



CITY OF ORLANDO

Fire Department



April 21, 2014

MEMORANDUM

To: Byron Brook, Chief Administrative Officer

Thru: John Miller, Deputy Fire Chief

From: Manuel D. Soto, Emergency Manager

SUBJECT: City Operations Committee

As part of our review of P&Ps 135_2 and 808_13 are existing documents that needs to be updated. The revisions are:

P&P 135-2 was adopted on July 23, 2001; reformatted in April 2004. The revision recommends a change in paragraph 4 Functions: Item H. In lieu of “quarterly” meeting, change to “yearly” meeting.

P&P 808_13 was adopted in September 15, 2003; amended in April 27, 2009. The revision recommends an update to the Emergency Management website www.cityoforlando.net/emergency and to the Employee Information Line 407-254-4633

As part of the Emergency Management Accreditation Program, we have new proposed P&Ps 500.3, 500.4, 500.5, and 500.6. These new P&P reflects and documents the roles of the organization during an emergency. The purposes of these documents are to clarify the general policy direction of the emergency management program and procedures.

500.3 Subject: Emergency Management Organization the objective of this policy is develops and maintains a citywide comprehensive all hazards emergency and non emergency management program.

500.4 Subject: Emergency Management Executive Policy Group, the objective of this policy is to provide an advisory committee composed of executive level and senior staff members for coordination and development of operational policy and guidance for the Emergency Management Program.

500.5 Subject: Emergency Management Team- Organization and Policy, the objective of this policy is to provide an advisory committee for coordination and development of operational policy and guidance for the Emergency management Program.

500.6 Subject: Disaster Planning, the objective of this policy is to establish an emergency management program with disaster preparedness and planning responsibilities.