

**500.5 SUBJECT: EMERGENCY MANAGEMENT TEAM- ORGANIZATION AND POLICY**

**:1 OBJECTIVE:**

Provide an advisory committee for coordination and development of operational policy and guidance for the Emergency Management Program.

**:2 AUTHORITY:**

This procedure approved by City Council April 28, 2014, Item XX.

**:3 DIRECTION:**

Emergency Manager, as an exempt employee, serves at the pleasure of the Mayor and receives direction thru the Mayor, Chief Administrative Officer, Fire Chief and the Emergency Management Executive Policy Group.

**:4 FUNCTIONS:**

A. The Emergency Management Team is comprised of the following:

1. Executive Policy Group: See City Policy and Procedure Section 500.4.
2. Senior Official Group: Designated representative that augments the Executive Policy Group as required.
3. Emergency Coordination Officer: A designated representative from each department who serves as the lead for emergency management coordination.
4. Emergency Support Functions: The designated emergency support function personnel will facilitate coordination of disaster response and recovery activities. The emergency support function personnel will be comprised of the following representative City departments.
  - a) ESF-01 Transportation Public Works
  - b) ESF-02 Technology Management OFBS – Information Technology
  - c) ESF-03 Public Works Public Works
  - d) ESF-04 Firefighting OFD
  - e) ESF-05 Emergency Management OFD
  - f) ESF-06 Mass Care Support FPR
  - g) ESF-07 Procurement OFBS- Procurement
  - h) ESF-08 EMS OFD
  - i) ESF-09 Search and Rescue OFD
  - j) ESF-10 HAZMAT OFD
  - k) ESF-11 Food & Water OFBS- Procurement
  - l) ESF-14 Public Information EXO- OCNR
  - m) ESF-15 Volunteer & Donations EXO- OCA

- |                               |                      |
|-------------------------------|----------------------|
| n) ESF-16 Law Enforcement     | OPD                  |
| o) ESF-18 Business & Industry | Economic Development |
| p) ESF-19 Damage Assessment   | Economic Development |
| q) ESF-20 Facilities          | OFBS- Facilities     |

5. Disaster Response Partners: Faith based non-governmental organizations, private organizations, other governmental agencies, and community groups engaged in any of the phases of emergency management.

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|----------------------------|-------------------------------|
| a) ESF-06 Mass Care        | American Red Cross            |
| b) ESF-12 Utilities        | Orlando Utilities Commission  |
| c) ESF-13 Military Support | Florida National Guard        |
| d) ESF-17 Animal Services  | Orange County Animal Services |

B. The Emergency Management Team roster will be updated every year on the Continuity of Government form.

C. Designated Emergency Management Team members will attend at a minimum an annual emergency management specific training and a tabletop exercise.

D. During a state of emergency event, the Executive Policy Group, Senior Official Group, Emergency Coordination Officer, Emergency Management Team, and Disaster response Partners will convene to coordinate and direct overall preparedness, response, recovery and mitigation actions.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Florida Statute Chapter 252, Emergency Management; Florida Statute Chapter 166, Municipalities; Florida Statute Chapter 22, Emergency Continuity of Government; City Code Chapter 43A State of Emergency.

:8 EFFECTIVE DATE:

This procedure effective April 28, 2014.