

## **DIVISION OF EMERGENCY MANAGEMENT**

### **PROGRAM DESCRIPTION**

The Florida Division of Emergency Management (DEM) is responsible for maintaining a comprehensive statewide program of emergency management. In addition, the division is responsible for coordination with efforts of the federal government with other departments and agencies of state government, with county and municipal governments and school boards, and with private agencies that have a role in emergency management. The division director is appointed by the governor of Florida, and serves as an agency head.

Pursuant to Chapter 2006-70, Laws of Florida, on July 1, 2006, the division became a direct reporting entity to the Executive Office of the Governor (EOG) on a full-time basis and is now known as the Florida Division of Emergency Management, or DEM. Basically this move keeps the same executive and management reporting structure in place that the division operates under during an Executive Order and activation status in times of emergency. DEM will continue to contract certain administrative support services such as accounting, legal, personnel, procurement and information technology through the Department of Community Affairs (DCA). DEM has three bureaus (Preparedness and Response, Recovery and Mitigation and Compliance Planning and Support) and an Office of Policy and Planning that carry out its mission.

#### I. Bureau of Preparedness and Response

This bureau consists of five sections: Office of the Bureau Chief, Operations Section, Preparedness Section, Critical Infrastructure Section and the Geographical Information System (GIS).

The Office of the Bureau Chief consists of the bureau chief and support staff as well as the communications unit and the field services unit. The Communications Unit monitors all communications equipment for the state emergency operations center (SEOC), ensuring that the SEOC is prepared during emergencies. In addition, this unit is responsible for the management of the Florida Warning and Information Network Grant. This grant includes various projects throughout the state that will help improve the warning and preparedness capabilities of both the state and local governments. The Field Services Unit supports the activities of the seven area coordinators around the state. These area coordinators are the state's liaisons to the county government emergency managers in the event of an emergency. They are the first line of communication for an impacted county and interact with the counties on a daily basis to ensure coordination with the state.

The operations section supports the division's overall response effort to plan for disasters in Florida, integrate resources statewide and nationally, and improve the state's capacity to respond to any disaster. Primary importance is given to the SEOC and its connectivity to county EOCs, the centers of coordination for all disaster response in the state. Depending on the level of threat, the SEOC can operate on a 24-hour basis. Included in the operations section is the State Warning Point (SWP). The SWP receives and reports disaster-related information 24 hours a day, seven days a week. The SWP logs all emergency events throughout the state, ranging from hazardous materials spills to severe weather to missing aircraft. This unit also maintains the Emergency Satellite Communications System, the first of eight redundant communications systems that link the SWP to all 67 Florida counties, the six National Weather Service (NWS) offices in Florida, one NWS office in Alabama, the Emergency Alert System radio stations, Florida's three nuclear power plants, the Florida National Guard, two water-management districts and the National Hurricane Center. In addition, the meteorological support unit provides critical information during a disaster, searches for weather systems that threaten the state, and provides training and public awareness in basic meteorology. The section also operates

a daily liaison function with the Florida National Guard as a means of ensuring readiness and optimal preparedness.

The Preparedness Section is comprised of training, exercise and planning units. This section offers a variety of training throughout the state to help state agencies, local governments and volunteer organizations respond to and recover from disasters. Staff also provides assistance to local governments in building their own training programs.

The training unit is the point of contact for applicants to the National Emergency Management Institute. In addition, the training unit provides the avenue for senior leadership briefings in coordination with the division director's office. The exercise unit coordinates and plans the annual Statewide hurricane exercise and nuclear power plant exercises in addition to other small-scale, all-hazard exercises around the state. Planning has four units that develop plans and studies to improve the state's response to any disaster.

The emergency planning unit provides oversight for the development of regional and statewide hurricane evacuation studies that provide critically needed information to local governments about evacuation routes, clearance times, shelter space and anticipated needs for effective response to hurricanes and other natural hazards. The unit develops and maintains the Comprehensive Emergency Management Plan (CEMP) and associated standard operating procedures. Unit staff also facilitates the planning efforts of the emergency support functions that staff and support the SEOC.

The critical infrastructure section is comprised of the equipment and facilities units with capabilities designed to primarily assist the counties with identification and acquisition of necessary resources during emergencies. This section provides major support to various statewide acquisition programs related to emergency management as well as providing the expertise for the evaluation of internal equipment acquisitions. The section also maintains and upgrades mobile emergency management response equipment belonging to the division, maintains information on various staging areas throughout the state for use during emergency response operations, and works daily with the private sector to identify resources that might be needed during a mobilization of the state in response to a disaster. The engineering unit specifically provides technical assistance to county governments in identifying, locating and retrofitting shelters.

The geographical information system (GIS) section maintains one of the largest databases in state government and has the capability to model disaster elements such as hurricane paths, damage costs and inland wind fields. The GIS section provides planning data such as the location of critical infrastructure, such as schools, government buildings and fire stations, which enables the state to identify the impact on areas following a disaster.

## II. Bureau of Recovery and Mitigation

This bureau consists of the following unit and sections: Disaster Housing Operations Unit, the Recovery Section and the Mitigation Section.

The disaster housing operations unit works to provide technical assistance to counties and municipal governments in preparing a county disaster housing plan. Additionally, they coordinate local, state and federal resources to provide interim housing options to citizens displaced by disasters.

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The recovery section works to reduce long-term risks to human life and property from disasters. Section staff ensures that the infrastructure and human services and needs of a community are met as quickly as possible following a disaster. This section coordinates with the Small Business Administration to provide low-interest loans to disaster victims and impacted businesses, and with the U.S. Department of Agriculture to provide loans in the event of an agricultural loss. The section staff administers: (1) the Federal and State Infrastructure (Public Assistance) Programs, which provide funding for replacement or repair of public property following a presidentially declared disaster; (2) the Human Services (Individual Assistance) Program, which provides funding to individuals for living expenses following a presidentially declared disaster; and (3) recovery efforts for past disasters.

The mitigation section administers the Hazard Mitigation Grant Program, which provides grants to eligible local applicants in a presidentially declared disaster for projects that mitigate future impacts of disaster. Section staff also provides technical assistance to local governments in the development of local government mitigation strategies and long-term redevelopment strategies. They also administer the Pre-Disaster Mitigation Program, which is a competitive grant program designed to reduce a community's vulnerability to future disaster-related damages.

Also housed within this bureau, the State Assistance Office of the NFIP coordinates floodplain management and development. The program provides residents and building trade organizations with design and siting information and data for flood-prone areas. The program helps state, county and municipal governments develop, implement and maintain appropriate floodplain management regulations. This unit is responsible for the state functions of the Community Rating System. This section also administers the Flood Mitigation Assistance Program, which provides funding to alleviate repetitive losses to homeowners due to floods.

### III. Bureau of Compliance Planning and Support

This bureau consists of three sections: Compliance Planning, Finance, and Logistics Management.

The compliance planning section implements the Florida Hazardous Materials Planning and Prevention Program. This program is responsible for both the Emergency Planning and Community Right to Know Act as well as the risk management planning provisions of the Clean Air Act. Staff assists industry in complying with these programs which includes coordination with local first responders and local communities as well as activities to mitigate the impacts of hazardous materials incidents. In addition, staff supports the efforts of local governments in hazardous-materials planning, training and exercise activities, and works with county emergency management programs in review of local comprehensive emergency management plans (CEMPs).

The finance and logistics management section is responsible for the financial management of the division's fiscal operations, and the daily financial/grant management functions of many of the Division's non-disaster grant programs. These grant programs provide funding for a wide range of enhancements and capabilities to eligible local, state and nonprofit entities under the Emergency Management Preparedness and Assistance (EMPA) Competitive Grant Programs, County Base Grant Program, Shelter Retrofit Program and Domestic Security Grant Programs.

This section is also responsible for financial and resource management during activation of the State Emergency Response Team (SERT) and the budgetary/financial activities following an emergency event.

#### IV. Office of Policy and Planning

This office has three sections: Budget, Long-Range Policy Planning and Public Information.

The budget section manages the division's budgetary matters and coordinates with the other bureaus regarding various budgetary matters on a daily basis.

The long-range planning section is responsible for the compilation and submission of the Emergency Management Performance Grant and subsequent reports between the State of Florida and the Federal Emergency Management Agency (FEMA). This section is also responsible for the compilation and submission of the division's long-range policy plan and subsequent reports. This section is also responsible for maintaining the state emergency response teams' national emergency management accreditation status.

The public information section provides public awareness and education about the ongoing activities of the DEM through outreach programs at the local, state and national levels. The public information section also provides media information and access to DEM and its programs.

#### **ELIGIBLE APPLICANTS**

Representatives of government at all levels; members of volunteer organizations and others who have designated disaster responsibilities; disaster victims (general public).

#### **TYPE OF ASSISTANCE**

Technical assistance to all levels of government on DEM-administered programs (state and federal); training for emergency management practitioners; funding for emergency-management-related activities; homeland security initiatives; reimbursements for eligible activities after presidentially declared disasters.

#### **AVAILABLE FUNDING**

Emergency Management Preparedness and Assistance Competitive Grant Programs, Flood Mitigation Assistance Program, Pre-Disaster Mitigation Program, Citizen's Corps, and Hazard Mitigation Grant Program, Homeland Security Grants, Hazardous Materials Grants.

#### **SOURCE OF FUNDS**

State legislative appropriations, Department of Homeland Security, Emergency Management Performance Grants and the Emergency Management Preparedness and Assistance Trust Fund.

#### **APPLICATION PROCESS/DEADLINES**

Each program has its individual application process and submission deadlines. Go to [www.floridadisaster.org](http://www.floridadisaster.org) for the unique requirements of each program.

#### **MATCHING/OTHER REQUIREMENTS**

Go to [www.floridadisaster.org](http://www.floridadisaster.org) for the unique match requirements of each of the programs administered by the Division of Emergency Management.

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## **CONTACT**

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See Appendix II for a listing of the Florida Division of Emergency Management field office area coordinators and county emergency management coordinators (the state's point-of-contact at the local level).