position - the position of the employee who is completing the form
- Date - date completed form
- Signature
  o Signature /Position - To create an electronic signature
- Right click the red tag
  • Select
  • Select
  • Complete the below information
Once your electronic signature is on the 214 it will require you to save the 214. The form needs to be saved to the appropriate folder on the Shared drive located: (O:)HURRICANE 214 FORMS \STORM NAME\Battalion (appropriate battalion or location). Once in appropriate battalion or location folder save the 214. The format should have the date first (YR.Month.Day) than Unit (R42) ex 2018.10.09R42. Once the electronic signature is on the form and saved you will no longer be able to make edits. A copy must also be printed and maintained at the station.

The 214 Process for Station Managers and Battalion Headquarters Finance Person

- **Station Managers** - Are required to complete the 214 forms for each Unit at their assigned station. Once the 214 forms is started the link will require you to save the document. The document needs to be saved to the O:\_HURRICANE 214 FORMS\STORM NAME\Battalion (appropriate battalion or location) ex 2018.10.09R42. The 214 manager must print out a copy of the completed 214 form and a copy of the Telestaff roster. The Telestaff roster and the 214 Log form should match exactly.

- **Battalion Headquarters Finance Person** - The Finance person will take all the 214 forms from the O:\_HURRICANE 214 FORMS for their Battalion and review them for accuracy. If changes need to me made the Finance person can make the adjustments on the form. If no changes are required the Finance person will electronically sign the 214 and resave the file except add AP for example 2018.10.09R42AP. The Finance person will enter the information from the 214 forms to the labor summary once the information is reviewed. The labor summary will be located on sharepoint (Committee - Planning Committee- Hurricane folder) Only one Finance person can check out the labor summary, so be sure to check the labor summary back in once you have completed entering in all your information.
Exhibits on 214 form

**Exhibit A** - Employee was assigned his normal scheduled hours to work in Battalion 4 on R42.

**Exhibit B** - The employee's current assignment is to work in Battalion 1. Employee was disaster reassigned from his normal work location to work as the station manager at station 42.

**Exhibit C** - Employee was scheduled off and was brought in to Up Staff R42 for the disaster.

**Exhibit D** - Employee was held over or brought in early from their normal or overtime shift. The Telestaff Roster date and the 214 date must match. For shift personnel, any hours worked during the 24-hour shift as displayed on the Telestaff roster will be listed under the 214 with the same date. Example: if an employee was brought in 2½ hours prior to their shift and then work a 24-hour shift, they would be listed as 24 hours on their shift 214 and 2½ hours for the prior shift 214.

**Exhibit E** - Employee was brought in on overtime due to the Captain being Disaster Reassigned to a different location.
APPENDIX E

GO/NO-GO RESPONSE
GO/NO-GO RESPONSE

 Procedures
The Department Incident Command Post and Battalion headquarters will monitor weather conditions on an on-going basis. During adverse conditions, dispatch will prioritize all calls received. Calls with life safety concerns will then be given to the Emergency Response Branch at the EOC. The Emergency Response Branch at the EOC will evaluate the call and relay information to the Branch Director (District Chief). The Branch Director (District Chief) makes the determination of Go/No-Go.

If Go:

• The Battalion Branch Director will notify the station(s) of the call and the station(s) will respond.

• If local conditions at the station level prohibit response to the call, the Station Officer will notify Battalion headquarters who will then notify the Emergency Response Branch.

• The calls will be held until conditions improve. (When the conditions have improved enough to allow response, the station should notify Battalion headquarters who will then notify the Emergency Response Branch at the EOC

If No-Go:

• If the Branch Director (District Chief) determines local conditions prohibit response, they will notify the Emergency Response Branch at the EOC and calls will be held by priority for response as soon as conditions are acceptable.

• When the conditions have improved, the station should notify Battalion headquarters who will then notify the Emergency Response Branch at the EOC.
APPENDIX F

Station Snap Shot Shot Survey
Station Snap Shot Survey

Directions: This station Snap Shot Survey will be completed by the Station Manager and sent to the Battalion HQ along with pictures of the station immediately after the storm passes. If communications are down, the information can be relayed in the following order; (1) Computer, (2) Phone/Text, (3) VHF Radio.

A. Personnel: The physical conditions of personnel at the Station
(1) No injuries
(2) Minor Injuries
(3) Serious Injuries

B. Equipment: The condition of response units, particularly their abilities to respond.
(1) All Units in service
(2) Repairs needed________________
(3) Units out of service

C. Fire Station: Damage to the station including whether or not it can continue to be used.
(1) Low Priority: Minimum or no damage
(2) Medium Priority: Needs attention / Station is still habitable
(3) High Priority: Uninhabitable

D. Neighborhoods: A rapid assessment of damage in the neighborhood based on the percentage of destruction of the immediate visible structures. A score between 0 (no damage) to 10 (100% destruction/100% of the structures.

E. Access: A brief assessment of access to and from the location
(1) Clear
(2) minimum blockage, most obstacles can be easily moved or bypassed.
(3) Major blockage, will delay response and require heavy equipment.

F. Flooding: Estimate depth of water in feet in the immediate area.
APPENDIX G

Rapid Impact Assessments (RIA)
Rapid Impact Assessments Reporting Sheets

Station 28 (Example Form)

<table>
<thead>
<tr>
<th>Grid#</th>
<th>Damage Categories</th>
<th>Grid#</th>
<th>Damage Categories</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Wind 0 1 2 3</td>
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</table>

Completed By:______________________   Unit #_________________________
Date: __________________________          Time:__________________________
Wind Damage Level

0: No Damage
1: Moderate Damage
2: High Damage
3. Extreme Damage
Flood Damage Level

0: No Damage
1: Moderate Damage
2: High Damage
APPENDIX H

USAR MARKING SYSTEM
USAR MARKING SYSTEM

PREPAREDNESS

DEPARTMENT HURRICANE COMMAND TEAM

The Department Hurricane Command Team will:

- Assure that the Hurricane Target Hazards listing for each Battalion is updated on an annual basis.
- Assure a list of volunteer groups and resources that may be necessary for search and rescue operations is compiled and updated on an annual basis.

BATTALION

The Battalion Chief (Branch Director) will:

- Assure there are sufficient supplies within the battalion to conduct search and rescue operations (i.e.: spray paint, extra map books, USAR Marking Sheets, etc.).
- Assure a briefing is conducted with the District Chief, District Captain and Field personnel to inform them as to operational period, safety information, and the strategy of the search and rescue operations.

FIELD OPERATIONS

Field Operations personnel will:

- Be familiar with target occupancies in their response area by conducting target occupancy surveys.
- Target occupancies are those with a high probability of trapped victims following an emergency incident such as a hurricane or tornado. Examples of target occupancies include:
  - Hospitals
  - Shelters
  - Mobile Home parks which have not been evacuated.
- To provide standardization and to assist emergency responders in the performance of search and rescue operations, all emergency personnel shall utilize the “Structure Triage, Assessment and Marking System” established by the Federal Emergency Management Agency. The utilization of this marking system is identical to the Urban Search and Rescue (USAR) Teams operated through the Federal Emergency Management Agency (FEMA).
Damage Assessment Annex

FEMA Structural Marking System

“Search and Rescue Operations”

BUILDING MARKING SYSTEM
Structure / Hazards Evaluation & Marking

Structure relatively safe for S&R ops.

- There is little chance of further Collapse.
- Victims could be trapped by contents could be unconscious.

Structure is Significantly Damaged.

- Some areas may be relatively safe, but others may need shoring, bracing, removal, and/or monitoring of hazards.
- Building could be completely pancaked.

Structure is NOT SAFE for Rescue Ops and may be subject to Sudden Collapse.

- Remote Search Ops may proceed at significant risk.
- If rescue Ops are undertaken, Safe Haven areas, & rapid evacuation routes (with Structure Monitoring) should be created.

Arrow next to Marking Box indicates the direction of Safest Entry to Structure.
- HM indicates hazardous material condition in or adjacent to structure.
- S&R Ops normally will not be allowed until condition is better defined or eliminated.

Search Assessment Mark

1. 2’ x 2’ X near each entry
2. First slash is made when entering
3. TF indicator, date & time of entry
4. Crossing slash is made as TF exits and then other info is added

Date and time
When Team Exit Structure

Team name, Date, and Time of Entry

Victims Inside structure

Hazardous Found
APPENDIX I

FAMILY RELIEF AND RECOVERY
Family Relief & Recovery Coordinator FOG

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Pre-Storm Tasks

1. Establish who will serve as the IAFF’s 2928 Family Relief & Recovery Response Coordinator (FR&R) and who will serve as Retiree FR&R Coordinator and establish communications.

2. Establish 3 FR&R essential personnel to be posted at PBCFR Headquarters during the storm.

3. Review and ensure FR&R Target Solutions assignment script and any required assignment attachments (i.e. FR&R Instructions) are accurate. If needed, edit and facilitate Section Chief and PIO approval of Target Solutions Family Relief & Recovery Assignment prior to assigning course to employees.

4. Organize meeting of PBCFR FR&R essential personnel assigned and Planning in April to review FR&R FOG.

5. Request PBCFR employees opt in to FR&R through Target Solutions by May 31.

6. Request PBCFR employees download and configure the FR&R App-FUTURE TASK WHEN APP IS AVAILABLE.

7. Request Planning Division create FR&R Zone Maps using FR&R spreadsheet provided through Target Solutions on May 2.

8. Request IT provide thumb drives to Planning Division for providing FR&R maps to all stations and Reserve Battalion as part of FR&R Zone Map distribution if Planning requires them.

9. Request ISS ensure addresses and login requests are updated/facilitated in FR&R App on May 2-FUTURE TASK WHEN APP IS AVAILABLE.

10. Upload FR&R Excel spreadsheets with employee name and Battalion to SharePoint.

11. Review and ensure FR&R Station Plan handout and Post Storm Individual & Family Resource handout are accurate. If needed, edit and facilitate Section Chief and PIO approval of handouts prior to distribution.
12. Ensure each station has a packet created to be distributed with laptops at time of incident to include: PBCFR zone map folders, one thumb drive of zone maps for each station manager, a FR&R Station Plan handout, and a Post Storm Individual & Family Resource handout.

13. Contact each PBCFR station manager to verify receipt of PBCFR zone map folders, one thumb drive of zone maps for each station manager, a FR&R Station Plan handout and a Post Storm Individual & Family Resource handout.

14. Notify Section Chief that pre-storm tasks FR&R are complete.

**Post-Storm Tasks:**

1. Monitor FR&R App (when available-FUTURE TASK), FR&R email, and FR&R telephone line to confirm safety of each employee family and document safety verification and any imminent property assistance requests in FR&R Excel spreadsheet and/or logbook if spreadsheet is not available.

2. At 4 hours post storm warning being discontinued, request PBCFR Reserves complete FR&R on-scene status check for any employee family in Palm Beach County who have not marked themselves “safe” using the app (when available), email, or telephone line for FR&R.

3. Communicate outcome of PBCFR Reserves on-scene status checks to FR&R mitigation teams to coordinate any needs for additional assistance identified.

4. Update FR&R SharePoint Excel spreadsheet hourly or per the PBCFR Communication Plan if the spreadsheet is not accessible until all employee families have been accounted for and Station Managers notified.

5. As requested provide PBCFR employees and families assistance in connecting to post storm resources per the Post Storm Individual & Family Resource Handout.

6. After operation period is complete, ensure return of the FR&R zone map folders and one thumb drive of FR&R zone maps.

7. Shred all FR&R zone maps and return folders to Planning Division.

8. Return thumb drive of zone maps to Planning Division.

9. After operation period is complete request return of any equipment used by FR&R and complete the accountability process.

10. Notify Section Chief that post-storm tasks for FR&R are complete.
Family Relief & Recovery Station Plan

Family Relief & Recovery is being re-designed in two phases to enhance the mission to check on the safety of our employees, their families, and their family home (if within PBC) after a storm that requires the activation of PBCFR Incident Command. Phase 1 of the re-design is ready now and Phase 2 is coming soon.

Contact Information:

- **SAVE FR&R STATUS LINE**: 561-616-6985
- **(THIS LINE IS FOR REPORTING FR&R STATUS OR FOR STATION MANAGERS TO COMMUNICATE WITH FR&R)**
- **SAVE FR&R EMAIL**: Fire-FamilyRelief@pbcgov.org

Operational Plan:

1. PBCFR Reserve Battalion will be managing FR&R in field safety checks for PBCFR employees whose Family Representative does not indicate they are safe within 4 hours after a storm warning is discontinued.
2. Stations will receive FR&R maps and a thumb drive with maps as a redundancy plan if conditions require Incident Command to request involvement of stations in FR&R post storm field safety checks.
3. Station Managers will have access to a FR&R spreadsheet on SharePoint that will offer hourly updates of family statuses that should be shared with employees per Battalion Chief approval.
4. FR&R will follow PBCFR Communications Plan.
5. PIO will distribute station contact list and contact instructions for PBCFR families to use if they lose communication and want to check on safety of crews.

What happens after a Family Representative calls/emails FR&R?

- If on shift, Station Managers will have access to hourly FR&R updates so they can verify safety of families.
- For homes within PBC, mitigation teams will be dispatched to assist with imminent structure needs. For homes outside of PBC, FR&R will assist Family Representatives to find resources to mitigate imminent structure needs.
- PBCFR FR&R personnel will be available to assist employees and PBCFR families with any requests finding a post storm resource through the **FR&R Status Line** and Fire-FamilyRelief@pbcgov.org.

What happens if FR&R does not hear from a Family Representative?

- If in PBCFR jurisdiction, PBCFR Reserves will check on the home address to ensure everyone is safe and a mitigation team will be assigned to assist with imminent structure issues that are identified. If not in PBC, FR&R will continue to attempt to reach the Family Representative to verify safety and determine any need for post storm resources.

Questions? Email: Fire-FamilyRelief@pbcgov.org
Family Relief & Recovery Resources

- PBC Citizen & Visitor Emergency Information 24/7: Call 561-712-6400
  (Provides storm guidance and advice, shelter information, and information on county specific instructions)

- Emotional support/PBC Resources/Senior Helpline 24/7: Call 211

- PBCFR Family Relief & Recovery Status Line: 561-616-6985 or Fire-FamilyRelief@pbcgov.org (for status updates and reports of imminent damage to home)

- PBCFR EAP: Call 561-968-1565 for EAP Coordinator or visit http://urnotalone.support/

- FEMA Disaster Assistance & Helpline 24/7: Call 1-800-621-3362
  (Provides financial grants, housing, transitional shelter assistance, disaster related unemployment benefits, and other programs to individuals and families after the storm. Call to assess qualification for programs or apply online at DisasterAssistance.gov)

- The Disaster Distress Helpline 24/7: Call 1-800-985-5990 or text TalkWithUs to 66746
  (Offers immediate crisis counseling by trained crisis therapists for people who are experiencing emotional distress related to any disaster. Multilingual & confidential)

- PBC Animal Care & Control 24/7: Call 561-233-1200
  (Provides shelter to displaced, stray, or abandoned animals)

- Red Cross: Call 561-833-7711 (Inland and Coastal PBC) 561-996-4291 (Belle Glade) or 1-800-RED CROSS
  (Provides mass feeding sites, clothing, financial grants, disaster recovery care management, emotional first aid, and transitional shelter assistance)