

Section 11 – Emergency Management

Overview:

Each County in Florida is tasked with providing an Emergency Management Department and receives grant money from the U.S. Department of Homeland Security (DHS) annually to fund this. The EM Department is responsible for reducing loss of life and property and protecting the people during an emergency which could include severe weather, hazardous material incidents and homeland security issues. If you are in a Finance Department that is not County, (City, Special District, etc.) communication with the County is very important throughout each year to promote cooperation during a disaster.

EM provides many plans to prepare for and recover from disasters:

1. Comprehensive Emergency Management Plan (CEMP)
2. Continuity of Operations Plan (COOP)
3. Local Mitigation Strategy Plan (LMS)
4. Floodplain Management Plan
5. Post Disaster Redevelopment Plan (PDRP)

Each City within the County should have similar plans to help prepare their jurisdictions for disasters as well. All plans should be reviewed annually and updated as needed.

EM manages the Emergency Operations Center (EOC), with support from local, state and federal partners. The EOC is the central point where disaster recovery efforts are coordinated. Each government within a County should have a representative at the EOC during activation to help share available resources as needed for their specific jurisdiction in conjunction with the other governments. One or more Finance Department members are especially helpful. These should be identified in advance to allow preparation, planning and training.

In the event of a disaster, your government will be responsible for your jurisdiction's protection, recovery and mitigation as well as all of the Federal Emergency Management Agency (FEMA) required reporting to facilitate the reimbursement process. The Finance Department is often tasked with the reimbursement process. The resources below will be helpful in locating the required forms, information and documentation. If your government will be using its own employees and equipment, there should be policies and procedures in place before the disaster. Equipment rates should be updated well before a disaster is anticipated. These rates must be less than or equal to FEMA rates (see resources below) in order for the reimbursement requests to be approved and paid. Retention of the reimbursement related records should be retained longer current retention policy states as FEMA can take a few years to close out their projects.

Training and preparedness are imperative to ensure your government receives the maximum reimbursement allowed from FEMA. Stay abreast of new developments in the

EM community. If your government receives federal grants, there are training requirements for ALL employees.

Mutual Aid (define, process, record keeping?)

Resources:

Federal Emergency Management Agency (FEMA) is a good resource for answers to many questions by using the search function www.fema.gov

[FEMA provides equipment costs that are required for any disaster reimbursement for applicant-owned equipment. These costs may be used by your government in general practice, or just in an event.
https://www.fema.gov/schedule-equipment-rates](https://www.fema.gov/schedule-equipment-rates)

Florida has a website that is used for FEMA reimbursement reporting <http://floridapa.org/>

There are helpful guides, too <http://floridapa.org/site/guidelines.cfm>

The State of Florida has a public website <http://www.floridadisaster.org/DEMpublic.asp>

1. Lists information needed by the public in case of a disaster including shelters, evacuation zones and routes.
2. Answers many questions regarding disaster preparedness for your family, business, schools, pets and special needs.
3. Tracks training classes for easy sign up and tracking.
<http://trac.floridadisaster.org/trac/trainingcalendar.aspx>
4. If you have never used this website, slides are provided for your use:
http://trac.floridadisaster.org/trac/sert_trac_orientation.pdf