Palm Beach County
Understanding the CEMP one section at a time

IV. Concept of Operations

Together, Emergencies Are Managed

Division of Emergency Management

Note:

- This Presentation is held to assist you in compliance with:

- Florida Administrative Code: 27P-20, 59A-3.078, 59A-4.126, 59A-4.1265, 59A-5.018, 59A-16.107, 59A-16.107(10), 59A-26.020, 59A-36.019(1), 59A-36.019(2), 59A-36.025, 59A-36.025(2), 65E-9.005(10), 65G-2.010

- Florida Statutes: §252.38(e), §393.067(8), §394.879(1)(d), §395.1055, §395.1055(1)(c), §400.23(2)(g), §400.967, §400.967(2)(g), §400.998(3)(g), §400.9982(2)(e), §429.929(1)(g), §429.41(1), §429.41(1)(b)

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Objectives

A. Understand the policies, procedures, responsibilities and actions that the facility will take before, during and after an emergency situation

B. Understand operational and support roles for staff

C. Understand the procedures to ensure needs are supplied

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Part 1

IV A. Direction and Control

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IV A. Direction and Control

IV A 1. Person in Charge and One Alternate

- Identify by name and title who is in charge during an emergency and one alternate, should that person be unable to fill the capacity

  Make sure to put both of the people's work address, work phone number and fax number

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IV A. Direction and Control

IV A 2. Chain of Command

- Identify the chain of command to ensure continuous leadership and authority in key positions.
- Chain of command shows the hierarchy of authority specific to those on site at the facility
- This can be provided as a list or an organizational chart as long as the first, second and third in command are specified.

An organizational chart would have to show names and positions descending vertically

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IV A. Direction and Control

IV A 3. Procedures for Timely Activation and Staffing

- Identify the procedures that are used to ensure timely activation and staffing of the facility in emergency functions.

- What are the provisions for emergency workers' families?

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IV A. Direction and Control

IV A 4. Operational and Support Roles

- Identify the operational and support roles for all facility staff

- This can be done through the Standard Operating Procedures

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IV A. Direction and Control

IV A 5. Procedures for Supplies

A) Food, water, and sleeping arrangements

- Make sure to include how many days of food and water the facility has on hand for residents and staff. Make sure this accounts for two gallons of water per resident per day.
- Include where the supplies will be stored and who has the access
- Explain sleeping arrangements for staff and their families at the facility.

B) Emergency Power: electric, natural gas and/or diesel

- If natural gas, identify the alternate power should loss of power occur
- What is the capacity of any emergency fuel system?

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IV A. Direction and Control

IV A 5. Procedures for Supplies

C) Transportation

- Transportation will be provided by company vehicles and bus on the premises

D) 72-hour supply of all essential supplies

- There will be a 72 hour stock of all essential supplies maintained in a specified storage area (in which you will include)

Make sure to include the transportation company as well as the storage location for the supplies

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IV A. Direction and Control

IV A 6. Provision for providing 24-hour staffing on a continuous basis until the emergency has abated

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    - IV B 8. Notifying Families of Facilities

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Objectives

A. Understand the procedures that must be in place for the facility to receive timely information

B. Understand how warnings are received by staff, residents and facilities

C. Understand the alternate means of notification

D. Understand the procedures for notifying both facilities and families of residents

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Part 2

IV B. Notification

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IV B. Notification

IV B 1. Facility Warnings

- Define how the facility will receive warnings
- Make sure to include off hours and weekends/holidays

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IV B. Notification

IV B 2. Facility 24-hour Contact Telephone

- Identify the facility 24-hour contact telephone, if different than the telephone listed in the introduction
- Make sure to include the facility name, address, and phone number

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IV B. Notification

IV B 3. Staff Alerted

- Identify how staff will be alerted

- Will they be alerted by an Executive Director?

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IV B. Notification

IV B 4. Procedures and Policy for Staff Reporting to Work

- Who will key staff report to?

- Who will notify department employees to report for duty?

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IV B. Notification

IV B 5. Residents/Patients Alerted and Precautions

- Identify how the residents and patients will be alerted

- Make sure to include all of the precautionary measures

- Provide information about who will contact residents.

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IV B. Notification

IV B 6. Alternative Notification

- Identify the alternate notification system

- How will the residents be given updates?

- Are fliers or videos going to be distributed to give updates about the emergency situation?

- Will there be language translators or ASL translators to those who do not read or speak English?

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IV B. Notification

IV B 7. Notifying Facilities for Evacuation

- Identify the procedures for notifying the facilities to which facility participants will be evacuated

- Who will notify the facilities?

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IV B. Notification

IV B 8. Notifying Families of Facilities

- Identify the procedures for notifying families of residents that the facility is being evacuated

- Who will notify the families of the facilities?

- If a phone call is made, who makes the phone call?

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Still have a Question?

Feel free to contact Palm Beach County Division of Emergency Management. We are not only the plan reviewer, but also your local partner and guide through the plan review process.

For plan status and scheduling meetings
contact : 561-712-6362
For submitting your plan
contact: 561-712-6400
www.ReadyPBC.com/hcemp

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