

See attached document for Exhibit "A"

Early Alert Proposal
*(Emergency Management Support Services to the
CITY of Key West, "Level 1 & 2 Support")*

EXHIBIT "A"

The scope of services outlined herein is designed to augment and enhance the City's emergency management program.

Level 1 Support:

Emergency Management Support Services

- Expert consulting to the City, bridging emergency management and meteorology services and products to enhance preparedness and strategic response to the threat of a natural, manmade and other related threats.
- Comprehensive Emergency Management consulting to include: Continuity of operations, Strategic analysis; Local emergency management decision support and response guidance for all identified hazards.
- Annual hurricane/disaster table-top exercise with applicable City departments and staff; date and time to be determined by both parties.
- Annually, one (1) ICS-300 Intermediate ICS for Expanding Incidents or one (1) ICS-400 Advanced ICS Command and General Staff; Complex Incidents for up to 30 students. Location to be provided by and within the City; date and time to be determined by both parties.
- Annual review and applicable revisions to the City's Comprehensive Emergency Management Plan.
- Situational awareness with 24-hour monitoring of all extreme hazards, including severe weather (tropical cyclones, flooding, pandemics/epidemics, mass utility failure, large transportation disruptions, mass migration or terrorism).
- Site specific information to the City's point(s) of contact in order to assist with identifying the locations that would receive the most threat or severe impact, with recommendations for protective actions.
- Telephone calls to a point of contact identified by the City during any credible threat of all pre-identified extreme hazards.
- Conference calls with CONSULTANT's meteorological and emergency management team during major impending threats to the City's operations when warranted. For example; tropical storm or hurricane threats within 72 hours of landfall. Times shall be coordinated with agreement of both parties.
- Assistance with specific continuity of operations relating to All Hazards, as defined previously in this document.
- Assistance in developing a POC notification, email tree and a process to address the need for disseminating alert products to proper personnel upon issuance.
- Special reports, as warranted, forecasting severe weather threat updates and/or changes via CONSULTANT email products to be sent to the City staff in concert with the applicable weather services or other governmental agencies.

Severe Weather Support:

- Provide Short Fused Event Alerts - Automated email/text. The "SHORT FUSE ALERT" is a watch, advisory or warning is issued by the National Weather Service or Canada Weather Service for a local weather hazard of relatively short duration. Short Fuse Alerts are typically issued for a specific location to allow for localized protective actions by on-site management, supervisors or applicable operational personnel. Specific criteria on each hazard will be determined by the City during the setup process.

This product will be offer annually and alerts are issued whenever the National Weather Service issues a watch or warning specific to the City's location(s).

Recommended Short Fused Event Alerts:

- Tropical Cyclones
 - Tornado Warnings
 - Severe Thunderstorm Warnings
 - Flood Warnings
 - Flash Flood Warnings
 - Special Weather Statements
 - Severe Weather Statement
 - High Wind Warnings
 - Other NWS Watches and Warnings, where applicable.
- Ability to customized information is added to alerts to address recommended protective actions.
 - The City will have the option of receiving and forwarding information via email or text.

Tropical Cyclones:

- Provide situational awareness with 24-hour monitoring of all extreme hazards, including tropical cyclone activity in the Atlantic, Caribbean, and Gulf of Mexico.
- Provide Tropical Cyclone "Alert Package" special reports email products in concert with the National Hurricane Center's forecast, and encompass specific recommendations for protective actions in threatened areas. This product is to be specific to the actual storm and contains forecast track, wind fields, advisory text, satellite images, and other detailed graphics and information.
- This product is disseminated to pre-identified users every six (6) hours starting 72 hours prior to landfall threat to the City. This product will be used as the basis for any City coordination teleconferences. The "Alert Package" will inform the City of the storm's track, speed, intensity and any protective actions needed, based on the current National Hurricane Center's forecast. The Consultant will have their meteorologists and emergency managers review the data and customize it to the specific and relevant needs of the City.
- Provide conference calls with the Consultant's SME team of meteorological, hurricane specialist and emergency management team during tropical storm or hurricane threats within 72 hours of landfall. Times shall be coordinated by agreement of both parties.
- Special Hazard Reports as warranted for inland affects during tropical cyclone events which threaten City locations.

Level 2 Support:

a) Stand-By Incident Management Support Team (IMST) Activation:

Depending on an actual disaster threat or impact, short and long term recovery, the CITY has identified and understands that an activation of the CITY CEMP and/or EOC will require incident management staffing beyond the staffing levels the CITY is capable of providing or sustaining.

In order to provide immediate actions to save lives, protect property and the environment, and meet basic human needs, critical from the onset of a disaster, the CITY desires to have in place a stand-by IMST. One of the challenges to effective response and recovery is the relatively high turnover and short tenure among officials responsible for response and recovery at all levels. Effective response and recovery hinges upon well-trained leaders and responders who have invested in response and recovery preparedness, developed engaged partnerships, and are able to achieve shared objectives.

Consultant shall provide subject matter experts (SMEs) comprehensively experienced in all components of the National Response Framework (NRF), National Incident Management System (NIMS), the Incident Command System (ICS), and the National Disaster Recovery Framework (NDRF). When activated, IMST personnel shall be prepared to integrate with the CITY staff, and function as an integral part of the CITY response and recovery staffing. However, decision-making authority remains at all times with the CITY agency administrator or management staff, where applicable.

b) Incident Management Support Services:

The CITY encourages scalable, flexible, and adaptable coordinating associations to align key roles and responsibilities needed, linking all levels of government, nongovernmental organizations, and the private sector. This is intended to sustain specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale man-made or catastrophic natural disasters.

In the event that a threat and/or disaster escalates to a proportion where the CITY requires addition Emergency Management or Emergency Operations Center (EOC) support services, Consultant will provide Incident Management Support Team/s (IMSTs) to support and augment CITY staffing. The Consultant IMST will allow the CITY to maintain continuity of operations and continuity of government while effectively managing the incident. When applicable, the Consultant will provide short-term and long-term staff support in the way of:

- Emergency Support Function (ESFs) positions, based on need and the level of response
- Operations | Section Chiefs, Branch Directors & Division/Group Supervisors
- Planning | Section Chiefs, Situation, Resources, Documentation & Demobilization Unit Leaders
- Logistics | Section Chiefs, Communications, Supply & Facilities Unit Leaders

- Finance/Admin | Section Chiefs, Time, Procurement, Compensation, Claims & Cost Unit Leaders
- Recovery | Short-term, Long-term, FEMA Hazard Mitigation to implement long-term hazard mitigation measures after a major disaster declaration.

All services are to conform to the National Response Framework (NRF), National Incident Management System (NIMS) and the National Disaster Recovery Framework (NDRF) as require by the Department of Homeland Security and Homeland Security Presidential Directives 5 & 8.

c) Incident Management Support Team Activation

In the event of an actual disaster threat or impact that escalates to a proportion where it may exhausts certain CITY resources, including incident management and EOC support personnel, the Consultant will provide IMSTs to support and augment CITY staffing at the Local/CITY/County Emergency Operations Center (EOC) and/or Command Post, to include but not limited to Incident Managers, Command, Operations, Logistics, Planning and Finance/Adm. Sections and other ICS/EOC unit level personnel. This service will allow the CITY jurisdiction to maintain continuity of government while effectively managing the incident.

In addition, the Consultant will have through knowledge and experience of the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program, to include but not limited to FEMA supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations.

Consultant will provide support for short-term and long-term recovery staffing to assist the CITY with the FEMA Public Assistance (PA) Grant Program to provide assistance to the CITY so it can quickly respond to and recover from major disasters or emergencies declared by the President.

NOTE:

1. The initial response team will vary in number of staff based on the scope of each event. Typically, a two-person team will respond to evaluate the situation status (Phase 1). Staffing will then ramp up to address immediate needs and, should an event escalate to significant additional services proportions, CONSULTANT will have pre-staged staffing on standby for immediate response (Phase 2).
2. CONSULTANT provides the IMST and FEMA-related services on a time-and-expense basis. The overall cost of our service will be based on the number of staff and time required. Per-project amounts will be calculated according to the following time-and-expense rate table.
3. CONSULTANT reserves the right to remove all CONSULTANT staff in harm's way if an event is deemed unsafe due to improper sheltering or as conditions warrant in order to provide and protect the safety of their staff.

- Activation fees may be eligible for reimbursement, if the City is included in a declared disaster by a Presidential declaration. The amount of the recovery may vary depending on the disaster eligibility of Federal, State, and local match for the event. (i.e.: In a hurricane activation: 100% recovery for Emergency Protective Measures for initial 72 hours response, 75% Federal / 25% (divided by local and state) for other disaster recovery operations).
- Because of the nature of federal reimbursable funding, CONSULTANT can make no guarantees concerning the amount of funding the City will receive from applicable funding sources. CONSULTANT's fees for service are not contingent on FEMA or other reimbursements to the City.

Fee Schedule Level 2 Support:

Position	Rate/Hour per position
Emergency Management	
Senior EM Consultant	\$ 225
EM Consultant	\$ 175
Senior Planner	\$ 175
Project Manager	\$ 160
Planner	\$ 125
Incident Management Support Team IMST (for Level 2)	
[PHASE 1] Emergency Management Specialist: (Initial On-site Incident Management Support Team Activation (IMST) / two (2) person assessment team Fee)	\$4,800 Plus expenses, per 24 hr. day
[PHASE 2] IMST Command Staff & Section Specialist: (Incident Manager, P.I.O., Liaison, Safety Coordinators, Operations Chief, Plans Chief, Logistic Chief, Finance/Adm Chief)	\$ 125
[PHASE 2] IMST Unit Leader Specialist: (Any non- general/command IMST position)	\$ 115
[PHASE 2] Operations Specialist (Any non- general/command IMST position)	\$ 95
Hazard Mitigation Assistance	
Senior Program Manager	\$ 190
Program Manager	\$ 175
Technical Specialist	\$ 150
Administrative Support	\$ 80
Preliminary Damage Assessment – Public Assistance	
Damage Assessment Team Lead	\$ 185
Damage Assessment Specialist	\$ 145
Public Assistance Consulting	
Senior Consultant / Appeals Specialist	\$ 255
Consultant	\$ 225
Technical Specialist I	\$ 185
Technical Specialist II	\$ 155

Note: On-site Incident Management Support Team (IMST) Note:

The Activation fee is based on the following onsite Activation, when requested by the City /City Manager and/or OEM to report to the Emergency Operation Center or other designated location.

- **Onsite Activation:** The Activation Fee Schedule is executed when requested by the City Manager and/or OEM and followed with a written "Notice to Proceed" to report to the Emergency Operation Center or other applicable location. Partial days are billed at 12 hour increments.
- **Phase 1:** Initial IMST Response Team will vary in number of staff based on the scope of each event. Typically a two (2) person team will respond for Phase 1 to evaluate situation status and resource need. Phase 2, staffing will ramp up to address immediate needs and should an event escalate to significant proportions, CONSULTANT will have pre-staged staffing on standby for immediate response.
- **Phase 2:** Pricing shall be negotiated and determined based the approved fee schedule and on scope of services at time of request. Phase 2 Response Fees: Professional fees will be invoiced on a monthly basis. Expenses will be billed to the City at Consultant's cost. Expense reimbursement will include transportation, lodging, meals and incidentals. Consultant will make every effort to keep expenses to a minimum. We encourage the City to assist us with this by any means available. To simplify billings, we are agreeable (and prefer) to establishing per diems that are agreeable to the both the City and our team as long as they accurately reflect the current economic conditions.

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