



Key West Fire Department

DIVISION OF EMERGENCY MANAGEMENT & TRAINING
MEMORANDUM
EXECUTIVE SUMMARY

DATE: March 4, 2011

TO: Jim Scholl, City Manager

CC: David Fraga, Fire Chief
David Fernandez, Assistant City Manager, Operations
Mark Finigan, Assistant City Manager, Administration
Shawn Smith, City Attorney

FROM: Craig Marston, Division Chief, Emergency Management and Training

SUBJECT: Approval of the City's Revised Comprehensive Emergency Management Plan (CEMP), Hazard Annexes and Associated Appendices

ACTION STATEMENT:

Florida Statutes and the Federal Emergency Management Agency (FEMA) require the City to have a Comprehensive Emergency Management Plan (CEMP) in-place. Additionally, such a plan is a priority in the Environment Management section of the City's Strategic Plan. It's based upon the State's model that recognizes a multitude of hazards Florida can expect to encounter.

Since the City Commission last adopted the plan (Res. 07-220), it's undergone several minor amendments to keep it consistent with increased safety and to comply with federal, state, or local laws. However, at the State level, so many changes have occurred during the past three years, the City's 2007 plan is now outdated. This revised version complies with the National Incident Management System (NIMS), Monroe County's, and the current State of Florida's CEMP.

STRATEGIC PLAN:

The CEMP provides a base of procedures which address natural and man-made emergencies and disasters to which a Key West is vulnerable. The plan specifies the purpose, organization, responsibilities and facilities of agencies and officials of the city in the mitigation of, preparation for, response to, recovery, and restoration from emergencies and disasters.

Its purpose is to outline the City's approach to emergency operations providing general guidance for emergency activities. The plan describes our emergency response organization and assigns responsibilities for various tasks utilizing "Management by Objectives".

The plan serves as a framework that describes in detail who does what, when, and how. This plan applies to all local officials, departments, and agencies.

CITIZEN BENEFIT:

The out-dated CEMP, focused specifically on hurricane preparations and response, whereas this revised plan addresses a wide range of anticipated threats.

This revised CEMP establishes a framework for continued development of Continuity of Government (COD), Continuity of Operations (COOP), and differences between planned events and rapidly developing natural hazards.

This revised plan also recognizes the importance of volunteer organizations, such as Community Emergency Response Team (CERT) and Citizens Corp in "all hazards" response. Additionally, it provides a defined role for each of the Non-Governmental Agencies (NGO) which may be expected to provide response, recovery, and restoration assistance.

The efficacies of the concepts used to develop this version were used to guide our reporting and documentation of activities during the nearly six month response to Macondo Prospect, Deepwater Horizon.

OPTIONS / ADVANTAGES / DISADVANTAGES:

- Keep the existing CEMP
This option is not recommended. The previous CEMP was revised 2007 and is limited in scope. It and does not recognize the recently approved Disaster Services Response contractors.

Hazard Annexes and Appendices have been developed utilizing the concept of a multi-disciplinary approach involving public, private, and non-governmental agencies and organizations.

- Approve the revised CEMP with the included Hazard Annexes and Appendices providing for continued development, review, and revision "upon the advice of the Emergency Management Director and authorization of the City Manager for increased safety and to comply with any federal, state, or local law."

FINANCIAL IMPACT:

This item provides instruction for financial accountability increasing effective and efficient documentation for potential reimbursements.

RECOMMENDATIONS:

Staff recommends approval for this request.

