

Comprehensive Emergency Management Plan



CONCEPTS OF OPERATIONS

2016



Chapter
3

FDOT District Four Comprehensive Emergency Management Plan 2016

Chapter 3 – CONCEPT OF OPERATIONS

3.1 PURPOSE

The purpose of this Comprehensive Emergency Management Plan (CEMP) is to ensure Florida Department of Transportation (FDOT) District Four is ready and capable to provide a safe transportation system for the citizens and local governments within the District limits during and after a disaster. Further, it will ensure that the District will be prepared to respond to missions from the State Emergency Operations Center (SEOC) in support of emergency response and recovery operations outside of the District limits. The CEMP will assist the District as it prepares for, responds to, and recovers from any natural or manmade hazards. It is a management tool providing policy, assigning responsibilities, describing processes, and delegating authority to the managers within the District.

The purpose of this chapter is to outline the concept of operations for the District in responding to various incidents. The EM Manager or ECO is accountable for the execution of the Emergency Management Program.

3.2 AUTHORITY

- A. National Response Framework, May 2013
- B. Chapters 252 and 119 of the Florida Statutes.
- C. Florida Comprehensive Emergency Management Plan (Florida CEMP) of February 2010
- D. FDOT Emergency Management Program, 956-030-001 as of 1/20/2011.
- E. The FDOT Emergency Management Plan (EMP) directs each District to complete a CEMP. Through the FDOT EMP, each District Secretary shall designate a District Emergency Coordination Officer (ECO) and an alternate.

3.3 RESPONSIBILITIES

A. GENERAL

The District is divided into two divisions and three special staff sections in order to support the Secretary with implementation of the FDOT mission. The two divisions are Transportation Operations and Transportation Development. The special staff sections include General Counsel, Transportation Support and Public Information. The responsibilities set forth in this chapter focus on those needed to support the District's emergency management program. Depending upon the situation and the Secretary's guidance, these responsibilities could be the focus of effort and take a higher priority than

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the day-to-day responsibilities of normal operations. Many of these responsibilities will be implemented through the division's representative in the EOC.

B. DISTRICT SECRETARY

1. Organize and resource the District Four emergency management program in order to provide a transportation system that ensures the safe mobility of people and goods, enhances economic prosperity, and preserves the quality of the environment and communities during an emergency event.
2. Chair the Emergency Management Policy Group (EMPG) which consists of the District Secretary, the Director of Operations, and Director of Development and the Director of Support.

C. INCIDENT COMMANDER (IC)

1. Responsible for the response, recovery and closeout of an emergency event.
2. Direct the recovery efforts.
3. Meet with the Section Chiefs regularly and monitor progress of response and recovery.
4. Responsible in briefing the Emergency Management Policy Group (EMPG) on an as needed basis and report on the recovery status.
5. Work with the Public Information Officer (PIO) in preparing the Daily Situation Report and submit the report to Central Office.

D. EMERGENCY COORDINATING OFFICER (ECO)

1. Coordinate with Central Office emergency management and appropriate District personnel in the development and implementation of the District CEMP as outlined in Section 5.2 of the Emergency Management Program.
2. Update the District CEMP annually prior to the beginning of the hurricane season.
3. Maintaining a current roster of the District Essential Personnel and provide updated roster to District Management.
4. Activate the District EOC to an appropriate level upon consultation with District's EMPG.

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5. Prepare the District for the upcoming hurricane season by ensuring the necessary hurricane pre-event contracts are in place.
 6. Coordinate appropriate training for District personnel involved in emergency management activities including, but not limited to, District EOC, FHWA-ER Program, and RECON Teams.
 7. Attend and assist with scheduling workshops/meetings, as needed, to resolve emergency management issues and share lessons learned.
 8. Establish a process for emergency management staff to respond to and document emergency calls from the Warning Point or designated representatives on a 24 hours per day seven days per week schedule
 9. Support all regional and local evacuation efforts.
 10. Support the District EOC when activated.
- E. COST CENTER MANAGERS
1. Be prepared to release selected response and recovery team members from normal duties for training and emergency events and to provide personnel for various duties as tasked by the ECO/ EOC.
 2. Work with and remind all employees during their annual and semi-annual reviews that all state employees are subject to perform emergency response duties during an emergency event. These duties may differ from those normally encountered.
 3. Ensure that all employees understand their responsibility to establish and maintain contact with their individual supervisors after an emergency event.
 4. Encourage all District employees to develop and maintain home disaster plans.
 5. Be prepared to handle, supervise, and manage assignments outside the normal scope of duties during an emergency event, as requested by the EOC, ECO, or EMPG.
 6. Stay current on responsibilities and tasks assigned by the CEMP and Continuity of Operations Plan (COOP). Provide feedback to the ECO, especially during the annual review of this document.
 7. Maintain, implement, exercise, and keep current the CEMP and COOP plan. Submit changes to the EOC annually or as requested by the ECO.

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8. Once issued, maintain storm supplies for each cost center throughout the year.
9. Identify and submit damage estimates immediately to the EOC before beginning recovery work.
10. Work closely with the Employee Welfare Unit Leader, during an emergency event, to account for all employees each morning as part of the daily status report. These reports will be “rolled” up into single reports for the entire District.
11. Identify anticipated and actual personnel shortages to the Resource Unit Leader via the EOC.
12. Provide status reports on personnel, equipment, supplies, projects, missions, etc., in the format, frequency, and media prescribed by the ECO.
13. Identify anticipated and actual vehicle and equipment shortages to the Equipment Unit Leader via the EOC.
14. Ensure all documentation is properly executed in order to recoup the maximum eligible emergency funding. This includes timesheets, Maintenance Management System (MMS) input, project status reports and descriptions, etc.
15. Forward all disaster-related press inquiries to ECO/Public Information Officer (PIO). Managers are not authorized to release any information to the media or answer press inquiries concerning the event.
16. Provide timely and pro-active support to the ECO and other FDOT offices as emergency contracts are closed, to include participation in any audits.
17. Ensure all authorized employees submit emergency expenditure receipts in a timely manner with appropriate documentation. Unit Supervisors under the Operations Sections may approve and then submit to the Incident Commander. The ECO/ EOC must be notified of all large purchases prior to ordering.
18. Sort and store relief supplies provided by or generated in support of the FDOT Employee Relief Process.
19. Return to normal work routine as quickly as possible. Be prepared to complete assigned missions that may require 24-hour, 7-day, or extended hour operations.
20. Participate in necessary Training/Exercise.

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21. All District Four cost center managers will properly identify, coordinate, report, and track expenses incurred during disaster operations in order to allow the State and District to recoup the maximum reimbursement to which they are entitled.

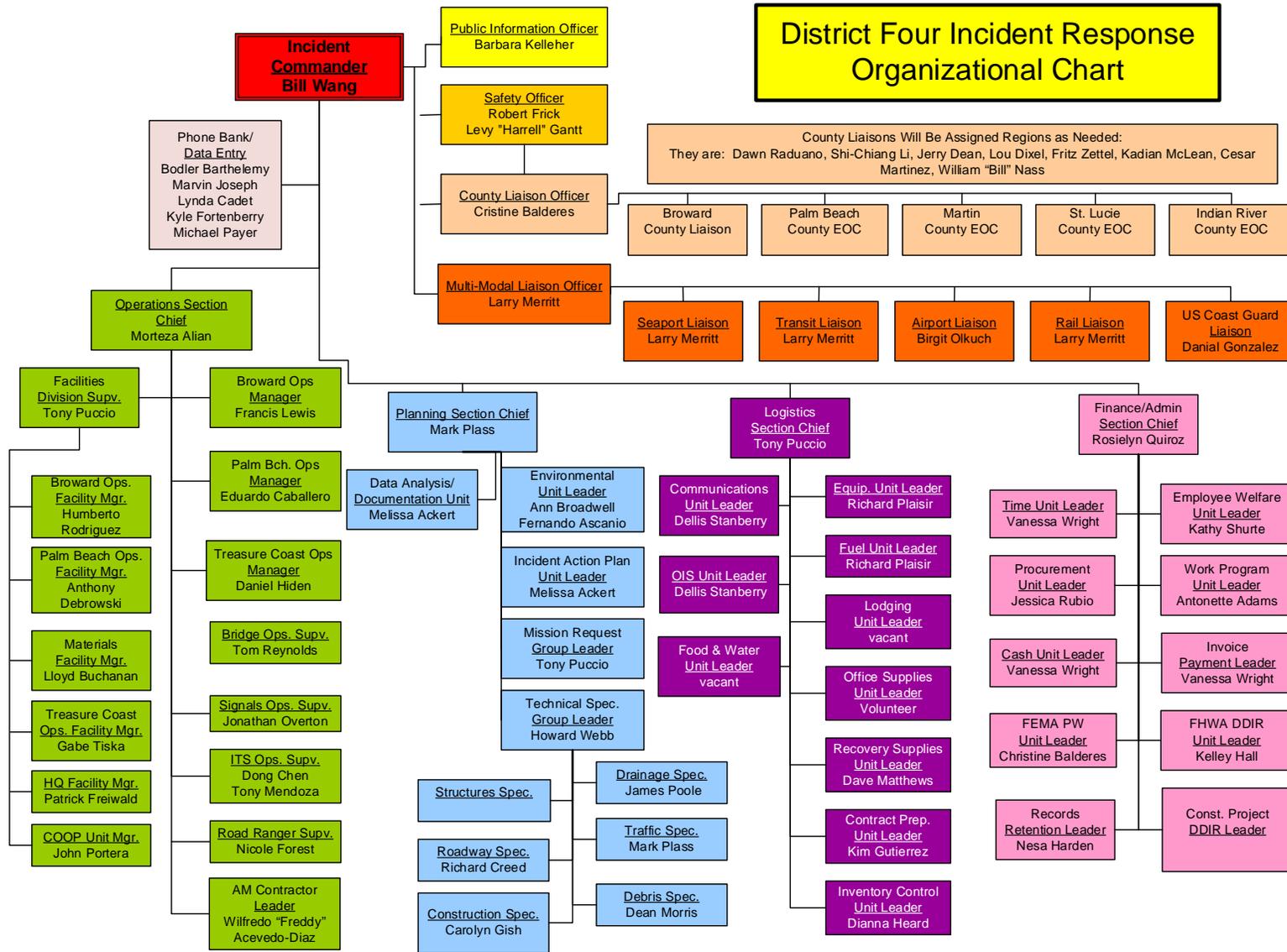
3.4 INCIDENT COMMAND SYSTEM (ICS)

ICS is used to manage emergency scenes. The State of Florida Division of Emergency Management, Field Operations Guide assumes ICS will be used by all first responders and anticipates moving from an ICS activated by the local and county authorities to a Unified Command System (UCS) as state and federal resources respond. ICS is normally organized into five sections: Command, Operations, Logistics, Planning, and Administrative/Finance. The Organizational Chart the District will use during a disaster, as well as each positions' Roles and Responsibilities, are outlined on the following pages.

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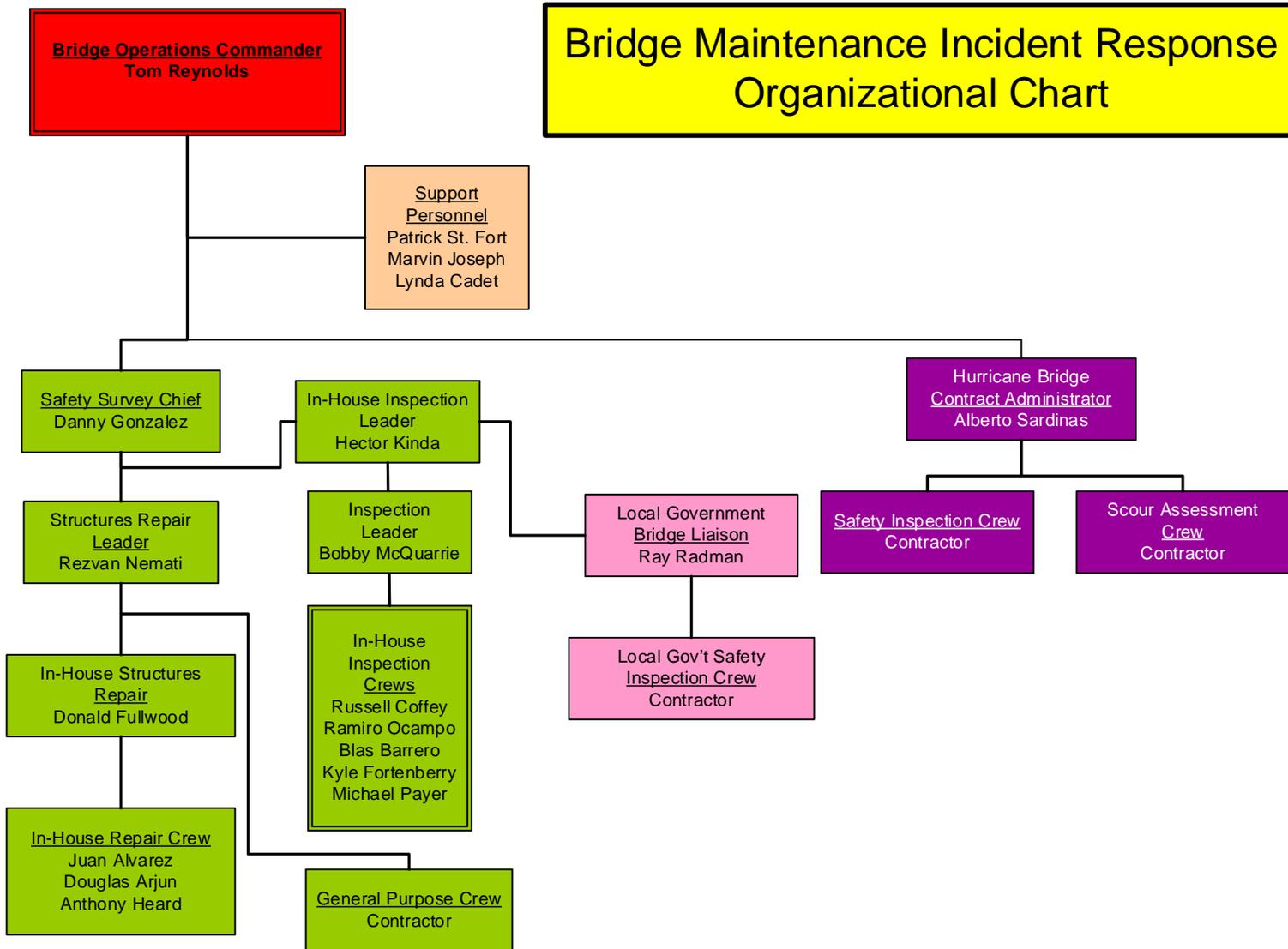
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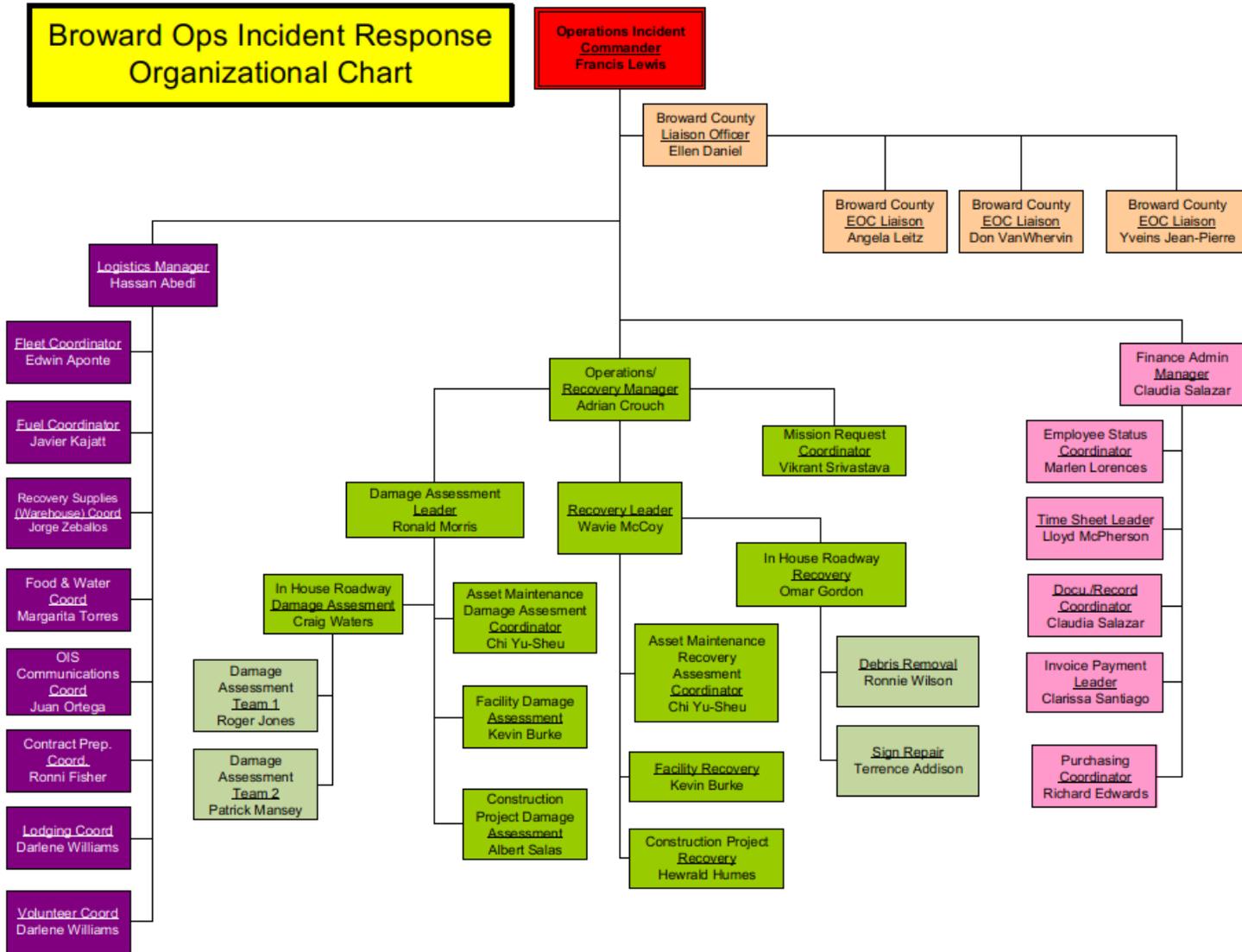
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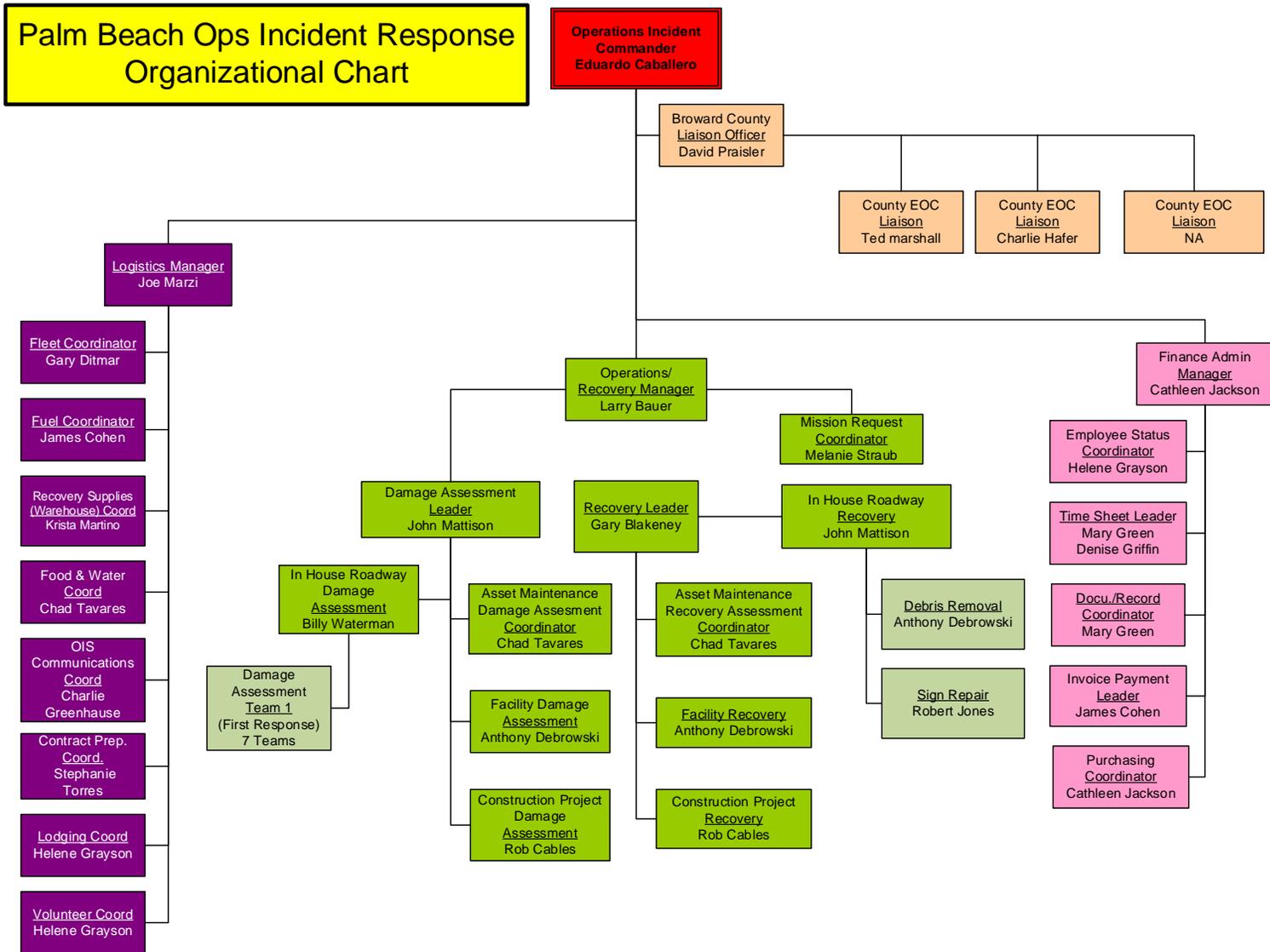
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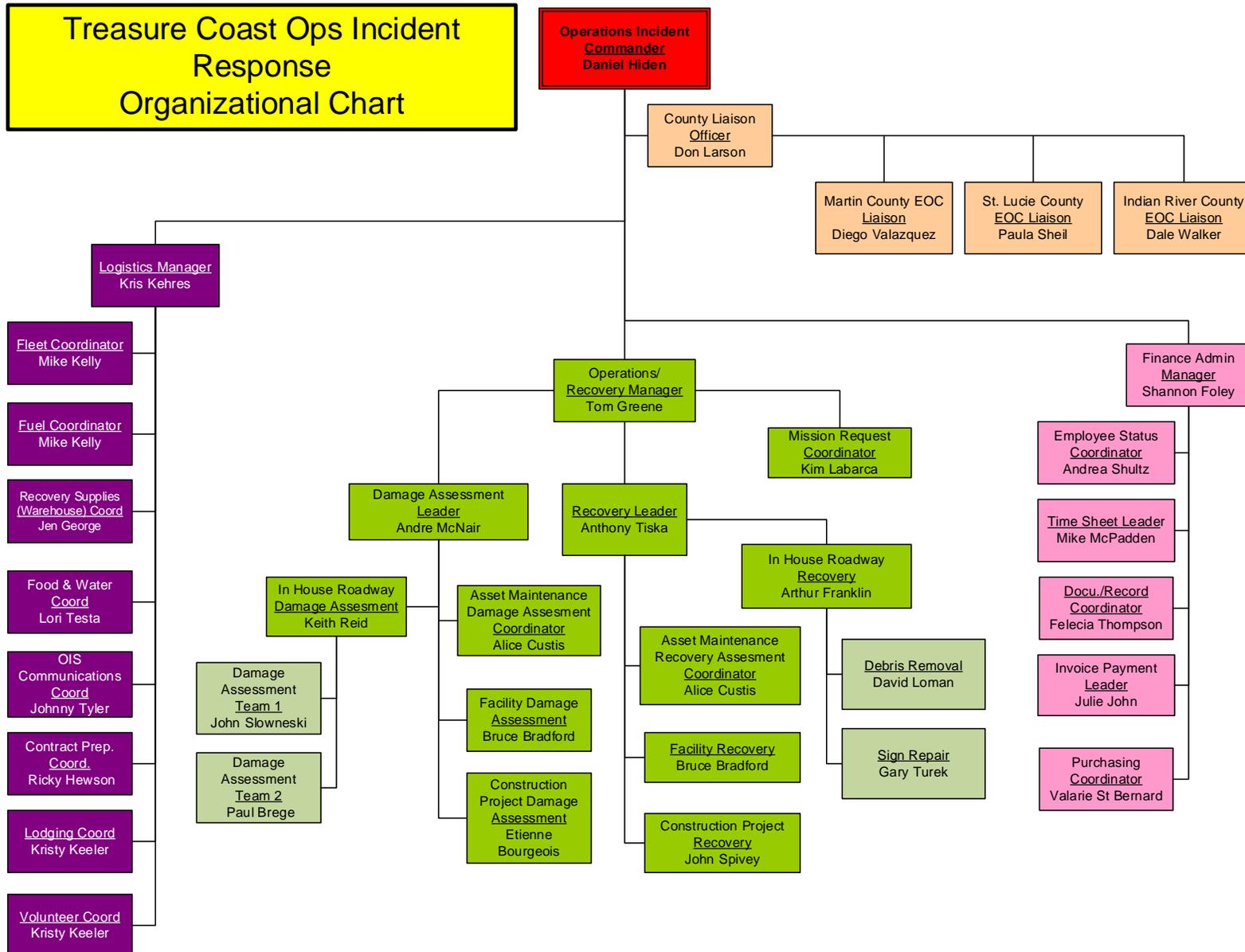
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ROLES AND RESPONSIBILITIES

Position	Primary	Alternate	Roles and Responsibilities
Incident Commander	Bill Wang	Morteza Alian	Responsible for all aspects of the response. Establish immediate priorities, ensure safety of responders, manage resources, and determine incident objectives. Establish and monitor all incident activities.
Public Information Officer	Barbara Kelleher		Report to the Incident Commander. Develop and release all information about the incident to the news media, incident personnel, and all other agencies. Prepare and disseminate the daily Situation Report.
Safety Officer	John Garofalo		Report to the Incident Commander. Recommend measures to the Incident Commander to assure personal health and safety. Review the IAP for safety implications. Assess hazards and required controls.
County Liaison Officer	Cristine Balderes		Report to the Incident Commander. Serve as a point of contact for assisting and coordinating activities between the Incident Commander and the County Liaisons.
Broward County EOC, Palm Beach County EOC, Martin County EOC, St. Lucie County EOC, Indian River County EOC	Fritz Zettel	Ellen Daniel	Report to the County Liaison Officer. Assist and coordinate activities with the Broward County EOC.
	Lou Dixel	Angela Leitz	Report to the County Liaison Officer. Assist and coordinate activities with the Broward County EOC.
	Shi-Chiang Li	David Praisler	Report to the County Liaison Officer. Assist and coordinate activities with the Palm Beach County EOC.
	Vilma Caballero	Jerry Dean	Report to the County Liaison Officer. Assist and coordinate activities with the Martin County EOC.
	Dawn Raduano	Diego Valazquez	Report to the County Liaison Officer. Assist and coordinate activities with the St. Lucie County EOC.
	Morteza Alian	Dale Walker	Report to the County Liaison Officer. Assist and coordinate activities with the Indian River County EOC.
Multi Modal Liaison Officer	Larry Merritt		Report to the Incident Commander. Serve as a point of contact for assisting and coordinating activities between the Incident Commander and the Multi-Modal Liaison
Seaport Liaison	Larry Merritt		Report to the Multi Modal Liaison Officer. Assist and coordinate activities with Seaport Authorities.
Transit Liaison	Larry Merritt		Report to the Multi Modal Liaison Officer. Assist and coordinate activities with Transit Authorities.
Airport Liaison	Birgit Olkuch		Report to the Multi Modal Liaison Officer. Assist and coordinate activities with Airport Authorities.
Rail Liaison	Larry Merritt		Report to the Multi Modal Liaison Officer. Assist and coordinate activities with Rail Authorities.
US Coast Guard Liaison	Morteza Alian	Tom Reynolds	Report to the Multi Modal Liaison Officer. Assist and coordinate activities with the US Coast Guard.
OPERATIONS			
Operations Section Chief	Morteza Alian		Report to the Incident Commander on the progress of all recovery operations. Coordinate with the Operation Centers/Division Supervisors on all recovery efforts in the implementation of the IAP. Coordinate with IAP Unit Leader in Planning on developing the Operations portion of the IAP.
Facilities Division Supervisor	Tony Puccio		Report to the Operations Section Chief. Coordinate with Facility Managers on all recovery efforts at their facility.

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Position	Primary	Alternate	Roles and Responsibilities
Broward Operations Facilities Manager	Humberto Rodriguez		Report to the Facilities Division Supervisor. Assess Facility Damage. Complete Property Loss Reports. Coordinate preparation of PW with FEMA. Assist in acquiring contractors for repair. Perform CEI of facility repair. Report on progress to Data Analysis in Planning.
Palm Beach Operations Facilities Manager	Anthony Debrowski	Robert Frick	Report to the Facilities Division Supervisor. Assess Facility Damage. Complete Property Loss Reports. Coordinate preparation of PW with FEMA. Assist in acquiring contractors for repair. Perform CEI of facility repair. Report on progress to Data Analysis in Planning.
Treasure Coast Operations Facilities Manager	Gabe Tiska		Report to the Facilities Division Supervisor. Assess Facility Damage. Complete Property Loss Reports. Coordinate preparation of PW with FEMA. Assist in acquiring contractors for repair. Perform CEI of facility repair. Report on progress to Data Analysis in Planning.
Materials Office Facilities Manager	Joanne Moore		Report to the Facilities Division Supervisor. Assess Facility Damage. Complete Property Loss Reports. Coordinate preparation of PW with FEMA. Assist in acquiring contractors for repair. Perform CEI of facility repair. Report on progress to Data Analysis in Planning.
Headquarters Facilities Manager	Patrick Freiwald		Report to the Facilities Division Supervisor. Assess Facility Damage. Complete Property Loss Reports. Coordinate preparation of PW with FEMA. Assist in acquiring contractors for repair. Perform CEI of facility repair. Report on progress to Data Analysis in Planning.
COOP Coordinator	John Portera	Tony Puccio	Report to the Facilities Division Supervisor. Coordinate all work necessary to ensure continuity of operations at all facilities.
Broward Operations Recovery Manager	Adrian Crouch		Report to the Operations Section Chief, responsible for the implementation of the assigned portion of the IAP. Assign FDOT resources in accordance with the IAP. Conduct Damage Assessments. Monitor and document all recovery work completed by contractor forces.
Palm Beach Operations Recovery Manager	Larry Bauer		Report to the Operations Section Chief, responsible for the implementation of the assigned portion of the IAP. Assign FDOT resources in accordance with the IAP. Conduct Damage Assessments. Monitor and document all recovery work completed by contractor forces.
Treasure Coast Operations Recovery Manager	Tom Greene		Report to the Operations Section Chief, responsible for the implementation of the assigned portion of the IAP. Assign FDOT resources in accordance with the IAP. Conduct Damage Assessments. Monitor and document all recovery work completed by contractor forces.
Bridge Operations Supervisor	Tom Reynolds	Danny Gonzalez	Report to the Operations Section Chief. Responsible for recovery efforts for all bridges. Assign FDOT resources for bridge repair. Assist in acquiring contractors for repairs. Monitor and document recovery work.
Signals Operations Supervisor	Jonathan Overton		Report to the Operations Section Chief. Responsible for recovery efforts for all signals. Assign FDOT resources for signal repair. Assist in acquiring contractors for repairs. Monitor and document recovery work.
ITS Operations Supervisor	Dong Chen	Tony Mendoza Dan Smith	Report to the Operations Section Chief. Assess damage and track repair of ITS systems.
Road Ranger Supervisor	Nicole Forest		Report to the Operations Section Chief. Monitor and coordinate Road Ranger activities.
PLANNING			
Planning Section Chief	Mark Plass		Report to the Incident Commander. Responsible for the collection, evaluation, and dissemination of information about the development of the incident. Coordinate with those in the Planning Section and supervise the preparation of the IAP. Coordinate with the Operations Section to provide technical advice as well as to plan strategies for responding to the incident.
Data	Melissa Ackert		Report to the Planning Section Chief. Track Damage Assessments completed by the Operations Section and the daily progress of the recovery efforts. Analyze the data and advise on assignment and need for

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Position	Primary	Alternate	Roles and Responsibilities
Analysis/Documentation Unit			additional resources. Recommend re-allocation of resources.
Environmental Unit Leader	Ann Broadwell	Fernando Ascanio	Report to the Planning Section Chief. Prepare NEPA clearance for the recovery efforts. Provide environmental consultation for all operations involved with responding to the incident.
Incident Action Plan Unit Leader	Melissa Ackert		Report to the Planning Section Chief. Responsible for the collection, evaluation, and dissemination of information about the development of the incident. Coordinate with those in the Planning Section and supervise the preparation of the IAP.
Mission Request Group Leader	Tony Puccio		Report to the Planning Section Chief. Constantly monitor Mission Tracker. Coordinate with County Liaisons on Mission Requests. Coordinate with Logistics Section to acquire contracts to fulfill Mission. Coordinate with Operations to fulfill Mission.
Technical Specialist Group Leader	Howard Webb		Report to the Planning Section Chief. Responsible for coordination between the Operations Section and all Technical Specialists needed for consultation during recovery efforts.
Structures Specialist	-		Report to the Technical Specialist Group Leader. Responsible for providing technical advice to the Operations Section and supporting Operations with any structural issues involved with responding to the incident.
Drainage Specialist	James Poole		Report to the Technical Specialist Group Leader. Responsible for providing technical advice to the Operations Section and supporting Operations with any drainage issues involved with responding to the incident.
Roadway Specialist	Richard Creed		Report to the Technical Specialist Group Leader. Responsible for providing technical advice to the Operations Section and supporting Operations with any roadway issues involved with responding to the incident.
Construction Specialist	Carolyn Gish	-	Report to the Technical Specialist Group Leader. Responsible for providing technical advice to the Operations Section and supporting Operations with any construction issues involved with responding to the incident.
Traffic Specialist	Mark Plass		Report to the Technical Specialist Group Leader. Responsible for providing technical advice to the Operations Section and supporting Operations with any traffic issues (signs, signals and ITS) involved with responding to the incident.
Debris Specialist	Dean Morris		Report to the Technical Specialist Group Leader. Responsible for providing technical advice to the Operations Section and supporting Operations with any debris issues involved with responding to the incident.

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Position	Primary	Alternate	Roles and Responsibilities
LOGISTICS			
Logistics Section Chief			
Communications Unit Leader	Tony Puccio		Report to the Incident Commander. Responsible for obtaining materials and services in support of the incident. Participate in development and implementation of the IAP.
OIS Unit Leader	Dellis Stanberry		Report to the Service Branch Director. Ensure communications are functional. Provide alternate means of communications as necessary.
Food and Water Unit Leader	Dellis Stanberry		Report to the Service Branch Director. Ensure e-mail is functional. Back up e-mail for essential personnel. Ensure alternate servers and network connections.
Equipment Unit Leader	tba		Report to the Service Branch Director. Ensure sufficient supply of food and water and coordinate with catering services on providing additional food and water. Track who is receiving food and water.
Fuel Unit Leader	Richard Plaisir		Report to the Support Branch Director. Acquire additional equipment needed by the Operations Section. Coordinate allocation of equipment and track equipment damage. Oversee repair shop operations. Maintain inventory control over any equipment used.
Lodging Unit Leader	Richard Plaisir		Report to the Support Branch Director. Complete daily report on fuel supplies. Ensure adequate fuel supplies and delivery to equipment. Coordinate with ESF12 if needed. Responsible for the authorization and monitoring of disbursement of fuel to non-FDOT entities. Ensure fuel pumps are functional and coordinate repairs of any damage.
Office Supplies Unit Leader	tba		Report to the Support Branch Director. Responsible for lodging for all personnel responding to the incident. Track availability of lodging as well as keep log of all lodging used in responding to the incident. Review and approve all invoices for lodging.
Recovery Supplies Unit Leader	Volunteer		Report to the Support Branch Director. Responsible for acquiring and disbursing all office supplies needed in responding to the incident.
Contract Preparation Unit Leader	Dave Matthews		Report to the Support Branch Director. Responsible for acquiring all materials that are needed to respond to the incident.
Inventory Control Unit Leader	Kim Gutierrez		Report to the Support Branch Director. Coordinate with Finance/Admin Section in the preparation of incident recovery contracts. Define the scope of work for these contracts. Evaluate contractor quotes and make recommendations to procurement. Ensure contracts are in compliance with federal requirements. Process necessary supplemental agreements and contract extensions.
Inventory Control Unit Leader	Dianna Heard		Report to the Support Branch Director. Coordinate with those in the Logistics Section to assure inventory is accurately tracked.
FINANCE/ADMIN			
Finance/Admin Section Chief	Rosielyn Quiroz		Reports to the Incident Commander. Responsible for financial and administrative aspects of the incident.

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Position	Primary	Alternate	Roles and Responsibilities
Time Unit Leader	Vanessa Wright		Report to the Finance/Admin Section Chief. Process special compensation. Ensure time is charged correctly against correct object code and FM #.
Procurement Unit Leader	Jessica Rubio		Report to the Finance/Admin Section Chief. Responsible for all vendor contracts. Execute all incident recovery contracts. Encumber funds for contracts.
Cash Unit Leader	Vanessa Wright		Report to the Finance/Admin Section Chief. Ensure cash supply and monitor all disbursements.
Employee Welfare Unit Leader	Kathy Shurte		Report to the Finance/Admin Section Chief. Report on employee welfare issues. Report on the number of employees accounted for, and follow up on locating those that are unaccounted for.
Work Program Unit Leader	Antonette Adams	Cassandra Lamey Mya Williams	Report to the Finance/Admin Section Chief. Establish FM #'s. Monitor incident costs. Track funds for DDIR's and PW's.
Invoice Payment Leader	Vanessa Wright		Report to the Finance/Admin Section Chief. Ensure invoices are paid.
FHWA DDIR Unit Leader	Bill Wang		Coordinate with FHWA in preparation, sign off and closeout of the DDIR for FDOT and municipality recovery.
Construction Project DDIR Leader	Carolyn Gish		Coordinate with FHWA in preparing of the DDIR for damage associated with construction projects.
FEMA PW Unit Leader	Christine Balderes		Report to the Planning Section Chief. Coordinate with the Operations Section and FEMA in PW preparation tracking.
Records Retention Leader	Nesa Harden		Report to Finance/Admin Section Chief. Ensure that records are kept in accordance with state procedure.

Position	Primary	Alternate	Roles and Responsibilities
Bridge Operation Commander	Tom Reynolds	Danny Gonzalez	Oversees the structures response and recovery of D4 structures.
Safety Survey Chief	Danny Gonzalez	Patrick St. Fort	Responsible for the district-wide safety survey of state owned bridges and miscellaneous structures. Direct emergency remedial action of major structures. Field assessment of damage, responsible party response, feedback. Review remedial action – issue progress report.
Structures Repair Leader	Rezvan Nemati	Hector Kinda	Coordinate and supervise work of in house repair crews.

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Position	Primary	Alternate	Roles and Responsibilities
In-House Structures Repair Supervisor	Donald Fullwood	Rezvan Nemati	Coordinate and supervise work of in house repair crews and acquires necessary equipment.
General Purpose Contract	Contractor		Address emergency bridge repairs as needed
In-House Repair Crew	Juan Alvarez Douglas Arjun Anthony Heard		Tighten bolts, remove signs, demolish bridge, etc.
Inspection Leader	Hector Kinda	Bobby McQuarrie	Coordinates and supervises inspection of in house & local government structures.
In-House Inspection Leader	Bobby McQuarrie	Russell Coffey	Leads inspectors.
In-House Inspection Crew	Russell Coffey	Ramiro Ocampo Blas Barrero Michael Payer Kyle Fortenberry	Inspection and production of damage report, safety survey and in-depth inspection
Hurricane Bridge Contract Administrator	Alberto Sardinias	Support Personnel	Contract administrator of in-dept. inspection of state-owned bridges and misc. structures contract. Scour safety survey of state owned bridges contract. Review of AM territories. Review safety surveys – issue progress report.
Safety Inspection Crew	Contractor		Perform super structure inspection
Scour Assessment Crew	Contractor		Perform scour inspection
Local Government Bridge Safety Survey Liaison	Ray Radman	Support Personnel	Responsibility for the district-wide safety survey and in-depth inspection of local government bridges. Review of AM territories. Review safety surveys – issue progress report.
Local Gov't Safety Inspection Crew	Contractor		Inspect local government federal aid bridges
Support Personnel	Patrick St. Fort Lynda Cadet Marvin Joseph		Provide information to assessment/evaluation teams. Assist with records, maps, filing and other administrative support duties.

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3.5 COMMUNICATION PROTOCOL

- First attempt to communicate should be with Land Line to Land Line/e-mail
- Second attempt to communicate should be through Cellular phones,
- The next attempt should be with the alternate IT phone communication system,
- The next method to try is our Radio short wave system(state radio),
- As a last resort we will be using Face to Face communication, utilized by sending a runner to the receiving location and having them return with answers or return questions, provided that the roadway is navigable.

Asset Maintenance Firms and I-595 Concessionaire Communication Procedure

Depending on the availability of phone services the following options should be followed:

Option 1: Phone Service Available: Asset maintenance firm communicates with appropriate Operations Center and District EOC

Option 2: Limited or No Phone Service Available: Asset maintenance firm communicates with District EOC by phone or in person.

It is expected that the asset maintenance firms and the concessionaire will provide the initial report to FDOT two hours after it is safe to initiate damage assessment. (wind speed below 40 mph). They are to continue to report progress twice daily until directed by FDOT. As part of the reporting they will submit the Roadway/Lane Closure Report in accordance with the format in Chapter 7, 7.4.

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3.6 ESSENTIAL PERSONNEL LIST

The following persons are considered Essential Personnel and are expected to report to their respective EOC whenever it is considered safe to do so after an event.

DISTRICT OFFICE ESSENTIAL PERSONNEL		
Gabriel Acosta	Morteza Alian DME	Steve Braun
John Brozic	Ted Burdusi	Dong Chen
Courtney Drummond DIR	Debbie Fenstermaker HR	Patrick Freiwald
Rafael Garcia	Amie Goddeau	Carolyn Gish DCE
Kim Gutierrez	Tito Gutierrez	Barbara Kelleher PIO
Patrick Jean Louis	Laurice Mayes	Jerry Medina
Larry Merritt	Stacy Miller	Tom Reynolds DSME
Gerry O'Reilly	John Olson	Mayur Patel
Scott Peterson	Mark Plass TOE	Tony Puccio ECO/FCO
Rosielyn Quiroz	Jessica Rubio	Hank Sanchez
Nilo Villena	Bill Wang ADME	Richard Young
BROWARD ESSENTIAL PERSONNEL		
Hassan Abedi	Terrance Addison	Edwin Aponte
Dalila Burgett	TBD	Pat Criscuola
Adrian Crouch MM	Mike Doonan	Ronni Fisher
Omar Gordon	William Grey	Hew Humes
Jay Jalali	Roger Jones	Javier Kajatt
Chuck Kummelehne	Francis Lewis OE	Pat Mansey
Wavie McCoy	Lloyd McPherson	Tiny Mitchell
Ron Morris	TBD	Juan Ortega
Jose Rivera	Claudia Salazar OM	Albert Salas
Chi Sheu	Vikrant Srivastava	Margie Torres
Ed Wanza	Mud Waters	Darlene Williams
Ronnie Wilson	Jorge Zeballos	Jeanne Zettel
PALM BEACH ESSENTIAL PERSONNEL		
Larry Bauer	Gary Blakeney	Paul Bryan
Roberto Cables	Ed Caballero OE	Matthew Carlock
Randy Clamme	James Cohen	Dequan Davis
Michael Dawson	Anthony Debrowski	Gary Ditmars
Jon Droge	Robert Frick	Mary M. Green
Denise Griffin	Charles Hafer	Judy Hoffman
Timothy Hopper	Mary Lou Houghtaling	M. Sayeed Ismail
Cathleen Jackson OM	Robert Jones	Michael (Sid) Mailhes
Ted Marshall	Krista Martino-Brockway	Joseph Marzi
John Mattison	TBD	David Praisler
Stacey Sasala	Perry Sobol	Melanie Straub
Chad Tavares	William Waterman	

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TREASURE COAST OPERATIONS ESSENTIAL PERSONNEL		
Bruce Bradford	Gary Cameron	Roger Chapman
Doc Chartier	Charles Corkern	James “Radio” Cureton
Alice Custis	James Diefenderfer	Shannon Foley OM
Arthur Franklin	Mark Freeman	Justo Fuentes
Larry Gale	Valarie Grant-St. Bernard	Thomas Greene MM
Dan Hiden OE	Terry Hines	WD Johnson
Roseann Keeler	Katherine Kehres	Kristopher Kehres
Michael Kelly	Kristy Keeler	Glenn Keith
Kim La Barca	Jeff Leclaire	David Loman
Andre McNair	Michael McPadden	Floyd McPhee
Mauro Matonti	Thomas Nichelson	Charles Parks
Keith Reid	Chad Rucks	Thomas Ryan
Fletcher Sanders	Tim Scott	Robert Serkin
Paula Sheil	Eric Sulger	Andrea Shultz
John Slowineski IV	John Spivey FCO	Roswell “Gene” Storey
John Taylor	Lori Testa	Felicia Thompson
Anthony Tiska	Stephanie Torres	Gary Turek
Diego Velazquez	Dale Walker	Bernard Williams

3.7 EMERGENCY MANAGEMENT PROGRAM

There are four integral phases that comprise the District Four emergency management program: preparedness, response, recovery, and closeout. This plan will concentrate on Response and Recovery Operations.

A. Preparedness

This phase is ongoing within District Four. Continual effort is placed on the maintenance of this plan, the Continuity of Operations Plan (COOP), and the continuity of government through annual reviews of the plans, training of personnel or refresher training, and exercises to test the concepts of the plan and build confidence within the supported jurisdictions.

B. Response

This phase is initiated by the emergency event. For first responders, the focus is immediate public health and safety issues. District Four focuses on assessment, inspection, and status of the facilities and structures that fall under the district jurisdiction and debris management.

C. Recovery

Planning for this phase begins even before the event occurs. This phase focuses on returning to normal operations. The majority of immediate actions to protect the health and safety of the public are complete or ongoing. As governments move from response into recovery, the focus changes to the repairs necessary to return to normal

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operations. This phase includes the more deliberate design work required to make repairs and the actual execution of the repairs.

D. Closeout

Event recovery closeout follows normal federally funded project process. It includes a statement from the contractor / municipality that there will be no more invoices and the completion of the Final Inspection & Acceptance for Federal Aid Project Form. The associated invoices with supporting documents have to be archived in accordance with FDOT Records Management Procedures 050-20-025-d. The recovery expenses may be subjected to State or Federal audit. The release of the extra un-expended fund is part of the closeout process.

3.8 CONCEPT OF OPERATIONS

A. Activation

The EOC will activate for all incidents requiring FDOT resources and/or extraordinary interagency coordination outside the realm of normal, day-to-day operations. The activation of the EOC will normally evolve from the ECO simply tracking an event through a full level I activation. The ECO will advise the EMPG when it will be of the most beneficial to establish the District EOC and at specific staffing levels. Staffing levels will change to reflect the impact of the event and are at the discretion of the ECO once the EOC is activated. For sudden events, the ECO and Alternate Emergency Coordination Officer (AECO) will staff the EOC until additionally assigned personnel can report for duty, as required by the event.

The activation of the SEOC does directly influence the requirement to establish the District EOC.

The activation of the District COOP will require the activation of the EOC.

B. District Four EOC Activation Levels

Based upon the state activation levels, District Four will implement a three level activation system. The levels are listed and defined in the following table.

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Chapter 3 – CONCEPT OF OPERATIONS

EOC Activation Levels

Activation Level	Definition
Level III Monitoring Activation	During this level, preparations defined in the Preparedness Section are normally implemented. The decision to implement this level of activation rests with the ECO. A level III activation of the SEOC does not require a matching activation by District Four, nor does the absence of SEOC Level III activation prevent a Level III activation of the District Four EOC. The ECO will advise and alert the EMPG to the circumstances leading to this activation. Managers are expected to validate recall information, and response and recovery team leaders are expected to alert their team members and validate recall information.
Level II Partial Activation	In coordination with the EMPG, the ECO implements this level of activation. Personnel report to the District Four ECO. This can be accomplished prior to an anticipated natural disaster or in the immediate aftermath of an emergency event while the assessment teams assemble and begin their work. Based on the situation, personnel can be added or released as conditions warrant.
Level I Complete Activation	This is a full activation of the EOC with all personnel reporting in order to conduct 24/7 day operations. This level of activation would be expected in the immediate aftermath of a sudden emergency event or a catastrophic natural disaster. This level could be maintained for the duration of the response effort, or it may be reduced or adjusted as the preponderance of effort shifts to recovery operations. In the immediate response to an emergency event, the ECO can activate this level of response, seeking concurrence of the EMPG within the first 48 hours.

C. Staffing Plan

The intent is to provide a scaled level of effort for disasters that can be anticipated, such as watching a hurricane approach for several days. For sudden events, a minimum staffing level is needed to assess the necessary response and recovery requirements. This level can be adjusted with the completion of the initial assessments. While on duty, all EOC personnel work for, receive guidance from, and respond to the ECO.

D. Mission Request

The District will respond to requests for assistance from other agencies through the Web-EOC. Following is the Mission Request Flowchart.

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3.9 COUNTY LIAISONS/AGENCY REPRESENTATIVES

The County Liaison provides a conduit for immediate communication between the County EOC and the District EOC. The key function of the County Liaison is to note and advise District EOC on damage and road closure for non-state roads. A secondary function is to advise locals on the process for Mission Requests and to capture transportation related Mission Requests and provide advance notice to the District. Following is a guide for county liaisons.

GUIDE FOR COUNTY LIAISON/AGENCY REPRESENTATIVES

WHILE AT THE COUNTY EMERGENCY OPERATIONS CENTER (CEOC) YOU

SHOULD:

- Announce your arrival and ask for a station and a telephone
- Request that you be allowed to attend any planning meetings
- Keep notes on key issues, events and damage (especially non-state owned road closures and damages)
- Advise county personnel of your role and how we operate (as necessary)
- Make frequent contact with District Emergency Operations Center (DEOC)
- Advise DEOC when you are aware of any transportation related assistance the county will be asking for through the State Emergency Operations Center (SEOC)
- Advise the local government of the State Mission Request process if needed.
- Be prepared to serve 12 hour shifts for at least 5 days
- Keep a list of roads closed and roads re-opened (and advise DEOC)
- Interact with the Coast Guard liaison at the County EOC on bridge closures. (for Broward County only)
- Get answers to County questions concerning DOT operations or policy
- Be prepared to provide guidance to the County on FHWA-ER Repairs. Ensure you understand the difference between Emergency vs. Permanent Repairs under FHWA-ER. If in doubt coordinate with the Incident Commander or the Emergency Management Coordinator.

SHOULD NOT:

- Commit any DOT resources for assistance (refer them to SEOC)
- Give interviews to the media (refer them to DEOC)
- Leave the County Emergency Operations Center (CEOC) without first being relieved by other DOT personnel. (If for some reason it is essential that you leave, contact the DEOC.)
- Be intimidated if you can't give immediate answers to requests or questions

IN ORDER TO PREPARE YOURSELF FOR YOUR COUNTY LIAISON ROLE, YOU SHOULD:

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WELL IN ADVANCE OF ANY EVENT:

- Complete the required Web EOC training for those scheduled to be deployed to Broward and Palm Beach EOC.
 - IS-100: Introduction to Incident Command system
 - IS-200: Single Resources & Initial Action Incidents
 - IS-700: National Incident Management System
- Make a list of items you should carry to the County EOC (Include such things as maps, CEMP, cell phone, SERT Card for vehicle, Photo ID, prescription drugs, pencil, paper, pillow, blanket, snacks, etc.)
- Advise your family of your responsibility as county liaison and what it might involve
- Learn how DOT operates during an emergency and what our policy is on key issues such as debris removal, off-system assistance, emergency contract, etc. (Attend any training opportunities or call emergency personnel for answers to your questions.)
- Meet county emergency personnel

IMMEDIATELY PRIOR TO A KNOWN EVENT (Approaching Storm):

- Take care of personal needs (home, family, etc.)
- Advise DEOC where you can be reached and wait for DEOC to advise you to report to your county EOC. (If you become aware that county EOC is open before DEOC contacts you; then go ahead and report to the County EOC.)
- Arrange for a DOT vehicle and cellular phone.
- Work out a shift schedule with your team and advise the DEOC of the schedule

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COUNTY EOC LIAISON QUICK REFERENCE

ROLES: Represent the Department at the County EOC.

Before Hurricane Landfall:

- Register with Office of Information Systems for a SSL-VPN access
- Attend meetings at County EOC as FDOT Representative.
- Coordinate with Coast Guard Liaison at the County EOC on bascule bridge lockdowns. (Broward County only)
- Coordinate with signal maintaining agency in saving up signal heads.
- Coordinate with County to disseminate information on temporary road closures/restrictions due to removal of railroad gates on State Roads.
- Monitor and advise DEOC on multi-modal suspension of services
- Advise DEOC of any evacuation activations.
- Advise DEOC of County Office Closure.
- Inform the county on the status of One-Way Evacuation

After Hurricane Landfall:

- Attend meetings at County EOC as FDOT Representative.
- Report on non-state (Federal Aid and Non-Federal Aid) road damages (road closures, significance of damages, rough cost estimates)
- Report on non-state (Federal Aid and Non-Federal Aid) road recovery progress.
- Disseminate FDOT Situation Reports to the County.
- Coordinate with FPL Liaison at the County EOC in turning off power at locations where power lines are down.
- Coordinate with Coast Guard Liaison at the County EOC on opening the bascule bridges for marine traffic.
- Coordinate on railroad crossing closures with the Railroad Liaison & County.
- Monitor & advise DEOC on the status of multi-modal services.
- Advise DEOC of any Mission Requests in the system.
- Coordinate and advise County to disseminate information to the cities on DDIR kick-off meeting.

Items to Bring with you to County EOC:

FDOT CEMP	SERT Card	FDOT Employee ID	Flash light	Const. Project Limit
Cell Phone	Paper/Pen	Laptop Computer	Road Maps	Fed-aid Road Maps
Safety Vest		Jacket/Sweater		Dry erasable board

DEOC Contact:

FDOT EOC 954-497-2272, Bill Wang, Incident Commander 954-868-8578
Christine Balderes, DEOC County Liaison Officer

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3.10 SITUATION REPORTS (SITREP)

Available in Chapter 7 Forms pages 7-1 - 7-7

FDOT EMERGENCY MANAGEMENT — DISTRICT X				
SITUATION REPORT 000 for EVENT				
Published	2012-11-07 1530	<i>All Times TIMEZONE</i>		
CURRENT STATUS				
EOC	Level 3	Monitoring	As of 2012-11-07 1530	
COUNTY EOC STATUS				
LEVEL	COUNTIES			
Level 1 — Full Activation				
Level 2 — Partial Activation				
Level 3 — Monitoring				
DUTY SHIFTS				
DAY	0800–1700	FDOT EM DX Staff		
CURRENT SITUATION				
WEATHER SUMMARY				
DISTRICT ACTIONS				
ROAD and BRIDGE CLOSURES				
TYPE	FDOT	COUNTY	LOCATION	STATUS and REMARKS

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Chapter 3 - CONCEPT OF OPERATIONS

DETOUR ROUTES						
N/A						
AIRPORT CLOSURES						
N/A						
SEAPORT CLOSURES						
PORT	PORT CONDITION			AS OF		
RAIL CLOSURES						
N/A						
TRANSIT CLOSURES						
N/A						
OTHER CLOSURES						
N/A						
DISTRICT DAMAGE REPORT						
Debris Removed						
Signals Damaged						
Signs Damaged/Missing						
Contacts Let						
FDOT Facilities Damage						
Other						
DISTRICT FUEL STATUS						
FACILITY	UNLEADED			DIESEL		
	CAPACITY	LEVEL	% FULL	CAPACITY	LEVEL	% FULL

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PRE-EVENT CONTRACTS			
CONTRACT	VENDOR	TYPE	STATUS
OTHER CONTRACTS			
CONTRACT	VENDOR	TYPE	STATUS
DISTRICT BRIDGE INSPECTIONS			
BRIDGE	LOCATION	STATUS	CONTACT
COUNTY EVACUATIONS			
COUNTY	STATUS and REMARKS	CONTACT	
UTILITY STATUS			
PROVIDER	OUTAGES	STATUS and REMARKS	CONTACT

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ASSET MAINTENANCE CONTRACTORS			
COUNTY	STATUS and REMARKS		CONTACT
PERSONNEL ROLL CALL			
OFFICE	COUNT (TOTAL)	ACCOUNTED FOR (#)	ACCOUNTED FOR (%)
PERSONNEL DEPLOYMENT			
TYPE	LOCATION	COUNT	DEPLOYMENT DATE
County Liaison			
Reconnaissance			
Impact Assessment			
Field Crew			
Public Assistance (PA)			
Individual Assistance (IA)			
Other			
FDOT EM CONFERENCE CALL SCHEDULE			
DATE	TIME	PARTICIPANTS	TYPE/TOPIC

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Chapter 3 - CONCEPT OF OPERATIONS

FDOT RESOURCES UTILIZED		
RESOURCE	REQUESTOR	QUANTITY
POINTS OF CONTACT		
District EOC	(850) 555-1212	county-eoc@dot.state.fl.us
District EM On-Call	(850) 545-1232	fdot-emoncall@dot.state.fl.us
Report Prepared By	David July	david.july@dot.state.fl.us

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Chapter 3 – CONCEPT OF OPERATIONS

3.11 WORK PLACE EMERGENCIES

NOTE: RESPONSIBLE PARTY IS UNDERLINED

Acronyms	
DCIC	District Contamination Impacts Coordinator
DECO	Dist. Emergency Coord. Officer
DEOC	District Emergency Operations Center
DMRE	District Material & Research Engineer
DME	District Maintenance Engineer
DO	Director of Operations
DSME	District Structure Maintenance Engineer
ECO	Emergency Coordination Officer
EHSA	Environmental, Health and Safety Administrator
FCO	Facility Coordination Officer
FR	First Responder
OE	Operations Engineer
PIO	Public Information Officer
SC	Safety Committee
TOE	Traffic Operations Engineer
TSSO	Technology Services and Support Office
UM	Unit Manager

For a more detailed description of each acronym listed below see Chapter 1.

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Appendix One A - DISTRICT OFFICE INSTRUCTIONS FOR

911 CALLS

DIAL "9" THEN "911"

When calling out from office phones

THE 911 OPERATOR WILL ASK:

ADDRESS? 3400 West Commercial Boulevard

CITY? Of Oakland Park

BUSINESS? Florida Department of Transportation
Headquarters Building

PHONE #? I am calling from 954-XXX-XXXX

WHO IS CALLING? State Your Name

NATURE OF EMERGENCY? Medical / Fire / Other

AFTER Contacting "911" for any reason:

(The emergency circumstances may require you to delegate this task)

IMMEDIATELY NOTIFY:

- ▶ Security Guard at Extension # 4 0 9 8
- ▶ DOT Switchboard Operator - Extension # 0
- ▶ AT LEAST ONE of the Facilities Services staff via cell phone:

IF YOU GET A VOICE MAIL GO TO THE NEXT NAME ON THE LIST

Patrick Freiwald 954-829-2574

Nilo Villena 954-914-0121

Gabriel Acosta 954-914-1658

PROVIDE all groups with the following information:

- ▶ The Emergency Location
- ▶ Phone #
- ▶ Caller's Name
- ▶ Type of Emergency
- ▶ Name(s) anybody that needs medical assistance.

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Chapter 3 – CONCEPT OF OPERATIONS

(A) BOMB

Responsible Parties:	District Emergency Coordination Officer, Unit Manager
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Preparation

- Prepare pamphlet that offers a step-by-step procedure to follow in the event of a threat or the discovery of suspicious objects. DECO
- Distribute the pamphlet at least once a year. DECO
- Make the Bomb pamphlet the topic of Safety Meetings at least once a year. UM
- Periodically review general security measures before, during and after hours. Daily, review overnight security films for suspicious activity. Administration
- Ask local law enforcement to periodically provide drive-through security checks of the complex. DECO

Response

- Remain calm.
- For bomb threats via phone, keep the caller on the line as long as possible. **DO NOT HANG UP THE PHONE!** Record, in writing, the exact words spoken by the person, using the “Bomb Threat Call Report.” Note: This form should be located near your telephone at all times.
- If time permits, ask the caller a question such as, “Who is calling, please?” or “What’s your name?” In some instances, the caller may unthinkingly reply.
- If the caller does not indicate the location of the bomb or the time of possible detonation, you should ask them for this information.
- Be alert for distinguishing background noises that provide a clue to the caller’s location such as: traffic, music, voices, aircraft, church bells, etc.
- Note distinguishing voice characteristics such as: sex, accent, voice quality, impediments.
- Inform the caller that the building is occupied and detonation of a bomb could result in death or serious injury to many innocent people.
- Note if caller indicated knowledge of the facility by their description of locations. Lead them on; learn if they are knowledgeable of the facility; use stall tactics.
- Do not talk to fellow employees about the details of the call until you have talked to the law enforcement investigator assigned to the incident. Be available to talk to the investigator upon their arrival at the Command Center. (The location of the Command Center will be established by DOT management or Law Enforcement officials as conditions dictate.)
- **DO NOT HANG UP THE PHONE!**
- After the phone call immediately notify your supervisor and advise him of the situation. That supervisor should ensure that the highest level of management over the organization, i.e. the Director or Department/Office Head is notified. Once a decision to evacuate has been made, normal fire evacuation routes will be used unless a route conflicts with the potential bomb location.

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Chapter 3 – CONCEPT OF OPERATIONS

- The Director or Department/Office Head will notify emergency and law enforcement agencies by activating the 911 system or local emergency telephone number.
- The supervisor and person that received the call will carry the completed “Bomb Threat Call Report” to the Command Center.
- In Summary – STAY CALM
- FOLLOW STEPS TO GAIN INFORMATION OR TO PRESERVE EVIDENCE
 - NOTIFY SUPERVISORS
 - PROMOTE AN ORDERLY EVACUATION

Recovery

- Provide counseling as necessary. Administration
- Review and revise plan as necessary. DECO

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Chapter 3 - CONCEPT OF OPERATIONS

BOMB THREAT REPORT (*FULL - SIZED FORM IN CHAPTER 7, 7.3*)

Name of Person Receiving Call: _____ Date: _____

Title: _____ Time: _____ Phone No. /Ext. _____

As best you can, write the exact words of the caller: _____

Questions to ask caller: Ask them to repeat message.

Where is the bomb? _____

When will it explode? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you do this? _____

Where are you calling from? _____

Description of the caller's voice: Male _____ Female _____ Age _____

Was voice familiar? _____ If so, whose? _____

Check all that apply:								
VOICE	Raspy	Soft	High Pitched	Pleasant	Deep	Loud	Intoxicated	
	Other: _____							
SPEECH	Fast	Slow	Distinct	Nasal	Slurred	Stutter	Distorted	Muffled
	Other: _____							
LANGUAGE	Good	Foul	Poor	Sure	Unsure	Joking		
	Other: _____							
ACCENT	Local	Racial	Regional	Foreign				
	Other: _____							
MANNER	Calm	Angry	Rational	Irrational	Righteous	Serious	Incoherent	Emotional
	Deliberate	Nervous	Laughing	Tense				
	Other: _____							
Background Noise(Describe):								
Voices	Office	Animals	Music	Street	Factory	Airplanes	Trains	Quiet
	Other: _____							
Phone Connection(Describe):								
	Clear	Pay	Static	Long				

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Chapter 3 – CONCEPT OF OPERATIONS

(B) DISCOVERY OF HAZARDOUS MATERIALS/WASTES DURING EXCAVATION

Responsible Parties:	Unit Manager, Environmental, Health and Safety Administrator, District Contamination Impacts Coordinator, employees
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Preparation

- Any employee operating excavation equipment, supervising excavation, or inspecting excavation should be aware of general issues regarding identification of hazardous materials.
- Employees involved in excavation should have special training authorized by OSHA.
- Safety meetings should address this issue periodically. UM/EHSA

Response

- If any excavation reveals unexpected leaks, fumes, smoke, or odor, employees shall immediately vacate the area and seek knowledgeable assistance in determining the identity of the substance.
- If the substance cannot definitely be determined and proper precautions taken, the DCIC shall be contacted to assist in evaluating the situation.

Recovery

- Recovery may mean anything from covering the substance to bringing in a clean-up contractor.
- The DCIC shall assist the project engineer in making the appropriate decision on this issue.

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Chapter 3 – CONCEPT OF OPERATIONS

(C) FIRE

Responsible Parties:	Facility Coordination Officer, Unit Manager, Environmental, Health and Safety Administrator, District Emergency Coordination Officer
----------------------	--

Preparation

- Ensure through the plant management or facilities management section that all buildings meet fire safety codes. FCO Ensure through the EHSA that fire evacuation plans exist and are posted.
- Ensure also that fire extinguishers meet requirements and have a regularly scheduled inspection. (EHSA)
- Perform at least 2 unannounced fire evacuation drills annually for each building or complex. UM / EHSA

Response

- Extinguish small localized fires immediately, if possible.
- Call local fire agency or 911 for large fires.
- Perform an orderly evacuation.

Recovery

- Have a professional inspect damage prior to reusing the facility. FCO
- Review the events leading up to the fire and revise plans as necessary. DECO

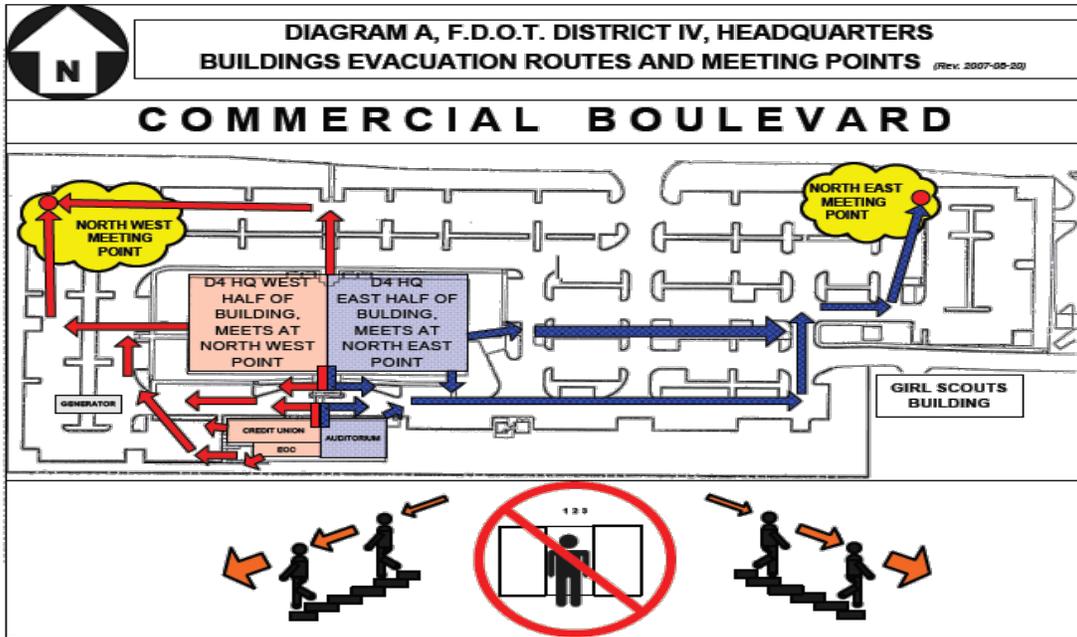
EVACUATION PLANS

- Use the stairs during a building evacuation as the elevators will be out of service.
- When a building evacuation notice is given, proceed immediately to the nearest exit. **DO NOT** stand near the building exits waiting for the all clear signal, proceed immediately to the closest evacuation meeting point.
- Do not leave the meeting point unless directed to do so by the authorities.
- Anticipate having to present your ID badge for re-entry back into the building.

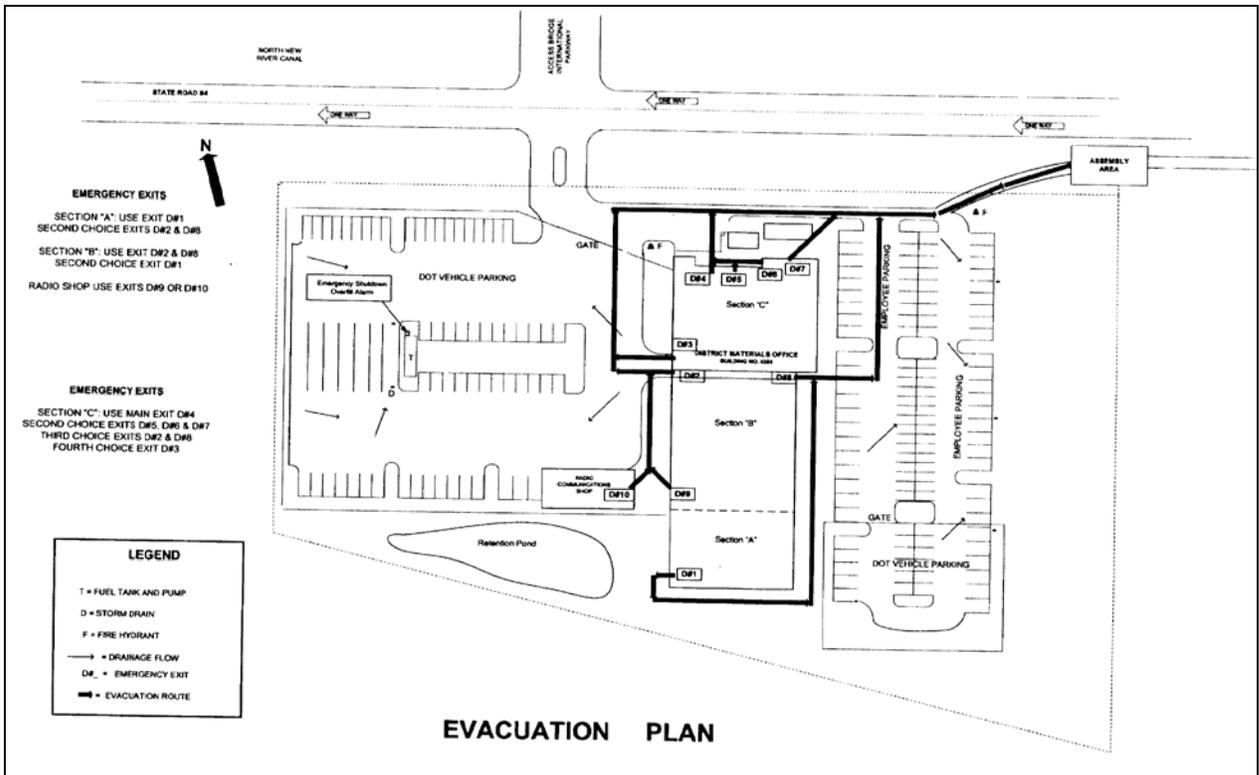
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Chapter 3 - CONCEPT OF OPERATIONS

DISTRICT OFFICE



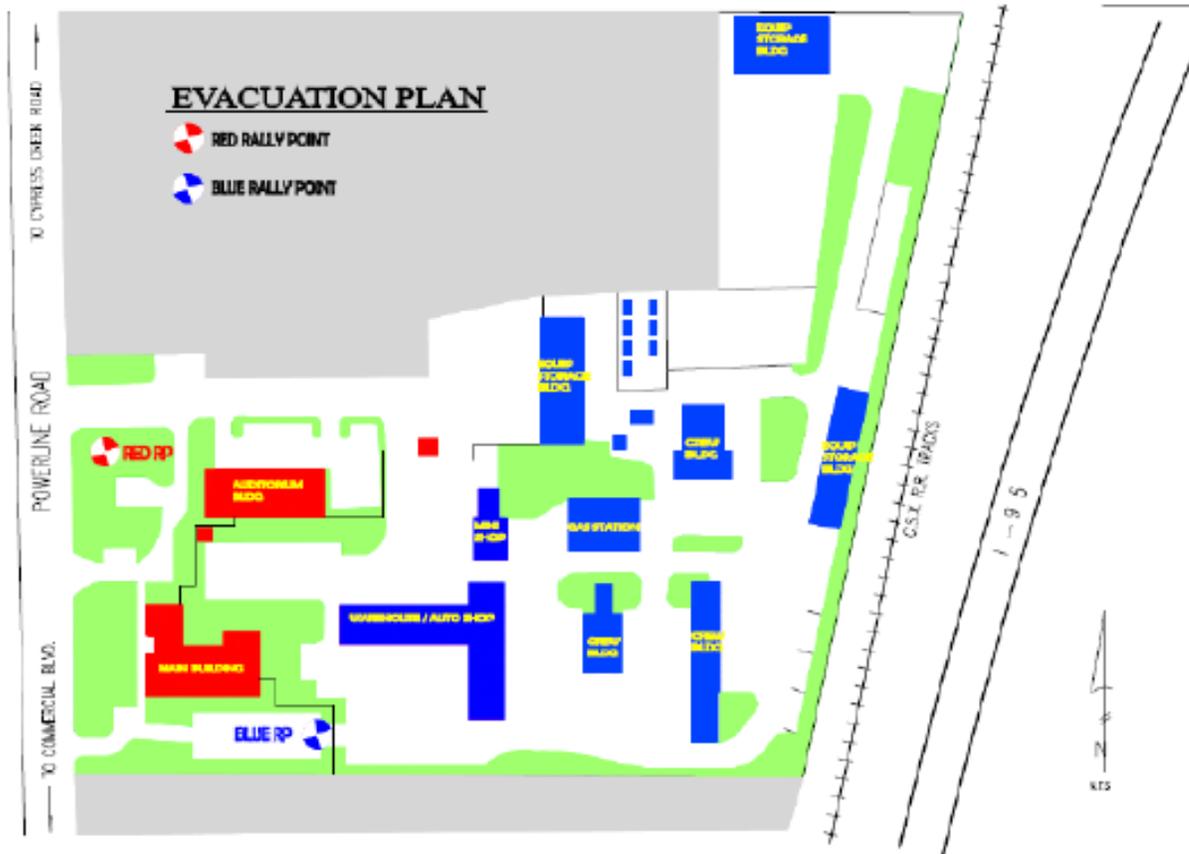
MATERIALS OFFICE



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Chapter 3 - CONCEPT OF OPERATIONS

BROWARD OPERATIONS



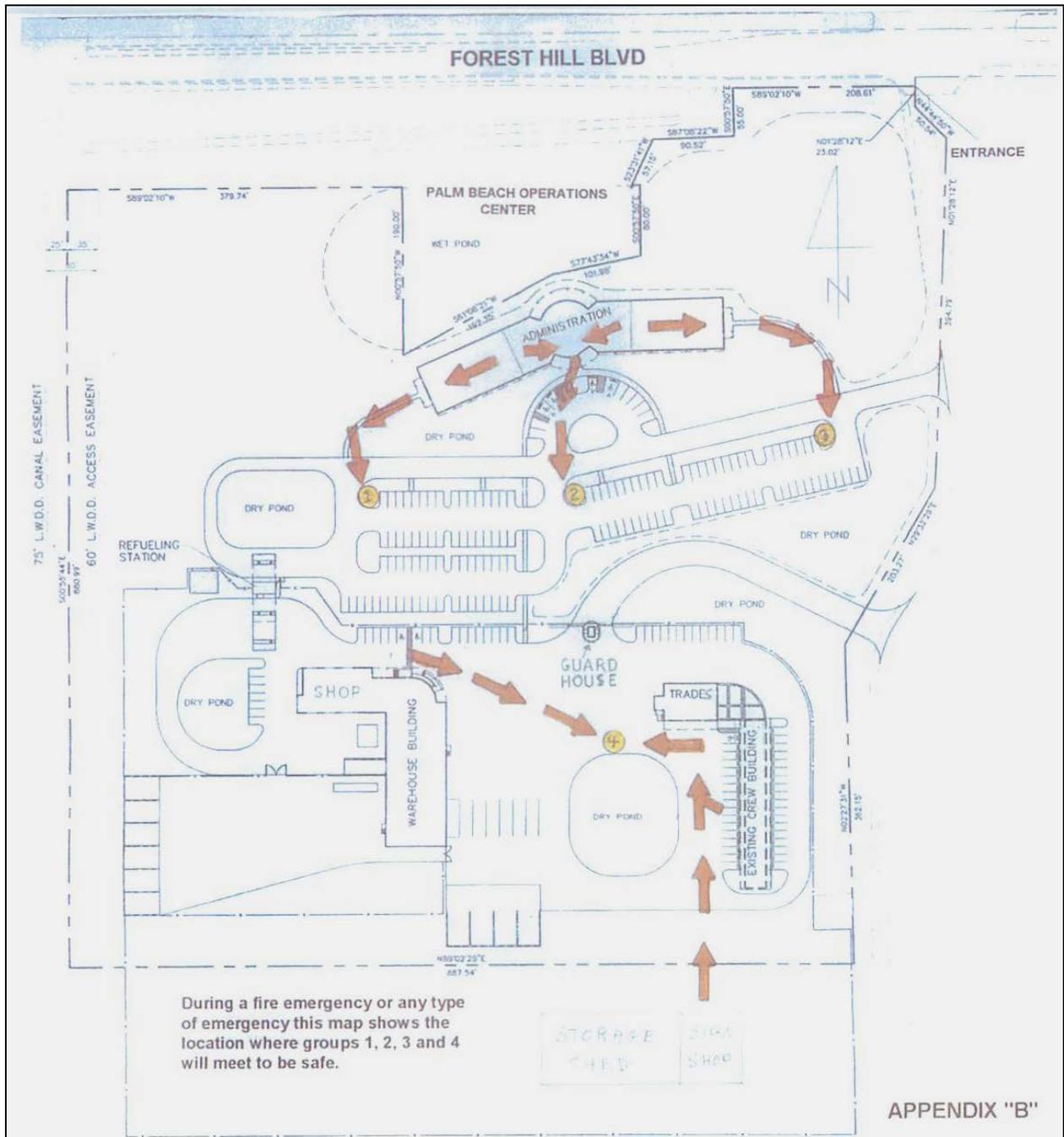
- Red Rally Point**
4067 - Main Administration Building
4611 - Auditorium Building
4678 - Security Guard House
4521 - Groundskeeping Shed

- Blue Rally Point**
4907 - Warehouse / Auto Shop
4243 - Mini Shop
4049 - "Bridge" Crew Building
4244 - "Roadway" Crew Building
4162 - "Trades" Crew Building
4016 - "Signs" Crew Building
All Equipment Storage Buildings
All Hazardous Materials Buildings
Gas Station

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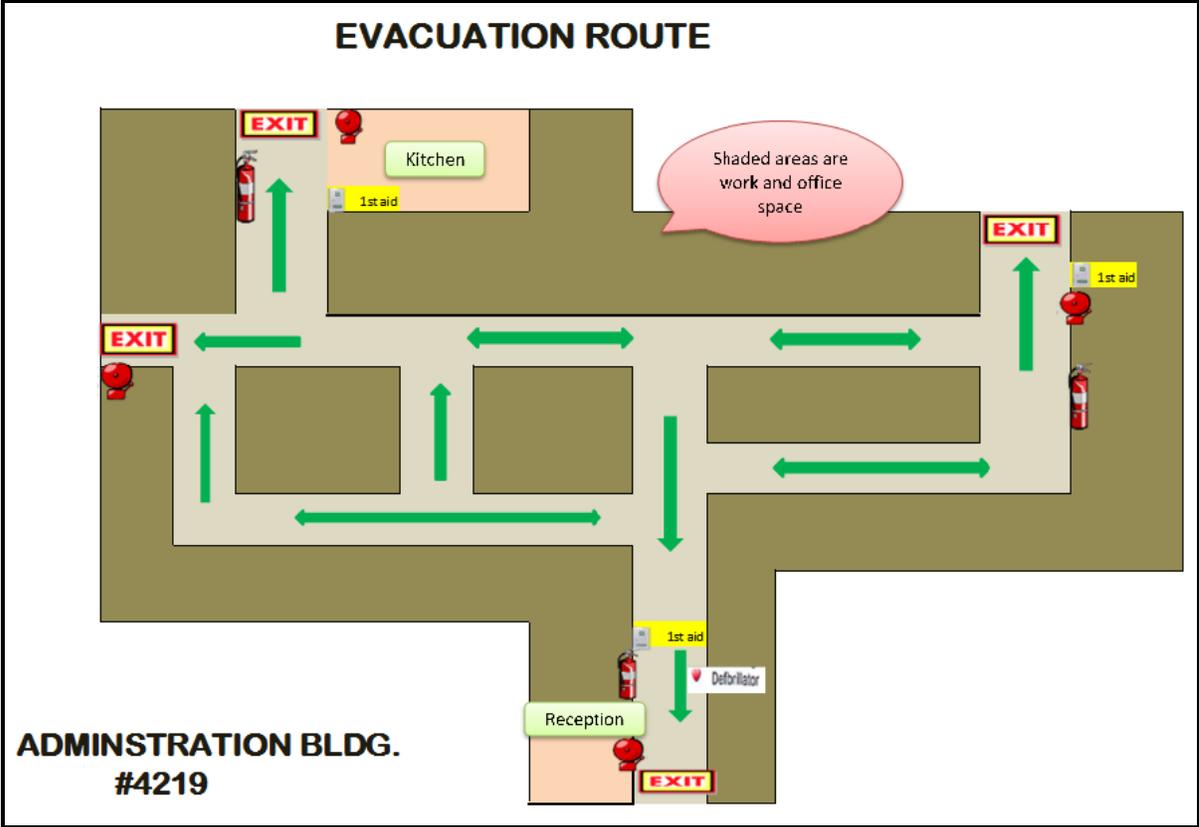
PALM BEACH OPERATIONS



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TREASURE COAST



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(D) MANAGEMENT OF HAZARDOUS MATERIALS AND WASTES

Responsible Parties:	Environmental, Health and Safety Administrator, Unit Manager, Facility Coordination Officer
----------------------	--

Preparation

- An operator of a DOT facility that stores, handles, or uses hazardous materials or generates hazardous wastes shall comply with all applicable codes, regulations and standards to ensure that the facility operates safely and to provide for the protection of the environment. UM
- Fully implement the OSHA Hazard Communication Standard. EHSA
- Each facility shall develop and maintain a contingency plan to minimize hazards to human health and the environment from fire, explosions, or any unauthorized release whether sudden or gradual of hazardous materials or wastes or their constituents to the environment and to ensure the safety of personnel who work with or around such materials as part of their Emergency Action Plan. EHSA
- This plan shall include:
 - Identifying areas where hazardous materials are stored, handled, or used
 - Identifying areas where hazardous wastes are stored or handled
 - Emergency telephone numbers – Police and Sherriff’s Departments (911), Hazardous Materials Response Teams (911), Fire Departments (911), Ambulance Services (911)
 - Coordination with each of these agencies concerning the potential effect of the release of or an exposure to a hazardous material or waste on the DOT facility
 - Persons responsible for the operation of areas in which hazardous materials are stored, handled, or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of fire, leak, or spill. Provisions shall be made for controlling and mitigating unauthorized discharges
 - Identify and coordinate with private companies that are capable of providing support for larger spills
 - Contact numbers of Federal, State, and Local agencies requiring notification
 - On site emergency, fire fighting, and containment equipment/materials
 - Develop and implement a warning system for notifying personnel in the event of an emergency. Examine existing communications and alarm systems to facilitate this objective where possible.
 - Evacuation Plans
 - Emergency Procedures Section
 - Conducting training of employees in emergency response procedures
 - Tabletop exercises and drills
 - Provide training to personnel in accordance with 29 CFR 1910.120(q) UM/EHSA
- Make topic of Safety Meetings at least once a year. UM/Safety Spec.

Response

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- Activate the warning system to notify all affected people in the area of the spill. UM
- Notify law enforcement, fire, and emergency medical services, as necessary. UM
- Secure the affected area. UM
- Coordinate initial fire fighting and containment functions within unit's limitations and training. UM
- Notify Federal, State, and Local Emergency Response Teams as required. UM
- Notify the District ECO, the District Environmental, Health and Safety (EHS) Section Administrator, on-site EHS Environmental Specialists and the Facilities Maintenance Supervisor and the Emergency Site Coordinator. UM

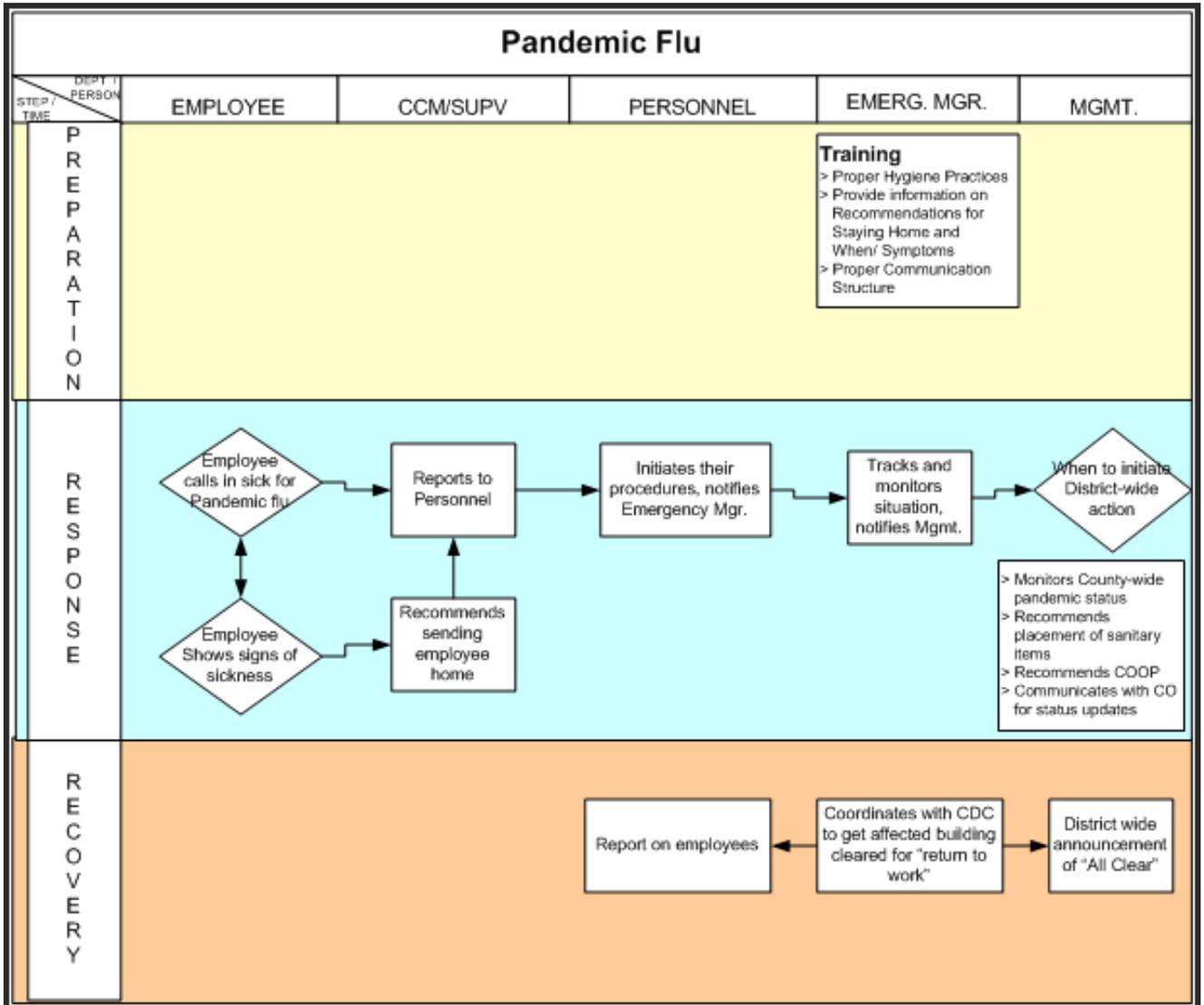
Recovery

- Conduct damage assessment to DOT facility by qualified and trained personnel. FCO
- Monitor for additional or subsequent release of hazardous material. UM
- Provide for treating, storing, disposing of recovered waste, coordinate soil or surface water, or any other material that results from release, fire, or explosion. UM
- Ensure no waste material is treated, stored, or disposed of until clean-up procedures are completed. UM
- Ensure all emergency equipment is cleaned and fit for its intended use before operations resume. UM
- Ensure compliance with all applicable Federal, State and local regulations. UM
- Record the time, date, and details of any incident that required the implementing the contingency plan. Complete FDOT DISTRICT IV UNAUTHORIZED DISCHARGE REPORT FORM and forward original to EHS Office in West Palm Beach. EHSA
- Review events leading up to the spill and revise plan if necessary. UM

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- (E) NUCLEAR
Section 3.10 Local Emergencies –Nuclear on pages 3.64 - 3.65
- (F) PANDEMIC FLU



BACTERIAL/VIRAL EXPOSURE

Preparation

- Advise Facility Services of the possible infectious areas ECO
- Seal off the area thought to be infected FCO

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Response

- Contact local counties, state Health Department for instruction based on the latest strain of the infecting agent and appropriate protective gear to be used during clean up procedures ECO
- Notify all individuals that were present during the infecting of the room, individuals notified should notify anyone they came in contact with since exposure to the infected area, due to the incubation period associated with some strains it may take a week or two before symptoms start to occur, the infectious agent may be transferred during this period UM

Recovery

- Thoroughly clean all surfaces in room with disinfectant FCO
- Replace air conditioner filter and spray a disinfectant on the evaporator coils, check the air quality before general re-entry of the room FCO

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(G) PERSONAL INJURY

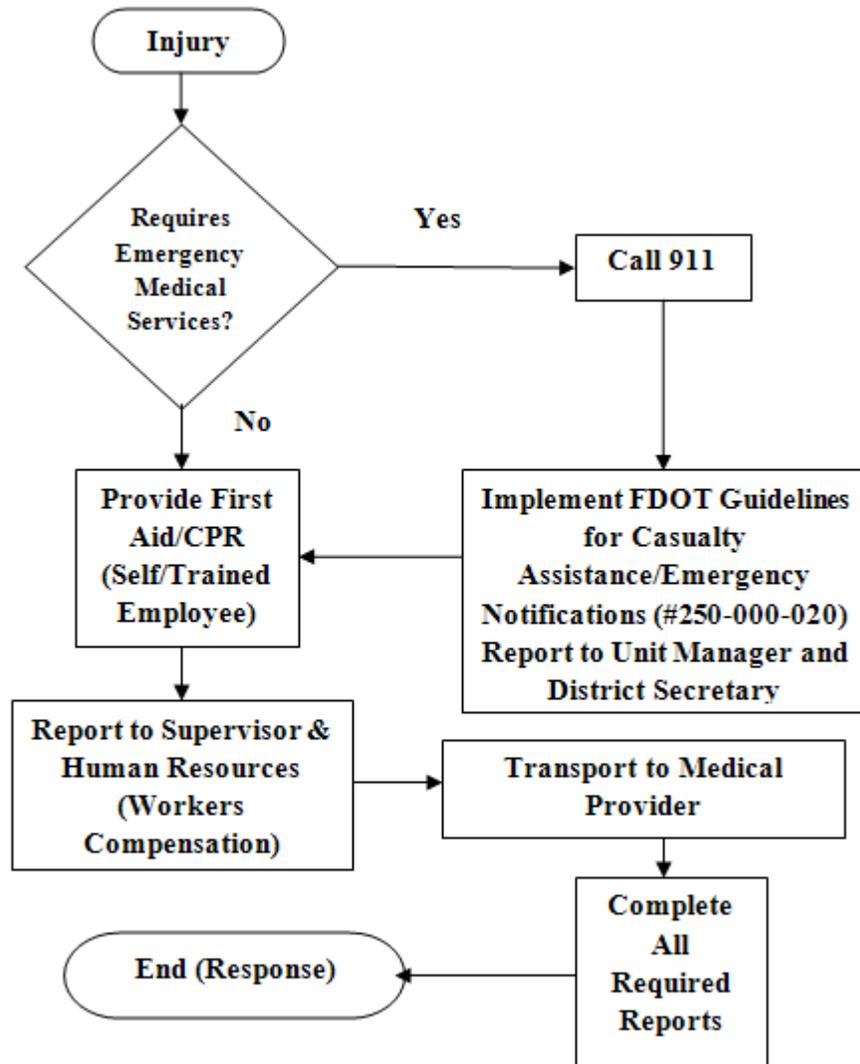
Responsible Parties:	Unit Manager, Environmental, Health and Safety Administrator, Director of Operations, Safety Committee
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Preparation

- Medical assistance is made available to all employees in the event of injuries. DO
- First aid supplies are readily available at each work location, and in all Department vehicles. Additional first aid kits, equipment and supplies are provided by supervisors for large or multiple operations conducted at the same location. EHSA
- Transportation is made available to transport an injured employee to an appropriate physician, walk-in facility, emergency medical facility or other health care facility. EHSA
- Engineering controls have been put in place wherever feasible to reduce exposures to hazards. UM/EHSA/SC
- General and job-specific safety training and procedures are required. DO
- Personal protective equipment appropriate for the hazards associated with the work task is provided. UM
- Automatic Electronic Defibrillators (AEDs) are maintained at each facility. EHSA
- Training in the use of AEDs, First Aid and Cardiopulmonary Resuscitation is provided and encouraged. DO
- Safety committees are established and maintained at all FDOT facilities. DO
- All FDOT offices and field offices have safety and health bulletin boards. UM
- A statewide Hazard Reporting System Hotline, (850) 245-1543, is maintained for Department employees to report hazards.

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Response Recovery

- The supervisor investigates the injury to determine the primary cause(s), contributing factors, work practices/procedures involved, and what corrective actions may be taken to prevent future similar occurrences. UM
- Corrective actions are reviewed by management and implemented. UM
- Any employee disciplinary action is referred to Human Resources. UM

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(H) PROPERTY USE LOSS

Responsible Parties:	Unit Manager, District Emergency Coordination Officer, Industrial Safety Manager, Facility Coordination Officer, Technology Services and Support Office
----------------------	---

Preparation

- Ensure that “Loss of Use” is covered in any insurance policies. EH&S
- Identify other local government or state agency facilities that could be quickly adapted for use on a temporary basis. DEOC or UM
- Identify on a routine basis the general availability of commercial rental property in the local area. UM or DEOC
- Get time and dollar estimates from the Technology Services and Support Office (TSSO) for new set up for computer services. Administration / TSSO

Response

- Immediately upon “loss of use” shift mandatory functions to other operating offices within the agency. Director
- Arrange for temporary set-ups in other offices and arrange for community DOT vehicles for employees that need to perform those duties. Director
- For long term “loss of use”, implement local available space and ask for assistance from the TSSO. Director
- If appropriate, begin the Declaration of Emergency process in order that response can occur ASAP. DEOC

Recovery

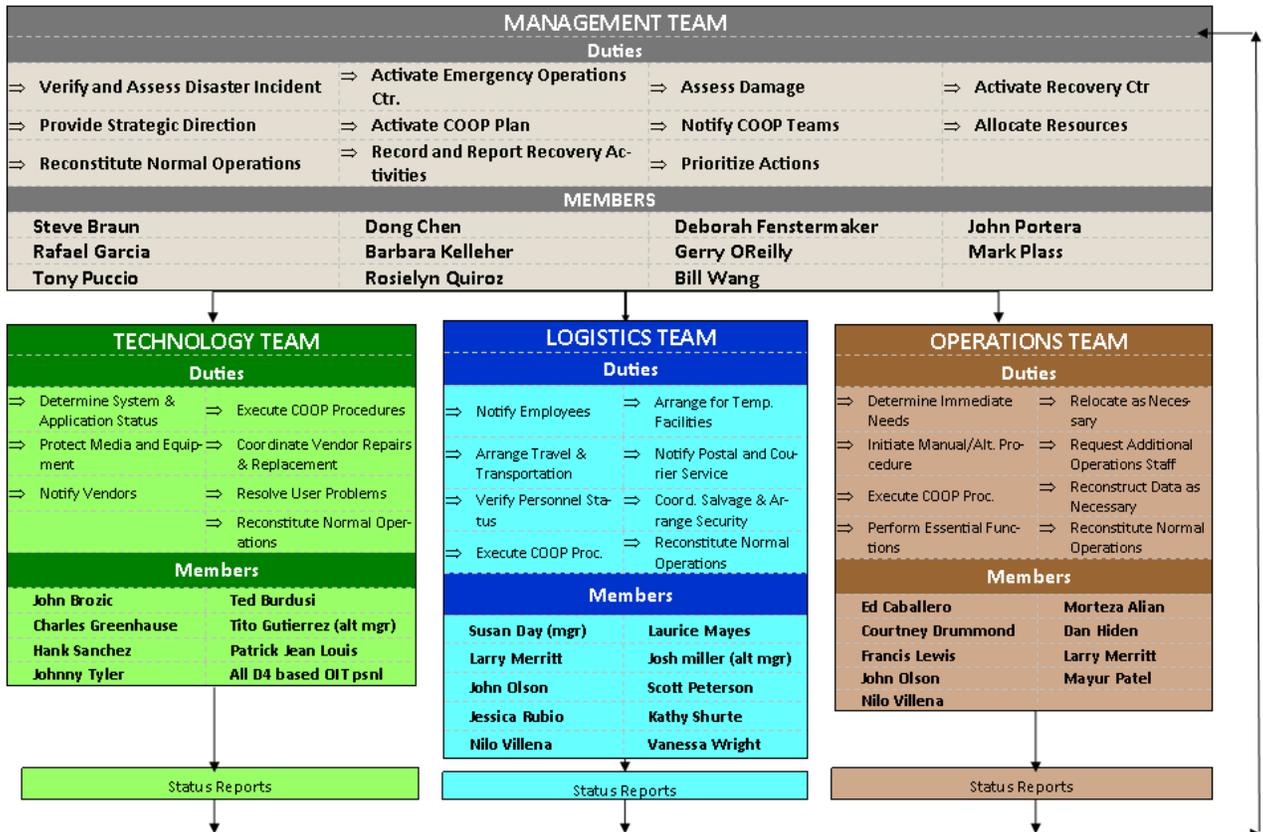
- Begin repair or rebuilding plans through the Fixed Capital Outlay (FCO) program.

FDOT District Four Comprehensive Emergency Management Plan 2016

Chapter 3 – CONCEPT OF OPERATIONS

FDOT COOP TEAM STRUCTURE

FDOT COOP Team Structure



FDOT District Four Comprehensive Emergency Management Plan 2016

Chapter 3 – CONCEPT OF OPERATIONS

(I) **TERRORISM**

- See “Violence” and “Bombs” items A and B.

(J) **TORNADO**

Responsible Parties:	Unit Manager, Facility Coordination Officer, District Emergency Coordination Officer
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Preparation

- Pre-identify and publicize areas within buildings that are tornado safe. UM
- Educate employees on proper locations to go to and protective covering that can prevent injury. UM
- Have the weather channel on during regular working hours in the office of the Emergency Coordination Officer or an alternate.
- Make Tornado Safety the topic of a Safety Meeting at least once during the year. UM

Response

- If advance notice is possible, utilize the public address system to warn employees of approaching tornado and the need to seek a safe area. Admin. or DECO or UM
- As soon as possible after a major tornado and damage, call the Local County Emergency Manager or 911. UM

Recovery

- Have a professional inspect building conditions after significant damage and prior to re-entry. FCO

FDOT District Four Comprehensive Emergency Management Plan 2016

Chapter 3 – CONCEPT OF OPERATIONS

(K) UTILITY LOSS

Responsible Parties:	District Emergency Coordination Officer, Unit Manager, Industrial Safety Manager
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Preparation

- Identify areas that will need emergency utilities during an emergency event and provide for that need through generators, water storage, portable heaters, fans, portable bathrooms, etc. DEOC
- Routinely check and activate emergency utilities to ensure proper operation. DEOC
- Contact utility providers for any assistance plan in the event of utility loss. DEOC
- Run backup generator (monthly/weekly according to manual specs.)

Response

- Determine if the work place is safe based on the type utility loss. UM.EH&S/Facility
- Contact the utility provider to obtain an estimate of time to restore utilities. Facility
- Based on all other issues, make a recommendation to the District Secretary concerning office closure. UM

Recovery

- Continue all work possible through the utilization of vehicles, portable offices, home office, use of other Department offices, use of other agency offices, etc. Director

FDOT District Four Comprehensive Emergency Management Plan 2016

Chapter 3 – CONCEPT OF OPERATIONS

(L) VIOLENCE

Responsible Parties:	Unit Manager, District Emergency Coordination Officer, Administration
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Preparation

- Provide training to all employees that will enable them to identify signs indicating a potential for violence. Administration
- Provide training to all employees on how a violent situation should be handled. Administration
- Refer to Violence-Free Work Place Environment Procedures # 250-055-001-b and # 001-250-011-b
- Make Violence in the Work Place a topic of Safety Meetings at least once a year. Unit Managers (UM)
- Complete IS-907 Active Shooter Training UM Chapter 4, pages 4-1 – 4-3

Response

- Immediately call local law enforcement or 911.
- Implement a controlled evacuation of the area as the event dictates. UM
- Gain control of the situation prior to arrival of law enforcement if this can be done without jeopardizing the safety of employees. UM

Recovery

- Provide counseling as necessary. Administration
- Invoke disciplinary action as necessary. UM
- Review series of events leading up to violent event and revise plan as necessary. DECO

FDOT District Four Comprehensive Emergency Management Plan 2016

Chapter 3 – CONCEPT OF OPERATIONS

3.12 LOCAL EMERGENCIES

Local emergencies can occur on State Roads, Local Roads, or other locations. DOT will respond immediately to State Road emergencies. Response to local road and other location emergencies will be based on directions from the Department EOC and/or the State EOC. DOT should not respond to requests directly from local officials or the private sector if the emergency does not involve a State Road.

(A) BOMB

Responsible Parties:	Person Receiving Call, Unit Manager
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BOMB THREAT REPORT – see Chapter 7, Section 7.2, page 7-8

FDOT District Four Comprehensive Emergency Management Plan 2016

Chapter 3 – CONCEPT OF OPERATIONS

(B) BRIDGE DAMAGE OR FAILURE - NON HURRICANE EVENT

Responsible Parties:	District Structure Maintenance Engineer, District Design Engineer, Operations Engineer
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Preparation

- Ensure that bridge inspections are performed according to requirements. DSME
- Ensure that bridge work orders do not become delinquent. DSME
- Have bridge plans in a format that are easily transported to a field site. DSME
- The DSME in the Maintenance Department shall be the Project Engineer for any emergency bridge repair.
- The District PTO should be aware of the possible need to coordinate any emergency mass transportation needs in the event of a bridge failure.

Response

- If problems are found through a routine or special bridge inspection refer to procedure titles Bridge and other Structures Inspection and Reporting Procedure Topic # 850-010-030. DSME
- The first responder shall review the damage for any obvious threat to public safety. If it is determined that this is visible and an obvious danger to the public, attempt to stabilize the situation with any MOT supplies on hand if this can be done without jeopardizing the safety of the employees on-site. If not, immediately call for help from FHP and/or 911.
- For oversize or over height load hits to beams or piers for roadway or waterway, at least a level equivalent to an Assistant DSME shall review the damage ASAP to determine if immediate attention is necessary. For hits that do not require immediate attention, the DSME shall make an on-site inspection ASAP on the first workday following the incident. The DSME shall then determine the proper course of action. He shall decide if a routine bridge work order system is sufficient or if the damage calls for immediate repair.
- For damage that obviously requires immediate evaluation and repair, the DSME shall be notified immediately. He shall review the situation and suggest a course of action.
- The DSME Engineer shall coordinate for any necessary technical expertise from other Departments or Districts.
- The DDE shall be on standby and provide any requested structural analysis necessary or as requested by the DSME.
- OEs shall standby and assist with any needed detour set-up and maintenance.

FDOT District Four Comprehensive Emergency Management Plan 2016

Chapter 3 – CONCEPT OF OPERATIONS

Recovery

- For an emergency contract, the DSME shall obtain a contractor and oversee the project. The DSME shall initiate an emergency contract ASAP. Any necessary emergency plans will be coordinated between the DDE and the DSME. This will not apply if a Design/Build contract is initiated.

BRIDGE DAMAGE OR FAILURE – HURRICANE EVENT

PRE-EVENT PREPARATION – PRIOR TO JUNE 1

Preparation

- Provide AM's with Safety Survey Crew organization/qualifications and Survey form. Get contact names/phone numbers for personnel overseeing Safety Survey Crew.
- Provide AM's with Safety Survey Guidelines for bridges and miscellaneous structures. Guidelines to be used as a compliment to the AM's Safety Survey Crew sound engineering judgment.
- Prepare contract documents for state owned structures safety inspection crew.(SIC)
- Prepare contract documents for local government structures safety inspection crew. (LG SIC)
- Prepare contract documents for state owned scour assessment crew. (SAC)
- Prepare contract documents for fast deployment general purpose crew. (GPC)
- Meet w/ key employees to discuss role, responsibilities and response time requirements.
- Meet w/asset maintenance contractors to discuss role, responsibilities and response time requirements. See attached asset maintenance event response timetable.
- Meet w/DOT officials to coordinate our efforts.
- Coordinate w/US Coast Guard on contract information

Response - Upon Governor Declaration of Emergency

- Execute Scour Inspection Contract, Scour Assessment Contract, General Purpose Crew, and Local Government Scour Inspection Contract.
- Issue pre-staging authorization.
- Alert in-house key employees to get ready according to their role (refueling, shuffle vehicles, acquire supplies, etc.)

Response – After Hurricane Has Passed

- Structural essential personnel report to District EOC for assignments.
- Identify and prioritize work assignments for in-house inspection crews.

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- Identify and prioritize work assignments for SIC.
- Identify and prioritize work assignments for LG SIC.
- Identify and prioritize work assignments for SAC.
- Identify and prioritize work assignments for GPC.
- Review AM territories to assess response/feedback for the event.

Recovery

- Compile storm damage data
- Authorize full in-depth inspection/documentation of storm damaged structures.
- Provide oversight for consultant/contractor operations.
- Perform forensic investigation/study of storm damage.

BRIDGE DAMAGE OR FAILURE – HURRICANE EVENT (Asset Maintenance Role)

PRE-EVENT PREPARATION – PRIOR TO JUNE 1

Preparation

- Identify a single responsible person for contact with Bridge Operations Commander.
- The AM/Safety Survey Crew will provide equipment/MOT as required to support completion of their work.

Response – After Event Clears

- AM's to perform damage assessment on their territory according to contractual obligation; identify/notify Structures Maintenance of affected structures requiring immediate attention in order to safe-up the roadway.
- Safety Survey Crew, hired by the AM's, will perform structural Safety Surveys and complete a report for every bridge and miscellaneous structure on their care.
- Safety action reports are due by 8:00 AM the morning following the Safety Survey; signed reports should be issue within a week thereafter.

* Tom Reynolds with FDOT D4 Structures & Maintenance, will be the contact person for all AM's issues concerning bridges and miscellaneous structures. (radio number 4424)

Recovery

- Repairs of bridges and misc. structures are the responsibility of the Department.

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Chapter 3 – CONCEPT OF OPERATIONS

(C) BUILDING FIRES

Responsible Parties:	Operations Engineer, District Emergency Operations Center
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(Local type emergency; not Work Place emergency)

- The DOT will act as a support agency in the case of one of these events. Any Departmental first responder should refer the situation to the control and expertise of local Emergency Manager, local Sheriff, FHP, Fire Department, or 911. DEOC
- The DOT will assist with any needed detour scenarios. OE and DEOC

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Chapter 3 – CONCEPT OF OPERATIONS

(D) EMERGENCY RESPONSE TO HAZARDOUS MATERIALS INCIDENTS

Responsible Parties:	Unit Manager, Environmental, Health and Safety Administrator, Operations Engineer
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Preparation

- Recognizing the complexity involved in ensuring public safety, protection of the environment, and the importance of the transportation system to the State of Florida’s economy the Florida Department of Transportation (FDOT) has established a tiered emergency response system for responding to unauthorized discharges of hazardous materials. This section sets forth the responsibility of department personnel in achieving these goals. UM
- Designate personnel to act as emergency responders in accordance with established department procedures at each operations center. Typically, this role will be filled by supervisors, who would respond to a wide variety of incidents as part of the “open roads” policy. UM
- Personnel designated as emergency responders shall be trained to the operations and Incident Command Levels for response to hazardous materials incidents as defined and set forth in Title 29 of the Code of Federal Regulations (CFR), part 1910.120(q). EHS
- Appropriate Personal Protective Equipment (PPE) shall be available to personnel designated as emergency responders to reduce the likelihood of injury/illness. UM/ EHS
- FDOT personnel not designated as emergency responders shall receive periodic training in the identification of hazardous materials and the appropriate procedures to initiate on the 2008 Emergency Response Guidebook.
- Designated emergency responders shall be knowledgeable of Local Emergency Planning Committee’s Hazardous Materials Response Plan. OE

Response

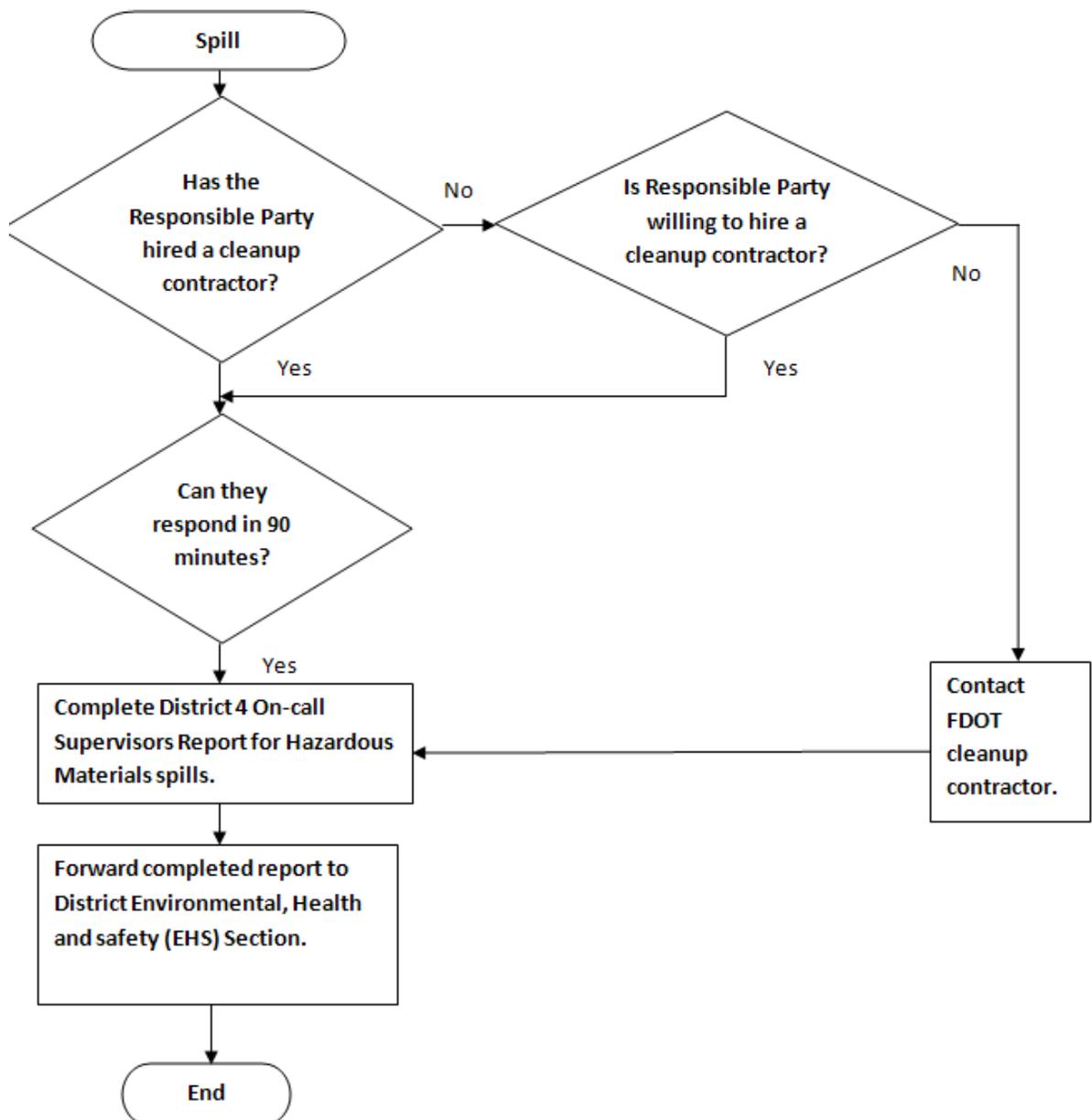
- All personnel responding to hazardous materials incidents shall follow established procedures set forth in 29 CFR 1910.120(q) as well as Department policies and procedures.
- All response personnel shall take necessary precautions and use appropriate PPE to reduce the likelihood of injury/illness.
- All response personnel shall take necessary precautions to prevent the spread of hazardous materials to non-contaminated areas.
- Coordinate response activities with outside agencies (i.e., Emergency Medical Services, Law Enforcement, Fire Departments) and the FDOT Severe Incident Response Team as appropriate.
- Ensure proper decontamination procedures for personnel, and equipment are established and followed as set forth in 29 CFR 1910.120(k) as appropriate

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Recovery

- Notify the District Environmental Health and Safety Specialist at the Operations Center as required in accordance with established guidelines and complete the DISTRICT FOUR ON-CALL SUPERVISORS REPORT FOR PETROLEUM PRODUCTS AND HAZARDOUS MATERIALS SPILLS report and forward the original to the EHS office in West Palm Beach.



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Chapter 3 – CONCEPT OF OPERATIONS

(E) EXTENDED LOSS OF ELECTRIC POWER

Responsible Parties:	Operations Engineer, District Emergency Operations Center, Traffic Operations Engineer, Emergency Coordination Officer
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Preparation

- The OE shall determine the electrical requirements of interstate Rest Areas necessary to operate lights and wastewater systems.
- The OE will identify sources for portable bathrooms should that become necessary.
- Any special connection devices or conversions shall be planned for in the event an emergency generator is necessary. OE
- The TOE shall determine the electrical needs of any ITS hardware, or traffic signals or lighted advisory signs and plan for any connection devices or conversions should be planned for in the event an emergency generator is necessary.
- The TOE should coordinate with local governments who maintain traffic control devices and traffic signals to ensure they have a supply or a source for electric generators to operate critical signals.

Response

- The ECO shall coordinate with the responsible electric utility provider for information relating to a schedule for re-establishing electrical service.
- Based on the repair schedule, appropriate areas will respond to maintain safety and service to motorists. Appropriate Staff

Recovery

- Review plan for this type emergency and make revisions as necessary. DECO

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Chapter 3 – CONCEPT OF OPERATIONS

(F) FLOODING

Responsible Parties:	Operations Engineer, District Structure Maintenance Engineer, District Emergency Coordination Officer, Public Information Office, Emergency Coordination Officer
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Preparation

- Conduct an annual review of FDOT, District 4, readiness for flooding response operations by updating and confirming information regarding FDOT's inventory of:
 - Heavy equipment availability, including operators, spare parts, and mobilization information (vacall, pumps, backhoes, trucks, loaders)
 - Portable variable message signs: Road Under Water
 - Portable fixed-message signs, e.g., roadway closed signs
 - Traffic control materials, barriers, cones, etc. DECO
- Conduct an annual coordination conference regarding flooding operations with local Government Drainage management centers. DECO
- Local government and drainage districts review for FDOT District 4:
 - Current agency notification protocols and key personnel contact information
 - Major FDOT construction projects or capacity restrictions on roadways within or serving designated areas
 - FDOT Emergency plan and procedure updates
 - FDOT equipment availability, staging and contact information
 - Other current information or concerns as indicated. DECO
- Conduct systematic review of major drainage facilities and systems prior to hurricane season. OE
- Insure systems are clean, clear and full capacity is available. OE
- Prioritize any needed corrections as indicated by the level of flooding risk and/or actual flooding occurrences within District 4, maintain readiness to initiate and coordinate response operations. OE

Response

- Receive notification of significant flooding situations and obtain information regarding locations, affected roadways, etc. OE
- Alert supervisory personnel of the District 4 Broward, Palm Beach and Treasure Coast Operations, as well as the District 4 Traffic Management Center, Road Rangers, the 511 system and FDOT public information websites. PIO
- Determine activation status of the Emergency Operations Centers of the affected Counties and the need for deployment of District 4 Liaisons; Take action as indicated. ECO

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- Determine the need for activation of the District 4 Emergency Operations Center, as well as to direct emergency staffing of the Broward, Palm Beach and Treasure Coast Operations Centers; Take action as indicated. DECO
- Determine the activation status of the State Emergency Operations Center; If applicable, implement communications and coordination procedures with District 4. DECO
- In consultation with responding organizations and facilities, determine the following:
 - The need for evacuations from impacted areas
 - Road closures needed due to flooding
 - Detour of other traffic due to evacuations and road closures
 - Roadways requiring precautionary signage. ECO
- If evacuations and road closings are needed, complete the following actions:
 - Define road closings, evacuation and/or detour routes in coordination with the Florida Highway Patrol
 - Alert the District 4 Traffic Management Center, local traffic management centers, and the staff of the Road Rangers, the 511 center, and FDOT public information website personnel; Provide information regarding evacuation routes, road closings and detour routes
 - Instruct the District 4 Traffic Management Center to monitor evacuation and/or detour routes and to provide information to the District 4 Incident Commander. OE
- Respond to requests for District 4 equipment, personnel and supplies; direct deployment as needed. ECO
- Alert State ESF #1 and/or #3, as needed, regarding District 4 equipment availability and shortfalls; Request assistance if indicated from other districts. ECO
- Ensure District 4 personnel implement procedures for tracking of time and expenditures. ECO
- As needed, mobilize additional District 4 personnel to support emergency operations. OE
- Prepare and distribute, on the schedule required, District 4 Incident Action Plans and Situation Reports. PIO
- Continue to monitor the situation and District 4 operations and take actions as indicated to maintain the emergency response until the recovery phase is initiated. ECO

Recovery

- Direct and/or confirm the termination of all District 4 emergency operations. DECO
- If indicated, dispatch District 4 damage assessment teams from the Broward, Palm Beach and/or Treasure Coast Operations Centers; Compile and

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distribute damage assessment information in accord with established procedures. ECO

- Notify emergency facilities of District 4’s transition to recovery, as indicated:
 - State Emergency Operations Center, if activated
 - Activated County Emergency Operations Centers and the District 4 liaisons
 - The District 4 Traffic Management Center and local traffic management centers
 - Road Ranger personnel
 - FDOT 511 and public information website staff
 - The Florida Highway Patrol
 - Other responding organizations and facilities, as indicated. DECO
- Provide instructions to District 4 personnel regarding preparation and distribution of response and recovery operational records, including data on personnel work hours and District 4 expenditures. ECO
- Schedule, conduct and document a District 4 “after action” review of response and recovery operations for the event. ECO
- Participate, as needed, in “after action” reviews by other response agencies or jurisdictions. ALL

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(G) HIGHWAY CRASHES

Responsible Parties:	Operations Engineer, District Emergency Coordination Officer
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Preparation

- Maintain an adequate supply of detour signs, barricades, etc. (OE)
- Routinely test variable message signs. OE
- Plan detour routes for the interstate system and periodically review routes for suitability depending on construction activity, etc. OE

Response

- If first on the scene, immediately call FHP and 911. Give the best description possible of the scene.
- When FHP arrives, they will be the office in charge and DOT will assist as FHP directs.
- Prior to FHP arrival, stabilize the situation with any available MOT equipment if this can be done without jeopardizing the safety of employees.
- Determine, from FHP and personal observation, the approximate length of time of a lane closure or roadway closure. OE
- Follow the Procedure Reporting Incidents and Management of Damage Repair # 850-005-001 for notification of appropriate DOT officials, but as a minimum, notify the District ECO of major crashes that result in a fatality and/or close lanes or roadways for a substantial period of time. OE
- After the injured are cared for and the scene is stable, the first priority of the DOT should be to restore traffic by clearing the roadway. This should be coordinated with FHP. If this is not possible, a detour should be made available.

Recovery

- Review the coordination efforts of FHP and DOT and suggest any needed revisions. DECO
- Review the success of any detour operations and modify plans as necessary. DECO

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Chapter 3 – CONCEPT OF OPERATIONS

(H) MASS CASUALTY CRASHES

Responsible Parties:	Operations Engineer, District Emergency Operations Center
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Preparation

- Meet annually with local county emergency managers to review any planning efforts they may have in this area of possible catastrophe. Learn how they might expect the FDOT to assist with evacuations or traffic control for emergency vehicles, rescue, or clean-up. DEOC

Response

- Assist as directed if crash is off the State highway system. DEOC
- For crashes on or that directly impact the State system, treat the situation as with any emergency that blocks a roadway. Stabilize the situation, call for help, notify the District ECO and provide MOT with any safe means available. OE

Recovery

- Clean-up roadways or right-of-way. OE
- Repair any significant damage. DEOC

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Chapter 3 – CONCEPT OF OPERATIONS

(I) NUCLEAR

Responsible Parties:	Unit Manager, Operations Engineer, Emergency Operations Center, Emergency Coordination Officer
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Preparation

- The District ECO shall contact regional facilities containing nuclear reactors and determine impact zone in case of nuclear accident. A nuclear accident may be categorized as a work place emergency or a local or a state emergency. (As a work place emergency, an orderly implementation of either an evacuation or an “in-house stay”, depending on the degree of radiation that exists and orders and direction offered by local county emergency managers.) UM
- FDOT will assist in evacuation due to nuclear accidents, if such can be done without jeopardizing employee safety. The District ECO will meet with local emergency manager and/or nuclear plants to identify and discuss possible evacuation scenarios and routes.

Response

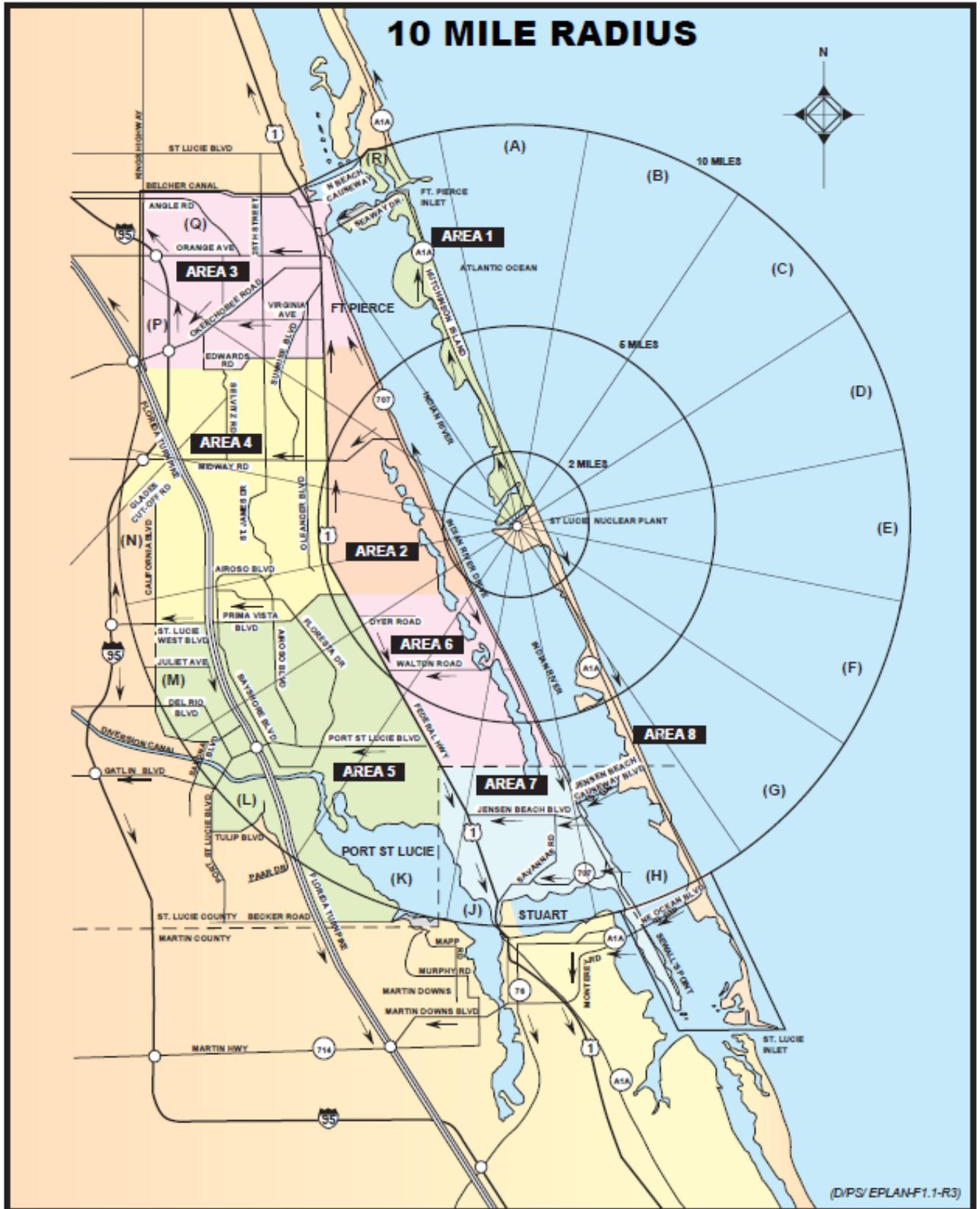
- Assist as directed in evacuation efforts. OE

Recovery

- If a threat of radiation exists, follow local government direction and/or obtain professional assistance in determining whether the work place (office or field) is safe to occupy. UM

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(J) RAIL CRASHES

Responsible Parties:	District Emergency Coordination Officer, Public Information Officer, Operations Engineer
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Preparation

- Maintain a map of rail lines and owners and contact points. DEOC and PIO
- The “Public Transportation Manager” shall routinely update the District ECO on Railroad issues.

Response

- Immediately contact the Local County Emergency Manager and the District Public Transportation Manager.
- Employees shall stay clear of any visible liquid or gases until a contamination expert has identified any hazards.
- DOT will be in an assistance mode to the Local County Emergency Manager or State Emergency Operations office concerning direction and need for detours or assistance in traffic control.

Recovery

- Set up and maintain any long-term detours. OE

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Chapter 3 – CONCEPT OF OPERATIONS

(K) SEVERE WEATHER (PRIMARILY HURRICANES)

Responsible Parties:	Emergency Coordination Officer
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Since hurricanes have the most potential for widespread devastation and since they can be planned for prior to landfall, they will receive the most detail relative to other issues in this document. This plan will most likely be activated for a category 2 or higher hurricane. (All issues may not be appropriate for a minor hurricane or tropical storm. However, the same format applies.)

DISTRICT 4 PRE-HURRICANE CHECKLIST

Prior to May 15 of each year (A=All, D=District Only, *=Ops.)

- Update the previous year's CEMP (names, addresses, phone numbers, and necessary procedural changes) **A**
- Review warehouse inventory to insure minimum supply levels of critical items are met and maintained through hurricane season. *****
- Record/document existing conditions of facilities (video or photos) **A**
- Review operating status of heavy equipment to ensure availability during emergency (graders Front-end loaders, 8 cubic yard dumps, pumps, generators, etc.). *****
- Check that all pre-event contracts are in place and all current (insurance etc.) **D**
- Check operation of all communication systems (radio, alt. communication system) if necessary. *****
- Review procedures of this manual with supervisory personnel and Maintenance contractors to ensure that they are aware of all requirements. *****
- Check on availability of rental equipment and make a list of equipment and location where available (chain saws, pumps, generators, bulldozers, etc.) *****
- Verify that keys are available for all vehicles along with spares *****
- Participate in the Statewide/District wide Hurricane Drill **A**
- Coordinate with adjacent districts and FHP on I-75 one-way evac plan **D**
- Send current movable bridge plan to Coast Guard for Review **D**
- Identify available Structures Emergency Response Contracts **D**
- FDEP Approval of TDSA (at least one in each county) **D**
- Coordination with the U.S. Coast Guard **D**

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Chapter 3 – CONCEPT OF OPERATIONS

Approaching Convective System		
120 Hours Before Landfall:		
SECTION	ACTIVITY	RESPONSIBILITY
COMMAND	<ul style="list-style-type: none"> • Notification to District departments – activate Dept’s Emergency Plan • Consider possibility of one-way evacuation activation, pre-stage equipment, notify vendors • Review one-way evacuation operations plan to verify timelines and decision point/triggers • Brief District Secretary, Directors, and Operations Centers on storm location and track. • Recommend Activation Level II, based on storm track and intensity. • Continue to track storm using Hurrevac and monitor NHC advisories. • Ensure there are 20 copies of up-to-date Federal Aid Road Maps available at the EOC 	<p>District Only</p> <p>District Only</p> <p>District Only</p> <p>District Only</p> <p>District Only</p> <p>All</p> <p>District Only</p>
OPERATIONS	<ul style="list-style-type: none"> • Review operating status of all heavy equipment and prioritize repairs as necessary to insure their availability during and after hurricane. • Check operation and service all emergency equipment (portable pumps and portable generators) • Confirm with the asset maintenance contractor(s) that they are prepared for the storm like the bascule bridge auxiliary generators are functioning and sufficiently fueled. • Continue to track storm using Hurrevac and monitor NHC advisories. 	<p>Operations Center</p> <p>Operations Centers</p> <p>Operations Centers</p> <p>All</p>
PLANNING	<ul style="list-style-type: none"> • Review, adjust District EOC staffing roster including damage assessment team 	<p>District Only</p>

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	<ul style="list-style-type: none"> • Monitor NHC, Weather Channel, other television and/or on-line computer weather sites. • Monitor NHC, Weather Channel, other television and/or on-line computer weather sites. • Continue to track storm using Hurrevac and monitor NHC advisories. 	<p>All</p> <p>All</p> <p>All</p>
LOGISTICS	<ul style="list-style-type: none"> • Review warehouse inventory to ensure minimum supply levels of critical items are increased to adequate level of pending hurricane • Review fuel supplies on hand to ensure adequate supplies will be available after hurricane. • Review operating status of all heavy equipment and prioritize repairs as necessary to insure their availability during and after hurricane. • FDOT Radio (Backup Generator w/ fuel) and redundant communications test • Continue to track storm using Hurrevac and monitor NHC advisories. 	<p>Operations Centers</p> <p>Operations Centers</p> <p>Operations Centers</p> <p>District Only</p> <p>All</p>
FINANCE/ADMIN.	<ul style="list-style-type: none"> • Continue to track storm using Hurrevac and monitor NHC advisories. 	<p>All</p>

Approaching Convective System

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Chapter 3 – CONCEPT OF OPERATIONS

72 Hours Before Landfall:		
SECTION	ACTIVITY	RESPONSIBILITY
COMMAND	<ul style="list-style-type: none"> • Execute Tropical Storm/Hurricane Watch • Ranking Manager/Engineer will review areas of responsibility with all Managers, Coordinators staff supervisors and asset maintenance contractor(s). • Conduct management briefing. • Consider activating pre-event contracts • Notify TEOC that District EOC is at Level II Activation. • Notify Operations Centers and contractors of storm location and projected track • Notify asset maintenance and/or other contractors and/or maintenance to clear normal thru-lanes in construction, work zones and move/remove equipment. • Brief District Secretary, Directors, and Operations Centers on storm location and track. • Provide operations briefing to essential personnel. • Initiate contract with FHWA Transportation Engineer. • Essential employees sent home to prepare for the arrival of the storm. 	<p>All</p> <p>Operations Centers</p> <p>District Only</p> <p>District Only</p> <p>District Only</p> <p>District Only</p> <p>All</p> <p>District Only</p> <p>All</p> <p>District Only</p> <p>All</p>
OPERATIONS	<ul style="list-style-type: none"> • Discuss with asset maintenance firms to ensure additional attendants will be provided at rest areas in support of evacuations. • Coordinate with county EOCs on shelter openings and make available shelter information at the rest areas. • Ranking Manager/Engineer will advise the Operations Engineer of status. 	<p>District Only</p> <p>District Only</p> <p>Operations Centers</p>

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	<ul style="list-style-type: none"> • Participate in the District-wide hurricane telephone conference • For Category 2 and above, lower the high-mast lights for the impacted areas (high mast light by Ft. Lauderdale Airport will be lowered last) • Execute evacuation support plan if needed. • Construction projects shutting down as per Construction procedure • Establish priorities for road clearing; identify what roads will be done by contract and which will be cleared by in-house forces. • Poll responders, available personnel, equipment, etc. • Monitor on-line traffic counter activity. • Verify Emergency Debris Contracts in place for District Four AOR • Provide operations briefing to essential personnel. • Essential employees sent home to prepare for the arrival of the storm 	<p>All</p> <p>Operations Centers</p> <p>District Only</p> <p>All</p> <p>All</p> <p>All</p> <p>District Only</p> <p>District Only</p> <p>All</p> <p>All</p>
PLANNING	<ul style="list-style-type: none"> • Discuss with asset maintenance firms to ensure additional attendants will be provided at rest areas in support of evacuations. • Participate in the District-wide hurricane telephone conference • Local Government Liaisons start interacting with the County's EOC • Multi-model Liaisons start interacting with the Sea Ports, Airports, Transits and RR. • Establish priorities for road clearing; identify what roads will be done by contract and which will be cleared by in- 	<p>District Only</p> <p>All</p> <p>All</p> <p>District Only</p> <p>All</p>

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	<p>house forces.</p> <ul style="list-style-type: none"> • Post latest Hurrevac track. • Continue to track storm using Hurrevac and monitor NHC advisories. • Essential employees sent home to prepare for the arrival of the storm 	<p>District Only All All</p>
LOGISTICS	<ul style="list-style-type: none"> • After Governor’s declaration of emergency purchase bottled water supply to support evacuation effort. • Coordinate with county EOCs on shelter openings and make available shelter information at the rest areas. • Participate in the District-wide hurricane telephone conference • Schedule Backup Communication. Verify status of communication • Emergency Debris Removal Contracts in place for execution pending Declaration of Emergency • Emergency Signal Repair Contracts in place for execution pending Declaration of Emergency. • Consider activating pre-event contracts • Consideration of evacuation route support services (tow trucks, fuel trucks & other service vehicles for disables motorists • Verify Emergency Debris Contracts in place for District Four AOR • Essential employees sent home to prepare for the arrival of the storm 	<p>District Only District Only All District Only District Only District Only District Only District Only District Only All</p>
FINANCE/ADMIN.	<ul style="list-style-type: none"> • After Governor’s declaration of emergency purchase bottled water supply to support evacuation effort. • Participate in the District-wide 	<p>District Only All</p>

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	hurricane telephone conference	
	<ul style="list-style-type: none"> • Advise FDOT employees the appropriate FM#s (preparedness # and response #) to charge on their timesheets 	All
	<ul style="list-style-type: none"> • Set-up phone number for employees to call and report on their status (home damaged, left area, etc) 	All
	<ul style="list-style-type: none"> • Emergency Debris Removal Contracts in place for execution pending Declaration of Emergency 	District Only
	<ul style="list-style-type: none"> • Emergency Signal Repair Contracts in place for execution pending Declaration of Emergency. 	District Only
	<ul style="list-style-type: none"> • Reserve motel rooms for FDOT personnel from other districts or areas. 	District Only
	<ul style="list-style-type: none"> • Essential employees sent home to prepare for the arrival of the storm 	All

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Chapter 3 – CONCEPT OF OPERATIONS

Approaching Convective System		
48 Hours Before Landfall:		
SECTION	ACTIVITY	RESPONSIBILITY
COMMAND	<ul style="list-style-type: none"> • Inform all employees as to their role prior to and after hurricane, where to report after hurricane, and general outline of this manual and what will be expected of them. • Participate in the District-wide hurricane telephone conference • Contact adjacent District emergency coordinators and/or District EOCs. • Brief District Secretary, Directors, and Operations Centers on storm location and track. • Monitor state evacuation routes and primary evacuation routes within the District’s AOR for traffic flow. 	<p>All</p> <p>All</p> <p>District Only</p> <p>District Only</p> <p>District Only</p>
OPERATIONS	<ul style="list-style-type: none"> • Secure all loose items in operations yard • Transport all equipment to the pre-positioning location(s) and refuel in preparation to be used after hurricane. • Inform all employees as to their role prior to and after hurricane, where to report after hurricane, and general outline of this manual and what will be expected of them. • Assist other government agencies in evacuating people as necessary. • Participate in the District-wide hurricane telephone conference • Ensure essential personnel are ready and have all materials necessary to perform their roles 	<p>Operations Centers</p> <p>Operations Centers</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>

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	<ul style="list-style-type: none"> Generators strategically located. 	Operations Centers
PLANNING	<ul style="list-style-type: none"> Assistance from other districts/Operations Centers identified 	District Only
LOGISTICS	<ul style="list-style-type: none"> Transport all equipment to the pre-positioning location(s) and refuel in preparation to be used after hurricane. Shut down fuel pump. Have all tanks topped off. Inform all employees as to their role prior to and after hurricane, where to report after hurricane, and general outline of this manual and what will be expected of them. Assistance from other districts/Operations Centers identified 	<p>Operations Centers</p> <p>Operations Centers</p> <p>All</p> <p>District Only</p>
FINANCE/ADMIN.	<ul style="list-style-type: none"> Inform all employees as to their role prior to and after hurricane, where to report after hurricane, and general outline of this manual and what will be expected of them. Ensure Admin. Chief has cash available at the District Office. Ensure Logistic Chief has food and water supplies lined up. 	<p>All</p> <p>District Only</p> <p>District Only</p>

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Chapter 3 – CONCEPT OF OPERATIONS

Approaching Convective System		
24 Hours Before Landfall:		
SECTION	ACTIVITY	RESPONSIBILITY
COMMAND	<ul style="list-style-type: none"> • Schedule work force to allow employees time off to secure their homes 	Operations Centers
	<ul style="list-style-type: none"> • Ranking Manager/Engineer will advise when to execute for Tropical Storm/Hurricane Warning 	Operations Centers
	<ul style="list-style-type: none"> • Participate in the District-wide hurricane telephone conference 	All
	<ul style="list-style-type: none"> • Instruct (and/or allow time off for) employees of their personal safety at home as they prepare their homes and families for the storm 	All
	<ul style="list-style-type: none"> • Brief District Secretary, Directors, and Operations Centers on storm location and track. 	District Only
OPERATIONS	<ul style="list-style-type: none"> • Confirm that asset maintenance has removed all bascule bridge gates when winds reach 40 mph and prepare the bridges according to Bridge Operating Section of this CEMP. 	District Only
	<ul style="list-style-type: none"> • Make take home vehicle assignments and distribute list of personnel to be picked up after hurricane by each driver. 	Operations Centers
	<ul style="list-style-type: none"> • Assist other FDOT facilities as personnel are available. 	Operations Centers
	<ul style="list-style-type: none"> • Ranking Manager/Engineer will advise ECO of Status 	Operations Centers
	<ul style="list-style-type: none"> • Participate in the District-wide hurricane telephone conference 	All
	<ul style="list-style-type: none"> • Monitor county voluntary, mandatory evacuation orders (direct or via deployed Liaisons) 	District Only
	<ul style="list-style-type: none"> • Move District mobile equipment out of projected 	All

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	<p>main track, "eye" of approaching hurricane</p> <ul style="list-style-type: none"> • Monitor state evacuation routes and primary evacuation routes within the District's AOR for traffic flow. 	District Only
PLANNING	<ul style="list-style-type: none"> • Schedule work force to allow employees time off to secure their homes • Participate in the District-wide hurricane telephone conference • Move District mobile equipment out of projected main track, "eye" of approaching hurricane • Post latest Hurrevac track. • Continue to track storm using Hurrevac and monitor NHC advisories. 	<p>All</p> <p>All</p> <p>District Only</p> <p>All</p>
LOGISTICS	<ul style="list-style-type: none"> • Assist personnel to operate the communications network on a 24 hour basis until after the hurricane when normal operations are resumed. • Make final check on availability and operations of all emergency equipment • Participate in the District-wide hurricane telephone conference • Coordinate with the maintaining agency in the removal of signal heads from strain poles (if necessary) 	<p>All</p> <p>Operations Centers</p> <p>All</p> <p>Operations Centers</p>
FINANCE/ADMIN.	<ul style="list-style-type: none"> • Participate in the District-wide hurricane telephone conference 	All

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Approaching Convective System		
12 Hours Before Landfall:		
SECTION	ACTIVITY	RESPONSIBILITY
COMMAND	<ul style="list-style-type: none"> Assign personnel to operate radio and telephone system at the Operations Center on a 24 hour basis after landfall until normal operations resume. 	Operations Centers
OPERATIONS	<ul style="list-style-type: none"> Turn off all circuit breakers on roadway lighting at the discretion of the Operations Engineer. Assign personnel to operate the warehouse at the Operations Center on a 24 hour basis after landfall until normal operation resume. 	Operations Centers Operations Centers
PLANNING	<ul style="list-style-type: none"> Turn off all circuit breakers on roadway lighting at the discretion of the Operations Engineer. Ensure all employees are safe and off the roads if wind speed exceeds 40 mph 	Operations Centers Operations Centers
LOGISTICS	n/a	
FINANCE/ADMIN.	n/a	

Coordination with Management Team is continuous over this period.

Approaching Convective System

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DISTRICT 4 POST-HURRICANE CHECKLIST		
SECTION	ACTIVITY	RESPONSIBILITY
COMMAND	<ul style="list-style-type: none"> • Anticipate and prepare for development of FHWA-ER "program of projects" (DDIRs) • Anticipate FDOT engineers "teaming" w/FHWA engineers, local reps for local ER damage 	Operations Centers
OPERATIONS	<ul style="list-style-type: none"> • Call-in, collect maintenance "windshield" damage reports • Report to District EOC on damages prior to 7am or 2 hours after hurricane has passed (wind speed drops below 40 mph) whichever is longer • Note the number of gas stations that are open • Identify restaurants, fast-food sites, and supermarkets that are "open" to obtain crew, EOC food • Prioritize building, structure and bridge inspections • Commence damage assessment of FDOT facilities and collect detailed estimates for repair • Commence clearing state highway system • Clear state highway system per plan - which roadways first • Evaluate, consider contracting in lieu of requesting, using out-of-District FDOT resources • Monitor progress of contractors 	<p>Operations Centers</p> <p>Operations Centers</p>
PLANNING	<ul style="list-style-type: none"> • Note the number of gas stations that are open • Prioritize building, structure and bridge inspections • Update road closure database and keep PIO and media informed and updated • Evaluate, consider contracting in lieu of requesting, using out-of-District FDOT resources • Anticipate FDOT engineers "teaming" w/FHWA engineers, local reps for local ER damage 	<p>Operations Centers</p> <p>Operations Centers</p>
LOGISTICS	<ul style="list-style-type: none"> • Commence damage assessment of FDOT facilities and collect detailed estimates for repair • Keep TEOC updated on "status" of SEOC 	

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	<p>missions, ER activities, etc, etc Continuously "track" costs</p> <ul style="list-style-type: none"> • Anticipate SEOC missions for barricades, VMB's, sandbags, pumps, bridge inspections • Ensure out-of-District requests for information about deployed personnel is provided timely • Monitor progress of contractors 	
FINANCE/ADMIN.	<ul style="list-style-type: none"> • Ensure damage estimates and incurred costs are kept separate, FHWA-ER vs FEMA • Continuously "track" costs • Monitor and adjust work program for in- and out-of-District personnel, equipment, crews • Employee welfare status 	

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EMPLOYEE WELFARE LEADER RESPONSIBILITIES: HURRICANE PREPAREDNESS EMPLOYEE CONTACT

PRE-HURRICANE SEASON (JUNE 1)

1. In May of each year, the HR Regional Manager or designee shall update the Employee Emergency Contact List by requesting the most current employee contact information from cost center managers
2. A secured folder containing the emergency contact information of D4 Employees will be kept in the “S” drive. Access to the S Drive will also be given to the District Secretary, Finance/Admin Section Chief and the Employee Welfare Coordinator.

HURRICANE WATCH

1. HR Regional Manager or designee will ensure that the Emergency Contact List is updated.
2. Finance/Admin Section Chief will remind cost center managers to print their Emergency Contact List for the employees in their unit and of the call-in process.
3. Finance/Admin Section Chief will remind employees of the department emergency contact call-in numbers: (Chapter 6, Section 6.7, 0 6-14)
954-677-5998 954-677-5999 800-929-9276

HURRICANE WARNING

1. HR Regional Manager or designee will print two (2) hard copies of the Emergency Contact list to be given to the following
 - Employee Welfare Coordinator
 - Finance/Admin Section ChiefA copy of the Emergency Contact List must also be saved into a jump drive.
2. Everyone involved in this process (Finance/Admin Section Chief, Employee Welfare Coordinator, HR Regional Manager/Designee, Department Heads and Supervisors) must ensure that their cell phones are fully charged prior to leaving the building once a hurricane warning is issued. Take cell phone and chargers home.
3. The Public Information Officer (PIO), coordinating with the District Management, will update the message/announcement in the Employee Emergency Hotlines.

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POST HURRICANE

Within 4 hours of all clear - Except from 10 pm to 6am:

1. Cost Center Managers or designees shall contact the Employee Welfare Coordinator to advise status of employees in their respective areas of responsibility.
2. Employee Welfare Coordinator shall follow up with Cost Center Managers who have not reported status of their employees after the 4-hour window of all clear
3. Employee Welfare Coordinator will continue to provide employee status information to the Finance/Admin Section Chief who will brief the Incident Commander to be incorporated in the D4 Situation Report every day until all employees are accounted for. Employees status update must be 100% complete within 72 hours after the storm.
4. If employees are not fully accounted for, the District Management will determine if a “search & rescue” attempt is needed.
5. The District Secretary may cancel the employee call-in process if deemed not needed.
6. Finance/Admin Section Chief will monitor any Executive Orders from the Governor’s Office pertaining to any administrative leave authorized in connection with the storm.

FDOT DISTRICT 4 ITS UNIT

By May 1 of each Year

Send FDOT District Four Emergency Coordination Officer (ECO) the following:

- Current ITS essential staff contact list (names, addresses and telephone numbers)
- ITS device maps (if updated from previous year)
- Current contact information for Road Ranger and Severe Incident Response Vehicle (SIRV) contracts (names, telephone numbers, email addresses and how many trucks) in preparation for Emergency Contracts

5 days before landfall

Send FDOT District Four Emergency Coordination Officer (ECO) the following:

- List of ITS Crisis Assessment Team members (names, email addresses and primary and alternate telephone numbers)
- List of staff scheduled to remain at the RTMC throughout the storm (confirm that FDOT staff is included on Essential Staff list)

As needed or requested

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- Storm related information may be posted on Dynamic Message signs (DMS), Highway Advisory Radio (HAR) and/or Florida 511 website and IVR by calling the RTMC at 954-847-2775
 - Road/lane closures
 - Shelter information
 - Curfews
 - Etc.
- RTMC will monitor and report on conditions observed via CCTV Cameras
- At the request of the D4 ECO, RTMC Operators will pan, tilt, zoom CCTV to view conditions on roadways
- RTMC will report noteworthy information received during scheduled regional meetings (D4, D6, D1 and Florida's Turnpike)

Post Hurricane Damage Assessment

- Immediately following storm, notify D4 ECO what ITS devices are not working in order to identify areas that will not be viewable via CCTV
- At first light following storm, RTMC staff will utilize CCTV to visually scan state highway system, capture screen shots and report damage to D4 ECO on Road/Bridge Closure Form to assist in prioritizing recovery efforts:
 - Open or closed, how many lanes and why
 - Infrastructure Damage (signs, light poles, guardrail, etc.)
 - Debris
 - Sinkholes
 - Flooding
 - Etc.
- Updates are due at the District EOC for inclusion in 7 AM and 3 PM reports; emergencies will be reported immediately

Severe Incident Response Vehicle and Road Rangers

Post-storm, when conditions are safe, Severe Incident Response Vehicle (SIRV) personnel will patrol the state highway system to assist in recovery:

- Prior to making any recovery effort (e.g., clearing debris from roadway), picture documentation should be obtained and conditions documented on the Road/Bridge Closure Form at the RTMC

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DEBRIS MANAGEMENT

DEBRIS STAGING AREAS

TREASURE COAST OPERATIONS

Indian River County

- SR 60 (2.5 acres)

St Lucie County

- Lot across from Treasure Coast Operations Center (3601 Oleander Avenue, Ft. Pierce) (5 acres)
- SB I95 Rest Area Back Lot

Martin County

- I-95 Median access from 714 (5 acres)
- I-95 rest area near Perimeter Road (backup site)

PALM BEACH OPERATIONS

- I-95 at Lawson Street (5 acres)
- On Southern Blvd. at 20 mile bend
- Indiantown Road and I-95 Interchange

BROWARD OPERATIONS (in order of probably of use)

1. Muck Mountain (2.5 acres)
2. SR 84 Marina Mile (2.8 acres)
3. Shady Bank (I-95 and I-595 Intersection)(4.1 acres)

- . The primary focus of District Four in the immediate aftermath of an emergency event is the re-establishment of a safe highway system for public use. The primary focus during the response phase is opening the highway system in order to support the needs of the first responders and local government priorities. Frequently, this will entail clearing the roadways to allow transit and picking up the debris later. Florida Department of Transportation (FDOT) priorities are:
 1. Interstate Roads
 2. Major State Roads
 3. Other State Roads
 4. Federal Aid Off-System Roads which jurisdictions have requested FDOT assistance in addressing.
 5. Missions on Non-Federal Aid Roads (Local Roads) assigned by the State Emergency Operations Center (SEOC).
- . Based upon the level of severity and path, District Four's involvement could vary from simply monitoring the response and recovery actions of the counties, municipalities, and

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asset management firms, to full service (providing management inspectors and contracting the removal) in every county within the district.

. Each city and county can work with District Four to identify the level of support needed from the District to match their capabilities and resources. Each municipality is asked annually to declare their intentions to District Four, so the District can review and adjust its debris management plan. The District will address all Federal Aid On-System Roads, regardless of what municipality they are located in. Municipalities may handle all Federal Aid Off-System and Non-Federal Aid (Local) Roads within their jurisdiction. They may also request that the District address Federal Aid Off-System Roads, pre-event, and request FDOT assistance on Non-Federal Aid Roads after an event through the Mission Tracker Process.

It is important to track the debris equipment available to FDOT forces during hurricane season. The equipment list can be found in Chapter 2-37.

Debris management is divided into three separate contracts: management, cut and toss, and removal. The Incident Commander supervises both contracts. The purpose of the first contract is to ensure debris removal is executed in the most efficient manner while ensuring the work is properly documented in order to receive the maximum legal reimbursement from federal agencies.

The second contract is for the actual collection and removal of debris. The management contracted firm assists the department with the supervision of the contractor collecting and removing the debris.

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Debris Removal QA/QC Monitor Quick Reference

Overall Responsibilities

- Ensure documentation of all contractor activities
- Be familiar with federal eligibility requirements and contract scopes
- Document compliance to scope and eligibility requirements regarding all contractor work
- Document monitoring and contractor activities including safety compliance.

QA/QC at Loading Site

- Ensure monitors have field maps and utilize them to determine eligible loading locations
- Ensure contractor crews are always being monitored.
- Ensure monitors understand eligibility and only eligible debris from within the rights of way is being loaded.
- Ensure monitors fill out load tickets completely and accurately
- Document hand loaded trailers on load ticket
- Ensure debris types are being loaded separately
- Ensure the contractor crews are not "cherry picking"
- Ensure monitors are tracking pass designation (1st pass, 2nd pass...)
- Ensure monitors understand MOT and that the contractor is using appropriate MOT

QA/QC at Staging Site

- Ensure trucks are certified correctly, spot check monitor's measurements and calculations.
- Ensure no tampering of trucks (e.g.. Removal of side boards, false bottom)
- Ensure monitors are making consistent and accurate load calls.
- Ensure safe operation of the site, including MOT at ingress/egress.
- Ensure monitors are verifying section 1 of load ticket and are accurately completing section 2.
- Be aware of hand loaded trailers - if these are being used, reduce the percent loaded by 50%.
- Ensure monitors are allowing only FDOT certified vehicles to haul debris into the staging area, and are not writing tickets for vehicles with truck certifications from other agencies.
- Ensure monitors are verifying that trucks are completely empty when leaving the site.

Eligibility Reference

- Ensure debris removal from eligible right-of-ways.
- Debris removal done within the right-of-way of Federal Aid On-System Roads
- Debris removal from Federal Aid Off-System Roads only if they are listed on the Debris Role Tracking List, or as directed.
- Debris removal on Local Roads will be done with Mission Request Tracking

Debris Types

- Vegetative Debris
- C&D (Construction and Demolition)
- White Goods (Appliances and others)
- Hazardous Waste - Do Not Pick Up
- Don't mix Vegetative and C&D Debris. If debris is already mixed on the right-of-way, use common sense to determine if it should be classified as Vegetative or C&D.

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Measuring Stumps

- Stumps are measured at a height of 2 feet above the ground, or root ball
- Measure the widest and narrowest diameter at 2 feet, and average the two
- Stumps are paid for by size, so this must be documented:

Stump size classification:

- < 24' is regular vegetative debris
- 24' - 48'
- > 48'

Placards

- Ensure placard accuracy and watch for tampering of the placards in any way
- Naming convention for Truck Numbers, which go on the Truck Certification Form and the Placard:

Without Sideboards:

ABBCCCDEE

A-District #

BB - contractor abbreviation

CCC - numbering from 001 to 999

D - use 'X' if no sideboards

EE - use 00 if no sideboards

With Sideboards:

ABBCCCDEE

A thru CCC - same as with

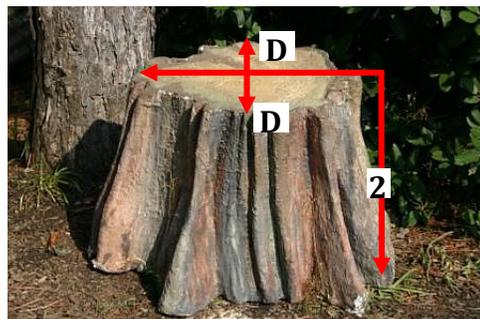
D - use 'S' if truck has sideboards

EE - sideboard height in inches

Contact Numbers:

FDOT EOC Bill Wang (cell)

$$\frac{D_1 + D_2}{2} = D$$



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SIGNAL REPAIR

The removal of the signal heads prior to the storm will be determined by the maintaining agencies in coordination with the FDOT Traffic Operations.

Annually prior to the hurricane season, FDOT Traffic Operations will interact with the maintaining agencies confirming the roles of the Department on signal repairs and establishing coordination protocol.

The Department has coordinated with the maintaining agencies in identifying major signalized intersections listed in Chapter 2.

The Department has received permission from FHWA and executed pre-event signal repair contracts.

District 4 will interact/coordinate with the maintaining agency on signal repair roles prior to the hurricane event.

The priorities of signal repair will be as follows:

1. Placement of generators at major intersections
2. Initiate Phase 1 repairs at major signalized intersections
3. Initiate Phase 1 repairs of other signalized intersections
4. Initiate Phase 2 repairs at major signalized intersections
5. Initiate Phase 2 repairs of other signalized intersections.
6. Initiate internal illuminated street sign repairs

The goal of the Department is to have all the signals operational as soon as possible after a hurricane event. The overall signal recovery effort will not be more than 180 days.

CONTRACT INVOICE PAYMENTS

Invoice approval payment is a joint effort by various departments of FDOT.

Construction Shall Be Responsible For The Following:

- Invoices for Emergency Contracts addressing hurricane related repairs within construction zones performed by the construction contractors.
- Invoices for Permanent Repair Contracts.

Maintenance Shall Be Responsible For The Following:

- Invoices for Emergency Contracts addressing hurricane recovery outside of the construction work zone.
- Invoices for municipalities on their emergency repairs through JPA.
- Invoices on credit card purchases made by Maintenance

Local Agency Program Administrators

- Invoices for municipalities on their permanent repairs through LAP.

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Financial Services will process all invoice payments.

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Chapter 3 - CONCEPT OF OPERATIONS

KEY

COLUMN	DESCRIPTION	COLUMN CHOICES		
Type	the transportation mode type such as interstate, state road or seaport	Type	Status	Reason
Number	the identification or route number	Interstate	Open	Accident
Name	the official or common name	U.S. Route	Open with Damage	Construction
Cross Street	the name of an intersecting roadway	State Road	Partially Blocked	Damage
City	the city/town name	County Road	Blocked	Debris
State	Florida is selected by default but can be changed if necessary	Local Road	Restricted Access	Erosion
County/District	the county and FDOT district	Bridge	Partially Closed	Fire
From	for roadway segments, the name of the first intersecting cross street	Tunnel	Closed	Flooding
To	for roadway segments, the name of the last intersecting cross street	Airport	Whiskey	Maintenance
Latitude	the decimal degree value for north (e.g., 28.483217)	Railway	X-Ray	Precautionary
Longitude	the decimal degree value for west (e.g., -81.165981)	Seaport	Yankee	Security
Status	the operational status	Transit	Zulu	Smoke/Fog
Reason	the cause for the change in operational status	FDOT Facility		Wind
Remarks	any comments about the report or situation			Multiple
Detours	step-by-step directions for any established public detour routes			Other
POC Name	the name of the report point of contact, if applicable			
POC Telephone	the telephone number a point of contact			

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Chapter 3 – CONCEPT OF OPERATIONS

(L) SINKHOLES

Responsible Parties:	District Material & Research Engineer, Emergency Coordination Officer District Maintenance Engineer, First Responder, Operations Engineer
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Preparation

- The DMRE should identify and map any known fault lines or cavernous areas under roadways and advise the District ECO.
- All contractors should be advised to report any sinkhole discovered during any construction activity. Construction Department
- Any depressions in a roadway should be checked out for cause, since it could possibly be a sinkhole. DME

Response

- Upon discovery of a sinkhole, the District ECO shall be contacted. In turn, the OE, contractor (if appropriate), and DMRE shall be notified to meet at the site to begin evaluation ASAP.
- FRs shall review the situation and initiate MOT measures necessary to protect the public.
- The DMRE shall assume responsibility for decisions relating to the treatment of the sinkhole. He shall be in charge and have authority to call for any assistance for subsurface investigations. He will attempt to map the sinkhole and shall recommend treatment to the District ECO. The District ECO will initiate repairs through maintenance forces or a contractor (based on the time and cost of the recommended repair).

Recovery

1. The DMRE will serve as project manager over repairs until he is satisfied that the roadway is safe and stable.

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Chapter 3 – CONCEPT OF OPERATIONS

(M) TORNADO

Responsible Parties:	Operations Engineer, Emergency Coordination Officer
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Preparation

- OEs shall ensure a working supply of chain saws is available.
- OEs shall be aware of weather conditions and of any tornadoes.

Response

- In the case of a reported tornado touchdown, the OE will initiate a review of roadways to determine if blockages exist.
- First priority is to clear the travel lanes on the State Highway system.
- If observed damage to or debris upon the highway is other than downed trees, advise the District ECO of the type and degree of damage visible. OE
- Support other agencies as directed covering cleanup or detours. OE

Recovery

- Clear the travel lanes on the State Highway System. OE
- Clear the State Highway Right of Way. OE
- Support other agencies as directed. OE

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Chapter 3 – CONCEPT OF OPERATIONS

(N) WILDFIRES

Responsible Parties:	Unit Manager, Operations Engineer, First Responder, Industrial Safety Manager, Fixed Capital Outlay Mgr, Emer. Coord. Officer
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Preparation (in accordance with section 316.006(1). F.S.

- Conduct an annual review of FDOT, District 4, readiness for wildfire response operations by updating and confirming information regarding FDOT’s inventory of:
 - Heavy equipment availability, including operators, spare parts, and mobilization information
 - Portable variable message signs
 - Portable fixed-message signs, e.g., smoke, detour, and roadway closed signs, reduce speed, reduce smoke speed
 - Traffic control materials, barriers, cones, etc. UM

WARNING SIGNS



The approved standard is a 48" x 48" REDUCE SMOKE SPEED or REDUCE SPEED advisory sign, manufactured on orange mesh or incident management pink reflective vinyl roll-up material. The signs are designed to ward motorists that the normal operating speed is too fast for current roadway conditions. At posted speeds 50mph or less, signs may be 36" x 36".

Inventory	Reduce Speed	Reduce Smoke Speed
Broward	8	8
Palm Beach	8	8
Treasure Coast	8	8

- Conduct an annual coordination conference regarding wildfire operations with Road Ranger personnel, the District 4 Traffic Management Center, local traffic management centers, the 511 system and the FDOT public information website OE

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- Schedule an annual coordination conference with the Division of Forestry Field Units 16 and 18: EH&S
 - Field Operations District 16
 - Okeechobee District (Okeechobee, St Lucie, Martin, Highlands, Indian River and Glades)
 - Florida Forest Service
 - 5200 Highway 441 North, Okeechobee, FL 34972
 - Manager: Tim Elder
 - 863-462-5160
 - Tim.elder@freshfromflorida.com

- Field Operations District 18
- Everglades District (Palm Beach, Miami-Dade and Monroe)
- Florida Forest Service
- 3315 SW Congress Ave., Davie FL 33314
- Manager: David Crane
- 3315 S.W. College Ave., Davie, FL 33314
- 954-475-4120

- With Managers or designees for Division of Forestry Field Operations Districts 16 and 18, review for FDOT District 4:
 - Current agency notification protocols and key personnel contact information
 - Seasonal wildfire risk predictions
 - Major FDOT construction projects or capacity restrictions on roadways within or serving designated areas with high wildfire levels of concern
 - FDOT and Division of Forestry Emergency plan and procedure updates
 - FDOT equipment availability, staging and contact information
 - Other current information or concerns as indicated

- Periodically monitor wildfire risk conditions using tools such as:
 - The county drought index http://flame.fl-dof.com/fire_weather/KBDI/index.html
 - Ongoing wildfire incidents <http://tlhforweb03.doacs.state.fl.us/FMIS/viewer.htm>
 - Fire weather forecasts <http://www.spc.ncep.noaa.gov/fire> ECO

- As indicated by the level of wildfire risk and/or actual wildfire occurrences within District 4, maintain readiness to initiate and coordinate response operations OE

Response

- Receive notification of significant wildfire situations and obtain information regarding locations, affected roadways, etc., from the Division of Forestry OE

FDOT District Four Comprehensive Emergency Management Plan 2016

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- Alert supervisory personnel of the District 4 Broward, Palm Beach and Treasure Coast Operations, as well as the District 4 Traffic Management Center, Road Rangers, the 511 system and FDOT public information websites OE
- Determine activation status of the Emergency Operations Centers of the affected Counties and the need for deployment of District 4 Liaisons; Take action as indicated ECO
- Determine the need for activation of the District 4 Emergency Operations Center, as well as to direct emergency staffing of the Broward, Palm Beach and Treasure Coast Operations Centers; Take action as indicated
- Determine the activation status of the State Emergency Operations Center; if applicable, implement communications and coordination procedures with District 4.
- In consultation with responding organizations and facilities, determine the following:
 - The need for evacuations from impacted areas
 - Road closures needed due to smoke
 - Detour of other traffic due to evacuations and road closures
 - Roadways requiring precautionary signage
- If evacuations and road closings are needed, complete the following actions:
 - Define road closings, evacuation and/or detour routes in coordination with the Florida Highway Patrol
 - Alert the District 4 Traffic Management Center, local traffic management centers, and the staff of the Road Rangers, the 511 center, and FDOT public information website personnel; Provide information regarding evacuation routes, road closings and detour routes
 - Instruct the District 4 Traffic Management Center to monitor evacuation and/or detour routes and to provide information to the District 4 Incident Commander
- Respond to requests for District 4 equipment, personnel and supplies; Direct deployment as needed ECO
- Alert State ESF #1 and/or #3, as needed, regarding District 4 equipment availability and shortfalls; Request assistance if indicated from other districts. ECO
- Ensure District 4 personnel implement procedures for tracking of time and expenditures
- As needed, mobilize additional District 4 personnel to support emergency operations
- Prepare and distribute, on the schedule required, District 4 Incident Action Plans and Situation Reports ECO

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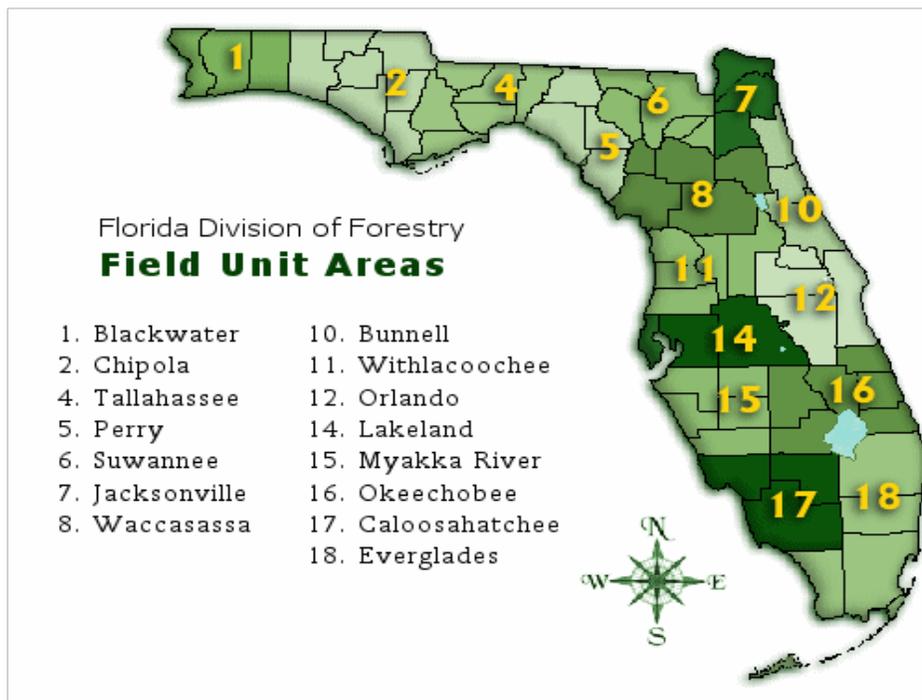
- Continue to monitor the situation and District 4 operations and take actions as indicated to maintain the emergency response until the recovery phase is initiated ECO

Recovery

- Direct and/or confirm the termination of all District 4 emergency operations UM
- If indicated, dispatch District 4 damage assessment teams from the Broward, Palm Beach and/or Treasure Coast Operations Centers; Compile and distribute damage assessment information in accord with established procedures UM
- Notify emergency facilities of District 4's transition to recovery, as indicated:
 - State Emergency Operations Center, if activated
 - Activated County Emergency Operations Centers and the District 4 liaisons
 - The District 4 Traffic Management Center and local traffic management centers
 - Road Ranger personnel
 - FDOT 511 and public information website staff
 - The Florida Highway Patrol
 - Field Operations Districts 16 and/or 18 of the Florida Department of Forestry
 - Other responding organizations and facilities, as indicated
- Provide instructions to District 4 personnel regarding preparation and distribution of response and recovery operational records, including data on personnel work hours and District 4 expenditures ECO
- Schedule, conduct and document a District 4 “after action” review of response and recovery operations for the event ECO
- Participate, as needed, in “after action” reviews by other response agencies or jurisdictions ECO

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The Florida Division of Forestry has a Fire Management Information Systems (FMIS) Internet Mapping Tool. The Division is one of the first in the nation to offer an internet-based mapping tool that allows the general public to access information concerning fire management activity on a state wide basis from one location. This tool uses the latest computer technology to view Florida's current situation regarding woodland fire. This tool is available to assist Division of Forestry cooperators as well as the public at large in assessing what their local concerns might be at any time relating to forest/brush fires in Florida. Using this tool, it is possible to see where all existing/active wildfires are in Florida, where all open burn authorizations are or are planned to be on any particular day, and other incidents that the division of forestry has responsibility for resolving.

These data are real time. The map will update as incidents occur, so it is very likely that the map at 08:00 am will be very different from the map at 10:00 am.

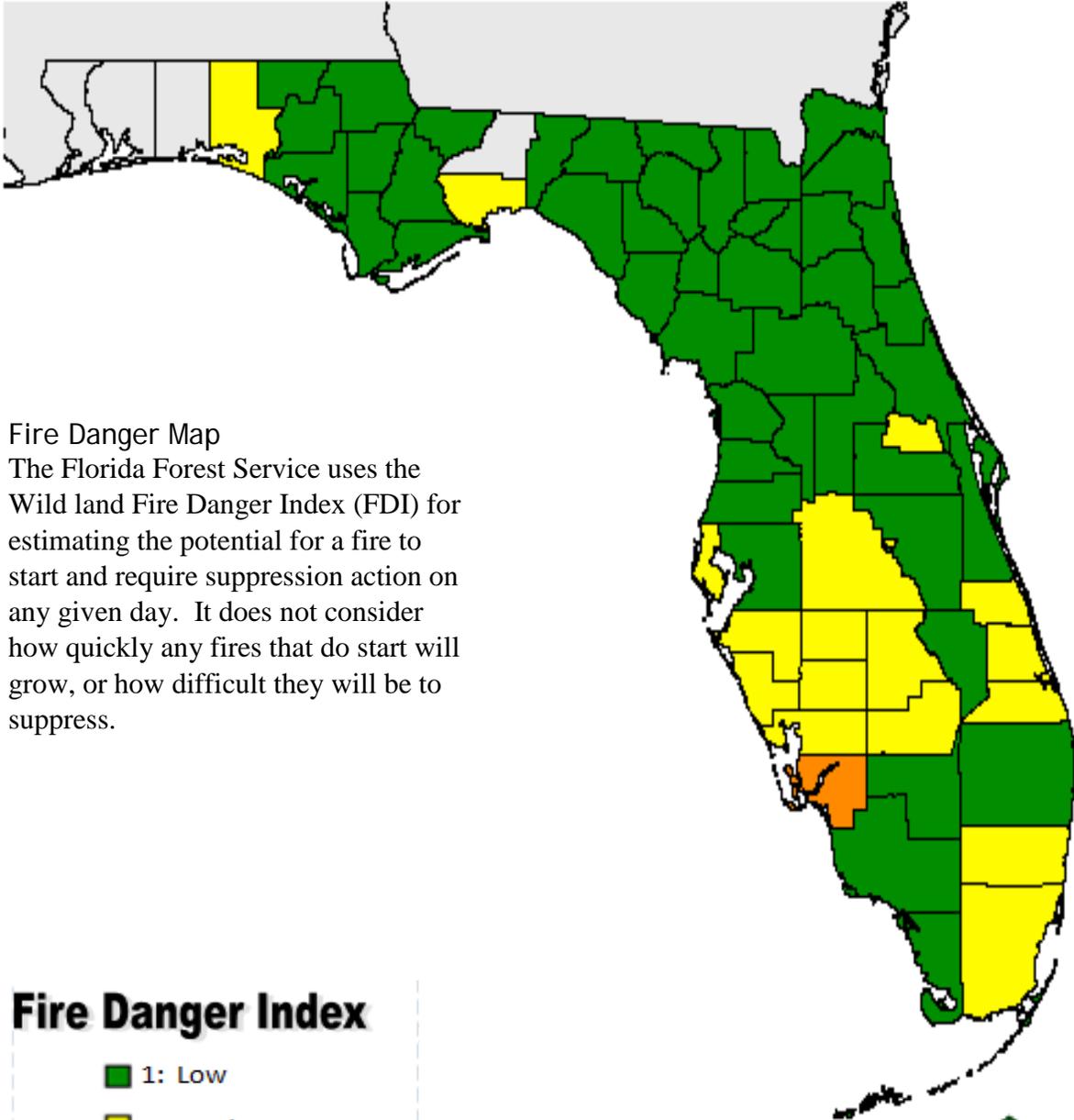
Click on the link below then click on [FMIS Mapping System](#) to start the tool.

[Http://flame.fl-dof.com/wildfire/tools_fmis.html#fmis](http://flame.fl-dof.com/wildfire/tools_fmis.html#fmis)

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Forecast Fire Danger Map



Fire Danger Map

The Florida Forest Service uses the Wild land Fire Danger Index (FDI) for estimating the potential for a fire to start and require suppression action on any given day. It does not consider how quickly any fires that do start will grow, or how difficult they will be to suppress.

Fire Danger Index

- 1: Low
- 2: Moderate
- 3: High
- 4: Very High
- 5: Extreme

Apr 06, 2015



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3.13 RELOCATING EQUIPMENT AND MATERIAL

Responsible Parties:	Emergency Management Policy Group, Emergency Coordination Officer, Emergency Operations Center, Public Information Officer
----------------------	--

Several District Four locations are in evacuation zones. Depending upon the anticipated size and ferocity of the anticipated storm, District Four equipment may be relocated to other locations in order to prevent damage. Some pre-staging may occur for equipment not at risk in order to speed response time. The decision to pre-stage equipment will be coordinated with the EMPG before execution. Completion of the move and status of all equipment will be reported to the ECO through the EOC.

3.14 PUBLIC INFORMATION

A significant part of any response effort is communication with the counties in District Four and the citizens of the state affected by the emergency event. Close, frequent coordination between the PIO and the ECO is essential to ensure timely, accurate information is made available in the most efficient and effective manner. Many of the response and recovery teams described in the following paragraphs facilitate the goal of providing information to the public.

3.15 FUEL REPORTING

Daily fuel reporting is necessary during hurricane season to assure the District has adequate fuel supplies necessary for response/recovery equipment, and is ready for possible shortages in fuel supply due to the disaster. The fuel status is noted in the following website:

<http://webapp01.dot.state.fl.us/petroleum/DistrictSummary.aspx?DotGeogDistCd=04>

Click on the link above, or type the link into your address bar to get a current reading

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3.16 ONE-WAY EVACUATION IMPLEMENTATION PLAN

I-75 STATEWIDE ONE-WAY EVACUATION

On D4 Emergency Management SharePoint site

[**NORTHBOUND ONE-WAY EVACUATION PLAN**](#)

[**SOUTHBOUND ONE-WAY EVACUATION PLAN**](#)

TURNPIKE STATEWIDE ONE-WAY EVACUATION

Tentative Schedule of Event:

11pm – 3am	Begin implementation of devices & closing all SB Exits
3am – 6am	Begin SB sweep by FHP
6am – 8pm	Actual Reverse Lane operation (14 hours) duration
8pm	Stop Reverse Lane operation
8pm – 11pm	Begin NB sweep of system and recovery of MOT devices
11pm	Conclude One Way Evacuation Plan

Turnpike Roles:

- Direct the One-way Evacuation operations
- Responsible for all Public Information Announcements.
- Communicate and coordinate with other agencies, e.g. FHP, County, National Guard, etc.
- Contract with contractors to deliver MOT devices to the designated locations.
- Have all MOT devices deployed to the designated locations.
- Provide all portable radios

D4 Roles:

- Provide staff to cover Turnpike Statewide One-way Evacuation from MM 88 - 152.
- Traffic Operations to coordinate with Maintaining agencies in adjusting traffic signal timing of cross streets
- Provide OWE progress to the FDOT D4 County EOC Liaison
- Augment MOT devices if needed only as last resource.

Procedures after notification of Turnpike Statewide One-way Evacuation activation:

- 1) Notify the Sector Captains
- 2) Sector Captains notify the other volunteers
- 3) Advise all volunteers to bring – water, food, flash light, rain gear, safety vest.
- 4) Sector Captains direct the volunteers to report to the Sector Meeting Point at a designated time.
- 5) Traffic Operations coordinate with Maintaining Agencies on signal timing adjustment.
- 6) Sector Captains attend briefing meeting at either Turnpike Pompano Service Plaza (MM 65) or Turnpike Fort Pierce Service Plaza (MM 144) and pick up the radios.
- 7) Sector Captain conducts a tail gate safety meeting with the volunteers at the Sector Meeting Point and distributes the radios.

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- 8) Volunteers report to the designated locations. Check in with FHP trooper at the designated locations and report back to the Sector Captain by radio.
- 9) **DO NOT PROCEED WITH MOT IMPLEMENTATION UNLESS FHP IS AT THE SITE.**
- 10) With FHP approval, volunteers set up MOT at designated location.
- 11) Upon completion of the MOT setup, volunteers report to the Sector Captain by radio.
- 12) Volunteers maintain MOT at designated location.
- 13) Upon notification, volunteers start removing MOT, opening SB Turnpike from south to north.
- 14) Remove and store MOT devices on site, report to the Sector Captain.
- 15) Volunteers return Radios to the Sector Captain.
- 16) Sector Captains return the radios to Turnpike.

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TURNPIKE ONE-WAY EVACUATION PLAN - IMPLEMENTATION STAFF

	MP	Plan Sheet	Exit	Contact Information	#FHP per shift	Primary #Staff	Back up #Staff	Sector Captains	Contact Information	Site Captains	Alternate Sector Captains	Alternate Site Captains	Site Personnel	
Sector 4	69	P-13	Loading Pt: Sample Rd / Nw 36 St	954-579-1677	4	6	0	Jaime Gomez (TPK) (954) 789-1383	Sector 3E 954-290-6866	Lorenzo Poole (D4) (954) 958-7624 Office	Albert Salas (D4) (954) 444-5318 albert.salas@dot.state.fl.us	Vincente Noboa (D4) (954) 958-7601 (Office)		
	71	P-13	Sawgrass Expwy / SR 869	954-579-1741	5	6				Vincente Noboa (D4) (954) 958-7601			Ron Morris (D4) (954) 958-7627 Office	
	75	P-13	Boca Raton (Glades Rd)	954-579-1743	6	5	3			Albert Miller (CEG) (954) 703-9101			Ted Marshall (D4) (561) 271-4901	Jon Droge (D4) (561) 723-4466; MOT @ MP. 71 Toll Plz. Parking Lot
	81	P-13	Delray Beach (Atlantic Ave)	954-579-2240	6	6	3	Stanley Boigris (TPK) (954) 448-1546	Sector 4A 954-654-1814	Ken Krull (CEG) (786) 877-3834	John Mattison (D4) (561) 531-0241	Perry Sobol (D4)	Assigned as needed	
	86	P-14	Boynton Beach Blvd / SR 804	954-579-2249	6	6	4			Chris Jones (CEG) (561) 718-0553			Doug Wade Jr. (D4)	Assigned as needed
	88	P-15	Lanтана Toll Plaza	954-579-2805	10	8	5			Bill Sears (TPK) (954) 218-8921			Brock Ackerman (D4)	Assigned as needed
	93	P-16	Loading Point: Lake Worth Rd.	954-579-3831	6	4	3						David Clark (D4)	Assigned as needed
	94	P-17	West Palm Beach Service Plaza	954-579-3957	10	10	5	Ken Hudson (TPK) (954) 707-2333	Sector 4B 954-654-1819	Mel Pollock (Corradino) (561) 514-5065	John Mattison (D4) (561) 531-0241	Gene Kissner (D4)	Kara Schwartz (D4) TURNPIKE STRIKE TEAM	
	97	P-18	Unloading Pt: Southern Boulevard (SR 80)	954-579-4224	8	8	5			Joel Kauppila/Adam Gosselin(RS&H) (754) 224-0009/(954) 868-1286			Doug Wade Sr. (D4)	Assigned as needed
	98	P-19	Jog Rd.	954-579-4816	6	6	5			Timir Shah(CEG) (414) 687-6670		Larry Bauer (D4) (561) 723-2145	Anthony Debrowski (D4)	
	99	P-20	West Palm Beach Okeechobee Blvd	954-579-5455	6	2	6	Primary: Micheal Fouche(JCS) (772) 216-8076 Back up: Ken Hudson (TPK) (954) 707-2333	Primary: Norberto Cardenas(JCS) (772) 284-5595 Back up: Randy Scott(TEG) (772) 475-9650	Primary: Steve Wille(JCS) (240) 543-7480 Back up: Larry Bauer (D4) (561) 723-2145	DeQuan Davis (D4)	Primary: Scott Gilkey(JCS) Backup: Creative(CE)		
	107	P-21	Bee Line Hwy / SR 710 interchange	954-579-5641	6	2	4	Primary: Micheal Fouche(JCS) (772) 216-8076 Back up: Roberta Oporto (TPK) (954) 868-8834	Sector 4C 954-654-2136	Primary: Norberto Cardenas(JCS) (772) 284-5595 Back up: Jerome Darling(D4)	Primary: Steve Wille(JCS) (240) 543-7480 Back up: Larry Bauer (D4) (561) 723-2145	Tim Ceralich(D4)	Primary: Jacob Sokol et al TBA (JCS) Back up:	
	109	P-22	Palm beach Gardens PGA Blvd	954-579-5730	4	2	0			Primary: Norberto Cardenas(JCS) (772) 284-5595 Back up: Scott Steele(D4)			Charles Hafer(D4)	Primary: Jacobs Martin et al TBA (JCS)
	116	P-23	Loading Pt: Jupiter Indiantown Rd	954-579-5926	10	3	8			Primary: Norberto Cardenas(JCS) (772) 284-5595 Back up: Sid Ismail(D4)			Brett Drouin(D4)	Primary: Anthony Cocozza et al TBA (JCS)
			MP 116 to MP 133			0	0				MANNED BY FLORIDA HIGHWAY PATROL (FHP)			
	Total for Sector 4					93	74	0						

**FDOT District Four Comprehensive Emergency Management Plan
2016**

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TURNPIKE ONE-WAY EVACUATION PLAN - IMPLEMENTATION STAFF CONT'D

FDOT District Four Comprehensive Emergency Management Plan 2016

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	MP	Plan Sheet	Exit	Contact Information	#FHP per shift	Primary #Staff	Back up #Staff	Sector Captains	Contact Information	Site Captains	Alternate Sector Captains	Alternate Site Captains	Site Personnel
Sector 5	133	P-24	Stuart Martin Downs Blvd	954-579-5970	4	2	3	Primary: Micheal Fouche(JCS) (772) 216-8076 Back up: Javier Miranda (TPK) (561) 504-8477	Sector 5A 954-654-2195	Primary: Norberto Cardenas(JCS) (772)284-5595 Back up: Keith Reid (D4) (772) 519-8516	Primary: Steve Wille(JCS) (240) 543-7480 Tom Greene (D4) (772) 519-1048	John Slowineski (D4) (561) 248-2239	Primary: Walter Downs et al TBA (JCS) Back up: Gabe Tiska (D4) (772) 2018513 Cell, (D4) 3 Additional Personnel
	138	P-25	Becker Rd.	954-579-6072	4	1	6			Primary: Norberto Cardenas(JCS) (772)284-5595 Back up: Arthur Franklin (D4)		Gray Turek(D4) (772)985-4015	Primary: Chris laymen et al TBA (JCS) Steven Brewer, Fletcher Sanders, (D4) 6 Additional Personnel
	142	P-26	Port St. Lucie Blvd	954-579-6196	4	2	4		Primary: Norberto Cardenas(JCS) (772)284-5595 Back up: Dave Jefferson (CEG) (954) 829-3331	Andre McNair(D4)		Primary: Mario exclusa et al TBA (JCS) Mauro Matonti(D4)	
	144	P-27	Ft. Pierce / Port St. Lucie Service Plaza	954-579-6553	10	10	0		Primary: Norberto Cardenas(JCS) (772)284-5595 Back up: Jason Jones (Target) (772)370-1330	Turnpike Strike Teams	TURNPIKE STRIKE TEAM Target Engineering will assist		
	152	P-28	Loading Pt. Ft. Pierce SR 70 / Okeechobee Rd	954-579-6868	8	3	5		Primary: Norberto Cardenas(JCS) (772)284-5595 Back up: Teresa Driskell (CEG) (772) 216-5733	Primary: Steve Wille(JCS) (240) 543-7480 Tom Greene (D4) (772) 519-1048	Bruce Bradford (D4) (772) 519-8377	Primary: Robert Bishop et al TBA (JCS) (D4) 5 Additional Personnel Alternate plan for this Intchg on site plan; ADDT'L Creative Staff	
		P-29	MP 154 To MP 183			6	2		0		MANNED BY FLORIDA HIGHWAY PATROL (FHP)		
Total for Sector 5						36	20						
Sector 6	184	P-30	Fort Drum Service Plaza	954-579-6901	10	10	0	Primary: Micheal Fouche(JCS) (772) 216-8076 Back up: Dave Tiki (TPK) (813) 376-3120	Sector 6 954-579-8919	Primary: Norberto Cardenas(JCS) (772)284-5595	Primary: Steve Wille(JCS) (240) 543-7480		STRIKE TEAM
	193	P-31	Yeehaw Junction SR 60	954-579-7238	6	2	3			Primary: Norberto Cardenas(JCS) (772)284-5595 Back up: Chris Copeland (CEG) (772) 359-4111	Primary: Steve Wille(JCS) (240) 543-7480 Back up: Creative	Primary: Miguel Zamarripa(JCS) (772)284-5739 Back up: (CEG)	Primary: William Adams(JCS), Ian Horton(JCS), Matt hannigan(JCS), Tim Fronzaglio(JCS), Christopher Pratt(JCS)
Total for Sector 6						16	12						
Sector 7		P-32	MP 200 To MP 225			6	0			MANNED BY FLORIDA HIGHWAY PATROL (FHP)			
	207	P-32	Gate	954-579-7553	0	1		Richard Mann (ICA) (407) 592-1915	Sector 7 954-654-3137	Miguel Torres (ICA) (407) 280-8314	Guy Murtonen (TPK) (407) 832-4274	Clarence broom (ICA)	
	229	P-33	Canoe Creek Service Plaza	954-579-7754	10	10				Tom Chully (TPK) (321)523-5124			
Total for Sector 7						16	11						

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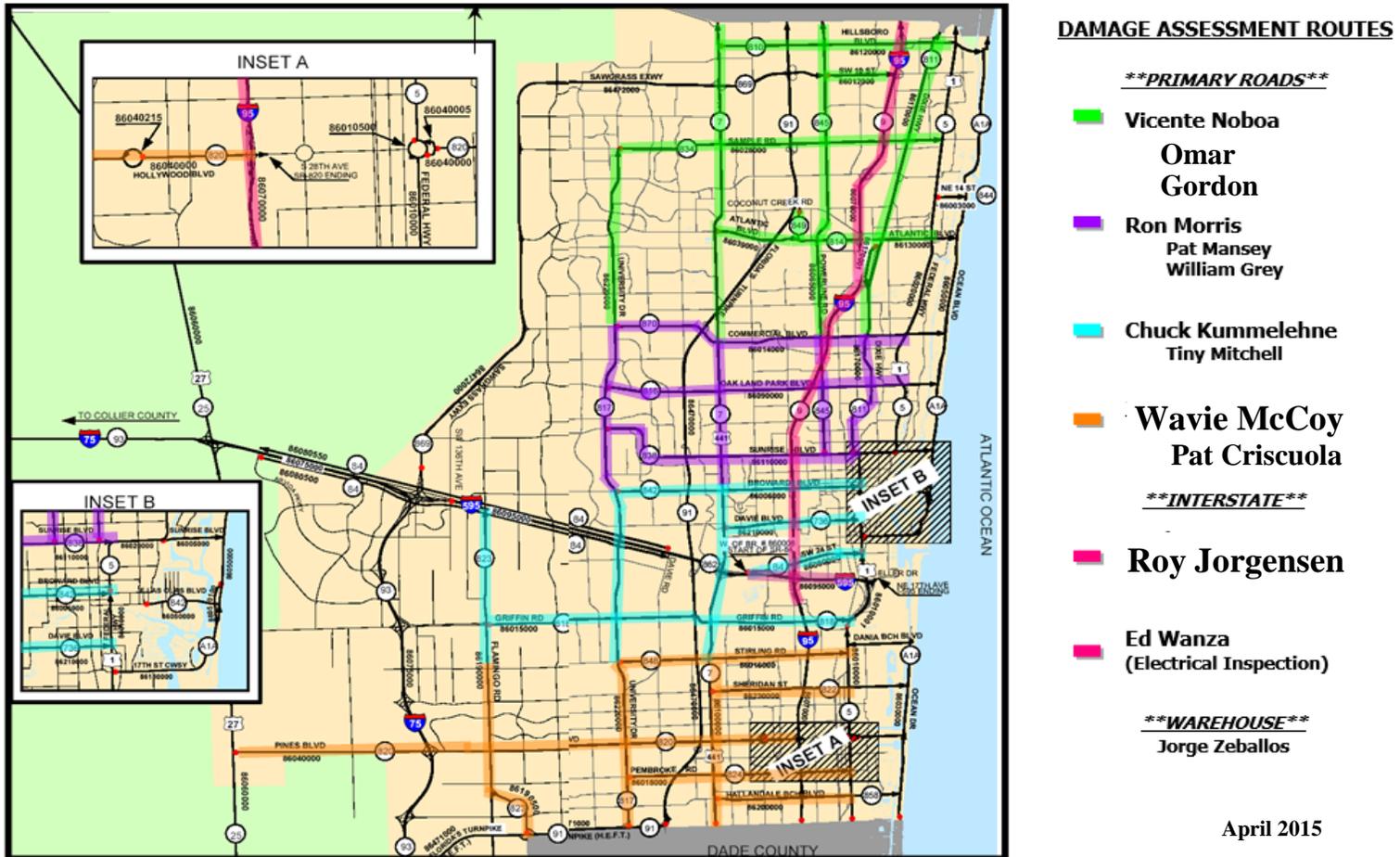
TURNPIKE ONE-WAY EVACUATION PLAN - IMPLEMENTATION STAFF CONT'D

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	138	P-25	Becker Rd.	954-579-6072	4	1	6			Primary: Norberto Cardenas(JCS) (772)284-5595 Back up: Arthur Franklin (D4)		Gray Turek(D4) (772)985-4015	Primary: Chris laymen et al TBA (JCS) Steven Brewer, Fletcher Sanders, (D4) 6 Additional Personnel
	142	P-26	Port St. Lucie Blvd	954-579-6196	4	2	4		Primary: Norberto Cardenas(JCS) (772)284-5595 Back up: Dave Jefferson (CEG) (954) 829-3331	Andre McNair(D4)		Primary: Mario exclusa et al TBA (JCS) Mauro Matonti(D4)	
	144	P-27	Ft. Pierce / Port St. Lucie Service Plaza	954-579-6553	10	10	0		Primary: Norberto Cardenas(JCS) (772)284-5595 Back up: Jason Jones (Target) (772)370-1330	Turnpike Strike Teams	TURNPIKE STRIKE TEAM Target Engineering will assist		
	152	P-28	Loading Pt. Ft. Pierce SR 70 / Okeechobee Rd	954-579-6868	8	3	5		Primary: Norberto Cardenas(JCS) (772)284-5595 Back up: Teresa Driskell (CEG) (772) 216-5733	Primary: Steve Wille(JCS) (240) 543-7480 Tom Greene (D4) (772) 519-1048	Primary: Robert Bishop et al TBA (JCS) (D4) 5 Additional Personnel Alternate plan for this Intchg on site plan; ADDTL Creative Staff		
		P-29	MP 154 To MP 183			6	2		0		MANNED BY FLORIDA HIGHWAY PATROL (FHP)		
Total for Sector 5					36	20							
Sector 6	184	P-30	Fort Drum Service Plaza	954-579-6901	10	10	0	Primary: Micheal Fouche(JCS) (772) 216-8076 Back up: Dave Tiki (TPK) (813) 376-3120	Sector 6 954-579-8919	Primary: Norberto Cardenas(JCS) (772)284-5595	Primary: Steve Wille(JCS) (240) 543-7480		STRIKE TEAM
	193	P-31	Yeehaw Junction SR 60	954-579-7238	6	2	3		Primary: Norberto Cardenas(JCS) (772)284-5595 Back up: Chris Copeland (CEG) (772) 359-4111	Primary: Steve Wille(JCS) (240) 543-7480 Back up: Creative	Primary: Miguel Zamarripa(JCS) (772)284-5739 Back up: (CEG)	Primary: William Adams(JCS), Ian Horton(JCS), Matt hannigan(JCS), Tim Fronzaglio(JCS), Christopher Pratt(JCS)	
Total for Sector 6					16	12							
Sector 7		P-32	MP 200 To MP 225		6	0				MANNED BY FLORIDA HIGHWAY PATROL (FHP)			
	207	P-32	Gate	954-579-7553	0	1		Richard Mann (ICA) (407) 582-1915	Sector 7 954-654-3137	Miguel Torres (ICA) (407) 280-8314	Guy Murtonen (TPK) (407) 832-4274	Clarence broom (ICA)	
	229	P-33	Canoe Creek Service Plaza	954-579-7754	10	10				Tom Chully (TPK) (321)523-5124			
Total for Sector 7					16	11							

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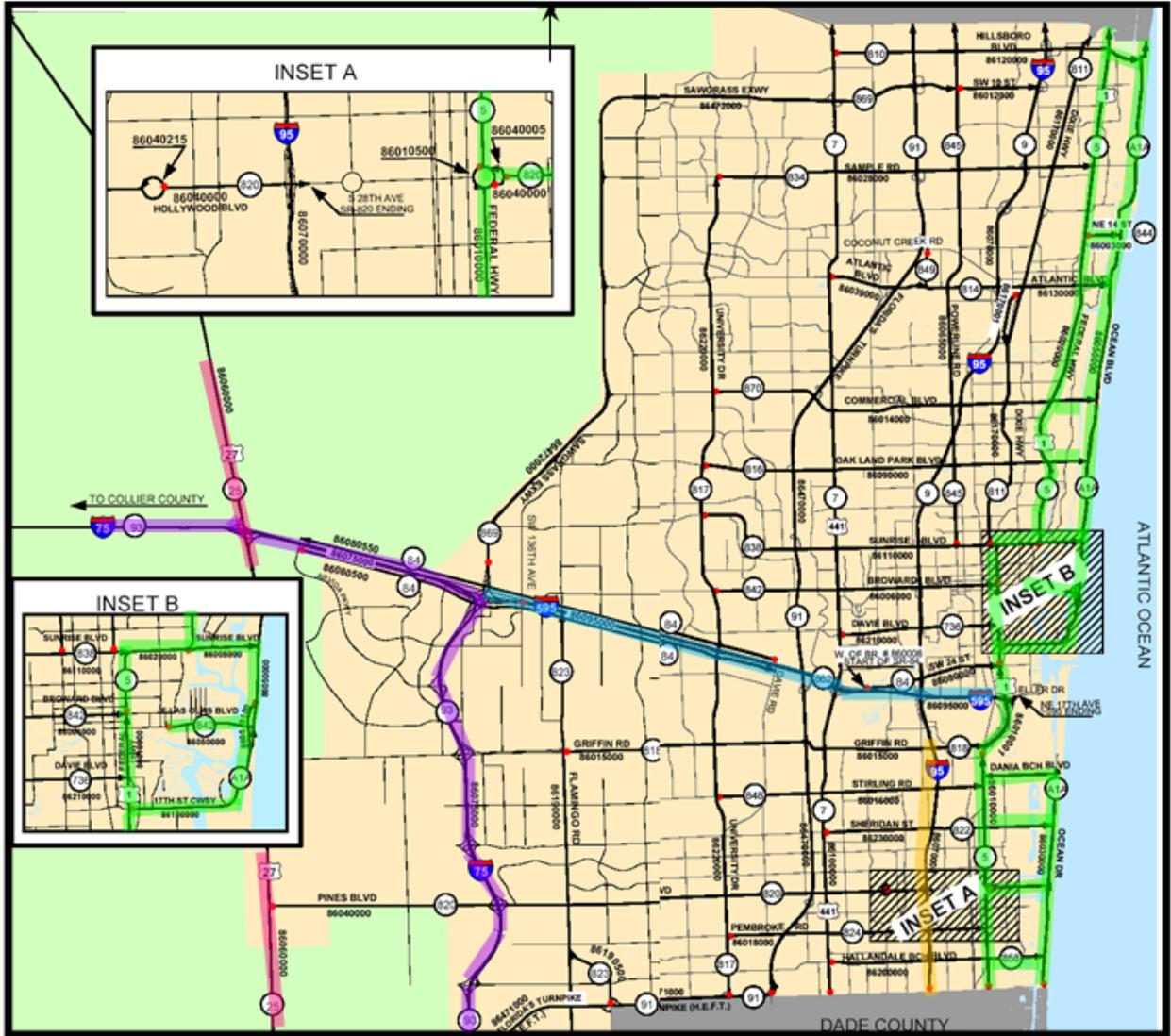
3.17 OPERATIONS CENTER DAMAGE ASSESSMENT ROUTES - BROWARD OPERATIONS



FDOT District Four Comprehensive Emergency Management Plan 2016

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BROWARD OPERATIONS DAMAGE ASSESSMENT ROUTES



POST-HURRICANE ASSESSMENT MAP

****PRIMARY ROADS****

- Transfield Services**
- Mike McIntosh
954-275-4773
- Tim Howell (Bridges)
321-508-8986
- DBI**
- Gerald Kleynhans
954-444-1090
- DBI**
- Mike Atkins
239-293-0525
- I-595 Concessionaire**
- Colleen Dalton
240-543-7480
- Hubbard (Contractor)**
Tony Geach 813-781-9655
Leo Ferradz 407-509-8480
- New Millennium (CEI)**
David Tinder 305-986-4531

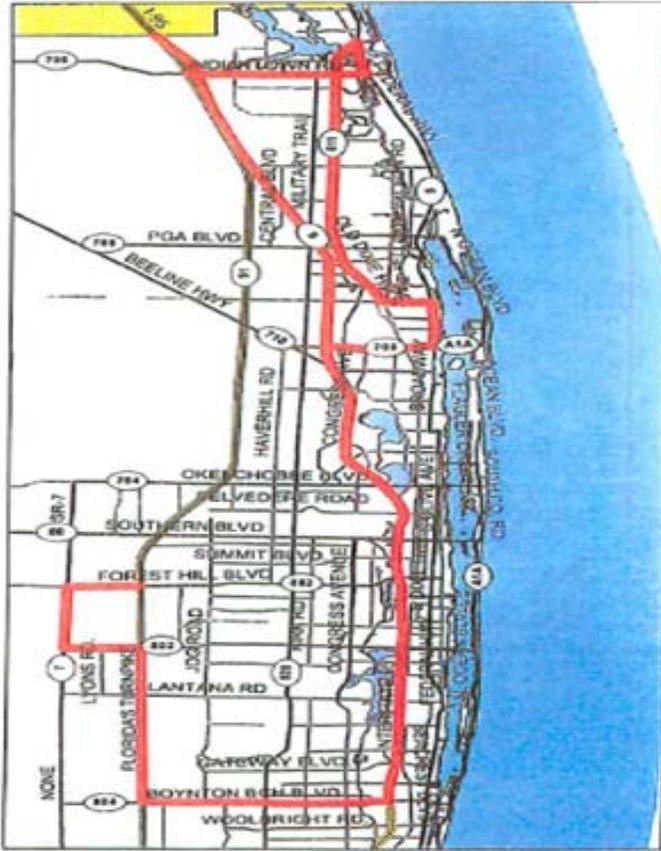
March 2014

FDOT District Four Comprehensive Emergency Management Plan 2016

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PALM BEACH OPERATIONS DAMAGE ASSESSMENT ROUTES

Team 1



Team Members	Radio Number	Cell
Brett Drouin	4320	561-676-9722
Scott Ornitz	4324	561-632-5775

Team 2



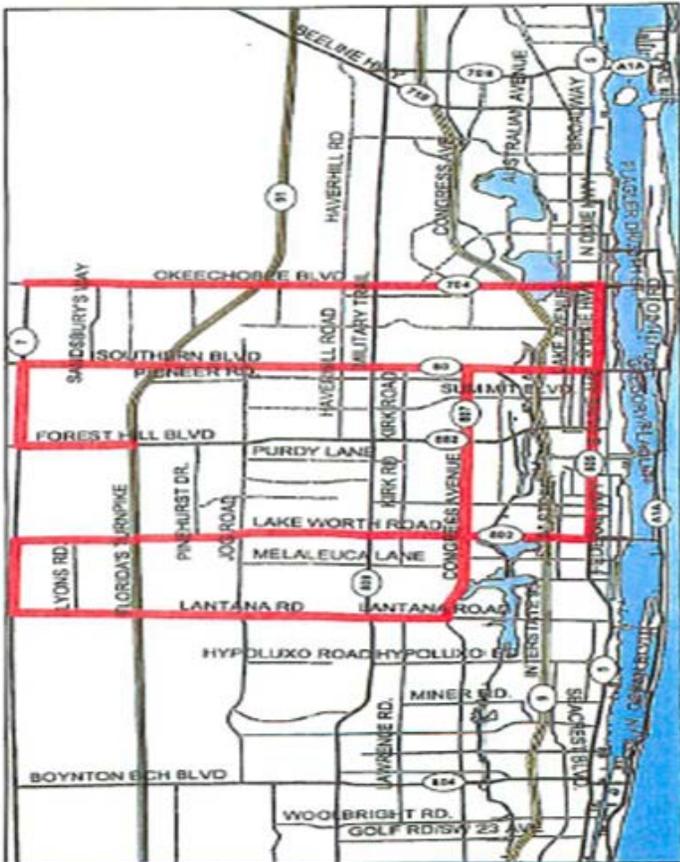
Team Members	Radio Number	Cell
Douglas Wade	4340	
Ralph Romero	4372	

FDOT District Four Comprehensive Emergency Management Plan 2016

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PALM BEACH OPERATIONS DAMAGE ASSESSMENT ROUTES

Team 3



Team Members	Radio Numbers	Cell	Assigned To:
Gene Kissner	4321	561-248-0317	Permits
Linda Kissner	4329		

Team 4



Team Members	Radio Numbers	Cell	Assigned To:
Daryl Wilson	4366	561-248-2590	On-Call
Jerome Darling			

FDOT District Four Comprehensive Emergency Management Plan 2016

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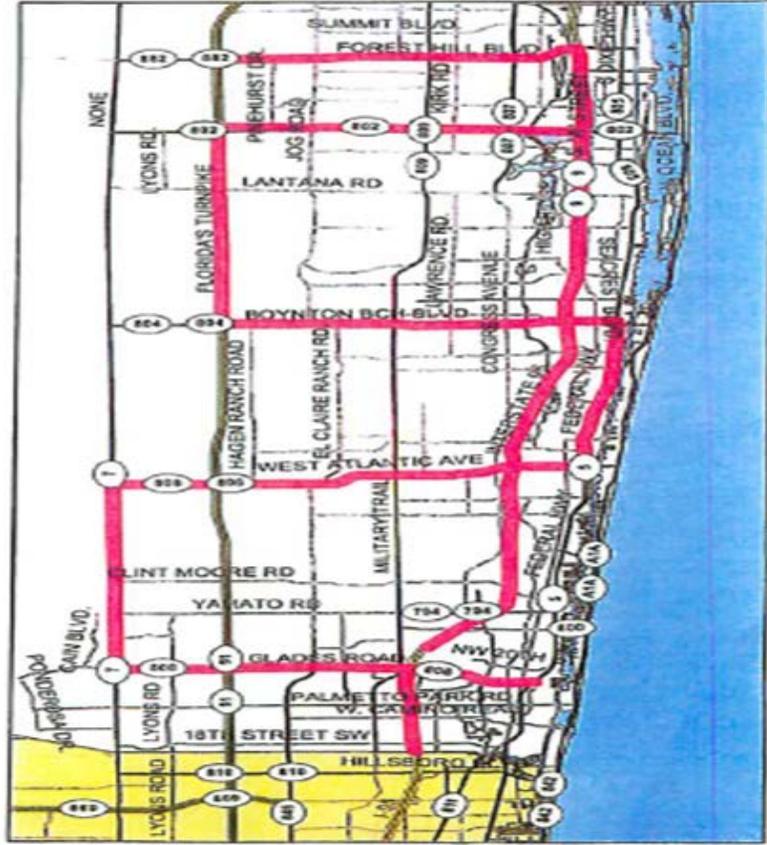
PALM BEACH OPERATIONS DAMAGE ASSESSMENT ROUTES

Team 5



Team Members	Radio Numbers	Cell	Assigned To:
Billy Waterman	4336	561-531-0241	On-Call
Sid Ismail	4341	561-723-2177	

Team 6



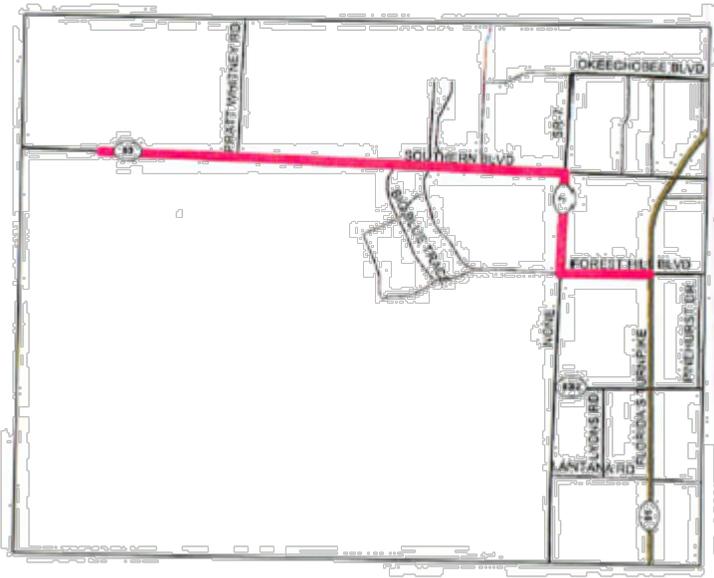
Team Members	Radio Numbers	Cell	Assigned To:
Pat Brown	4345	561-723-2177	Joe H.
Robert Frick	4325	561-632-8228	

FDOT District Four Comprehensive Emergency Management Plan 2016

Chapter 3 - CONCEPT OF OPERATIONS

PALM BEACH OPERATIONS DAMAGE ASSESSMENT ROUTES

Team 7



Palm Beach County
TEAM 8

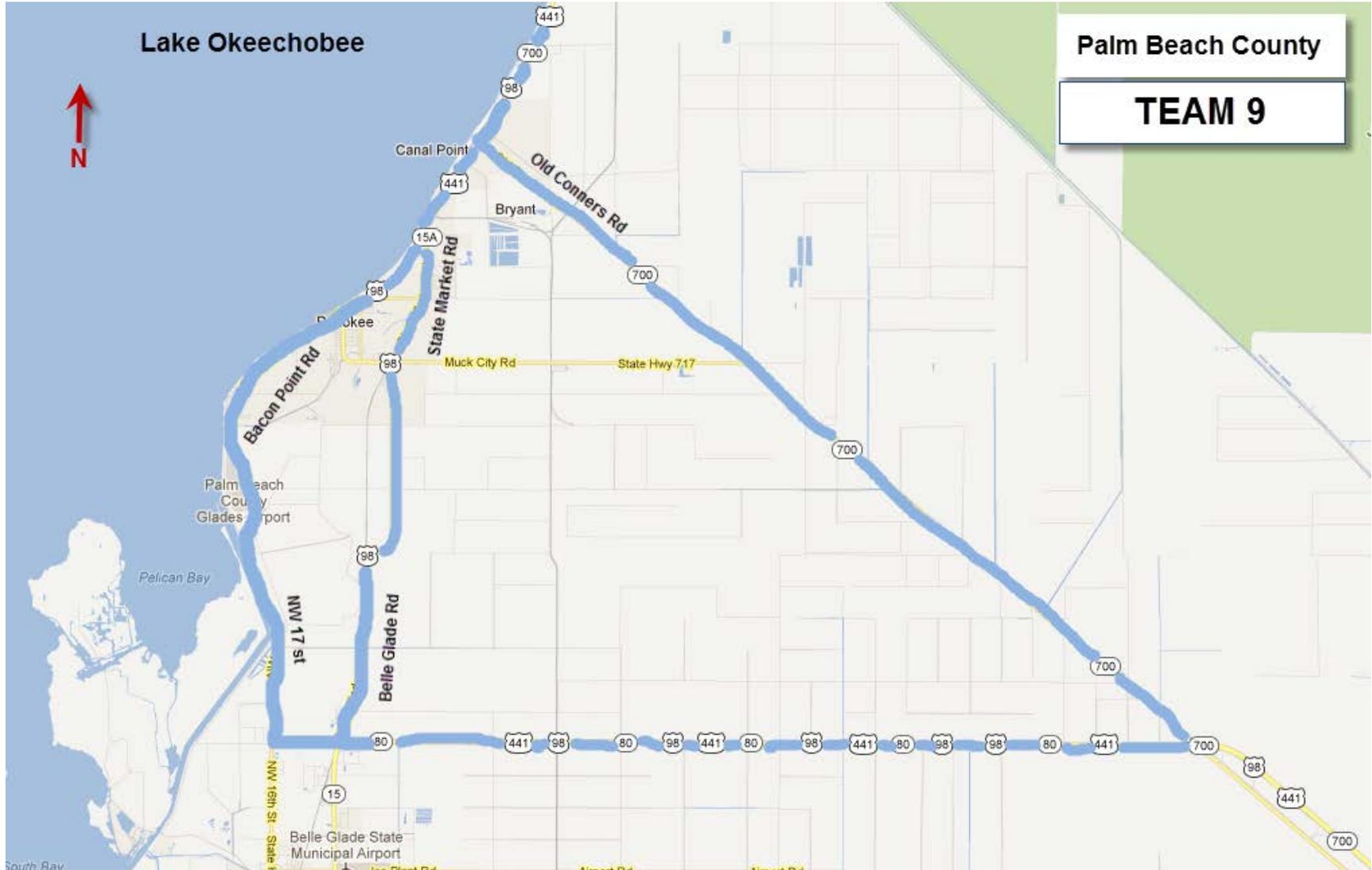
Team Members	Radio Numbers	Cell	Assigned To:
Larry Bauer	4334	561-723-2145	Larry B.

Team Members	Radio Numbers	Cell	Assigned To:
Trent Duke		561-951-8224	
Travis Vonderan			

FDOT District Four Comprehensive Emergency Management Plan 2016

Chapter 3 - CONCEPT OF OPERATIONS

PALM BEACH OPERATIONS DAMAGE ASSESSMENT ROUTES



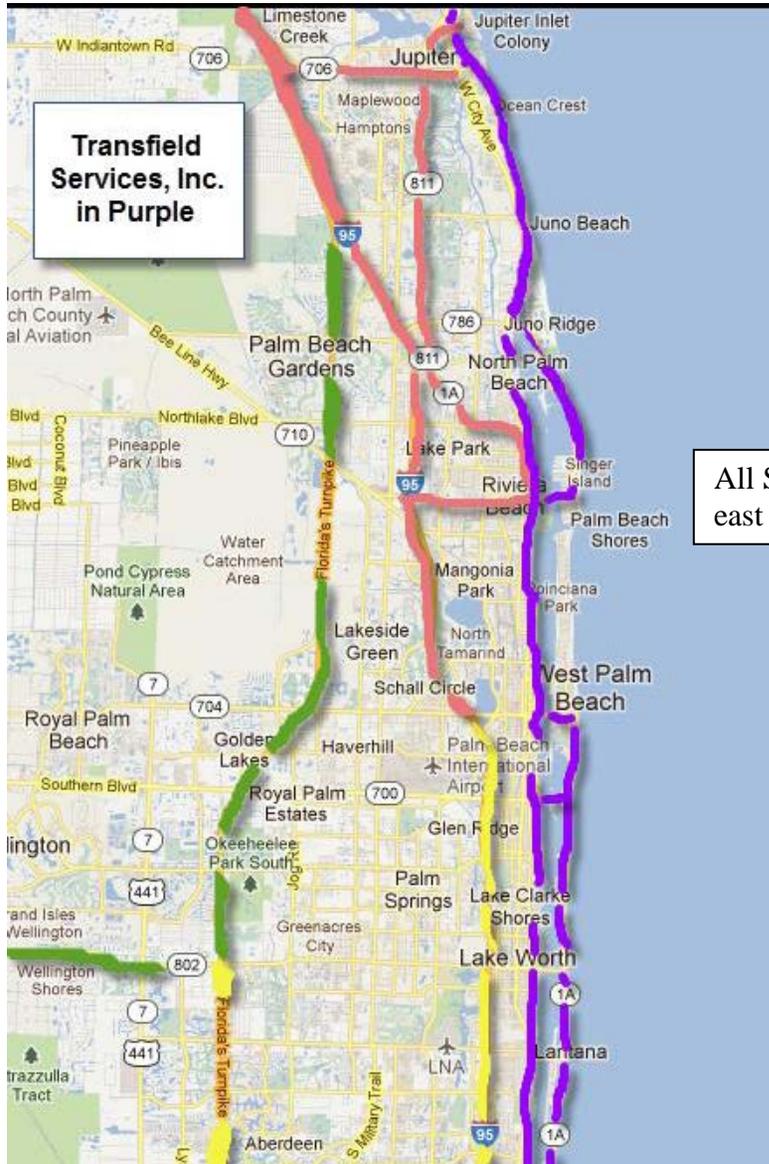
Palm Beach County
TEAM 9

Team Members	Radio Numbers	Cell	Assigned To:
Jose Hernandez		561-662-5074	
David Johnson		561-209-1598	

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Chapter 3 - CONCEPT OF OPERATIONS

PALM BEACH OPERATIONS DAMAGE ASSESSMENT ROUTES



Transfield Services, Inc. in Purple

Team 10

All State Roads from US1/Dixie Hwy east to the Ocean

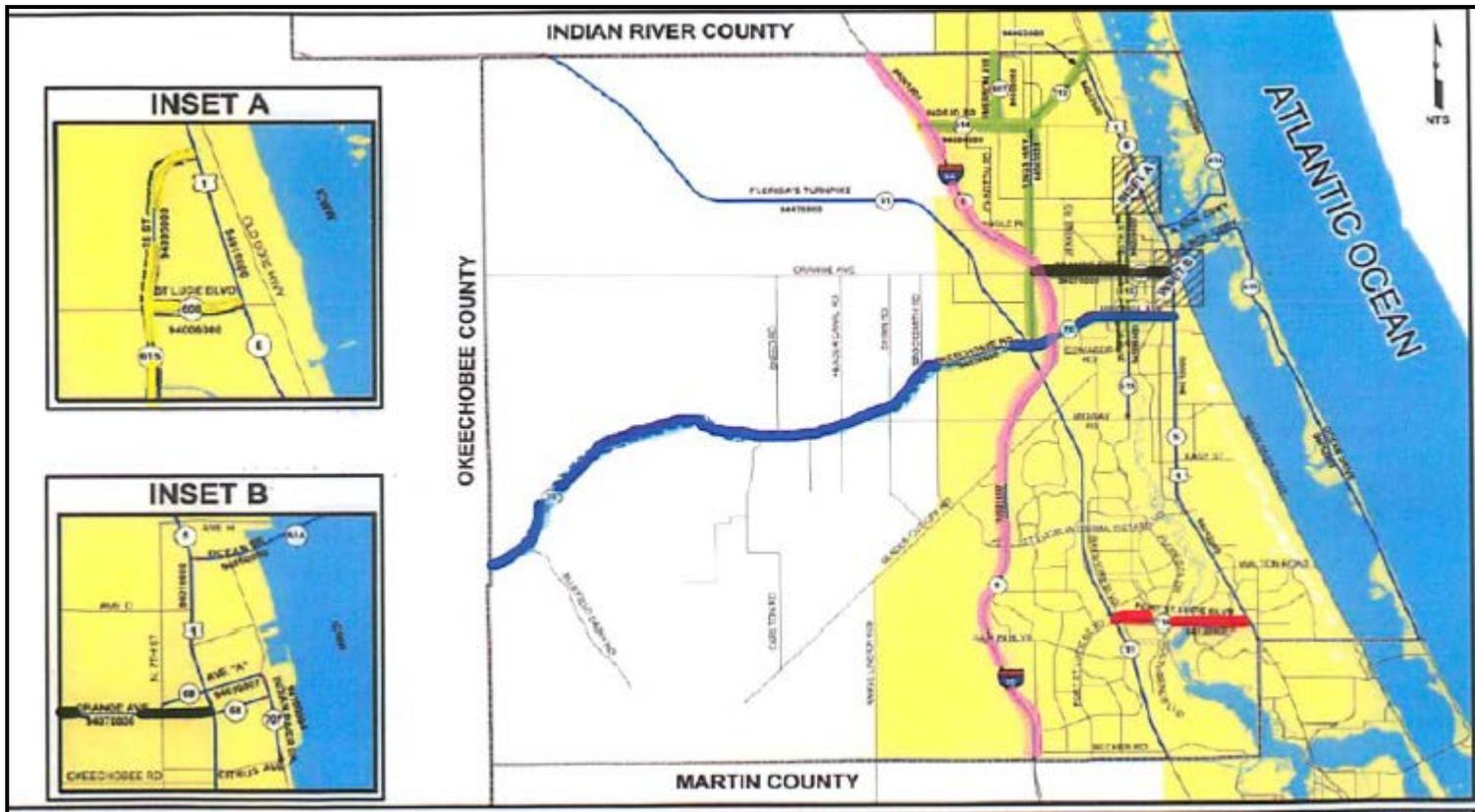
Team Members	Cell
Michael McIntosh, Palm Beach County Supervisor	954-275-4773
Tim Howell, Palm Beach County Drawbridges	321-508-8986

All State Roads from US1/Dixie Hwy east to the Ocean

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Chapter 3 - CONCEPT OF OPERATIONS

TREASURE COAST OPERATIONS DAMAGE ASSESSMENT ROUTES - ST LUCIE COUNTY



TEAM 1 David Platt, Andre McNair,
Gary Cameron
TEAM 2 Tom Greene, Robert Serkin
TEAM 3 Charles Parks, W D Johnson

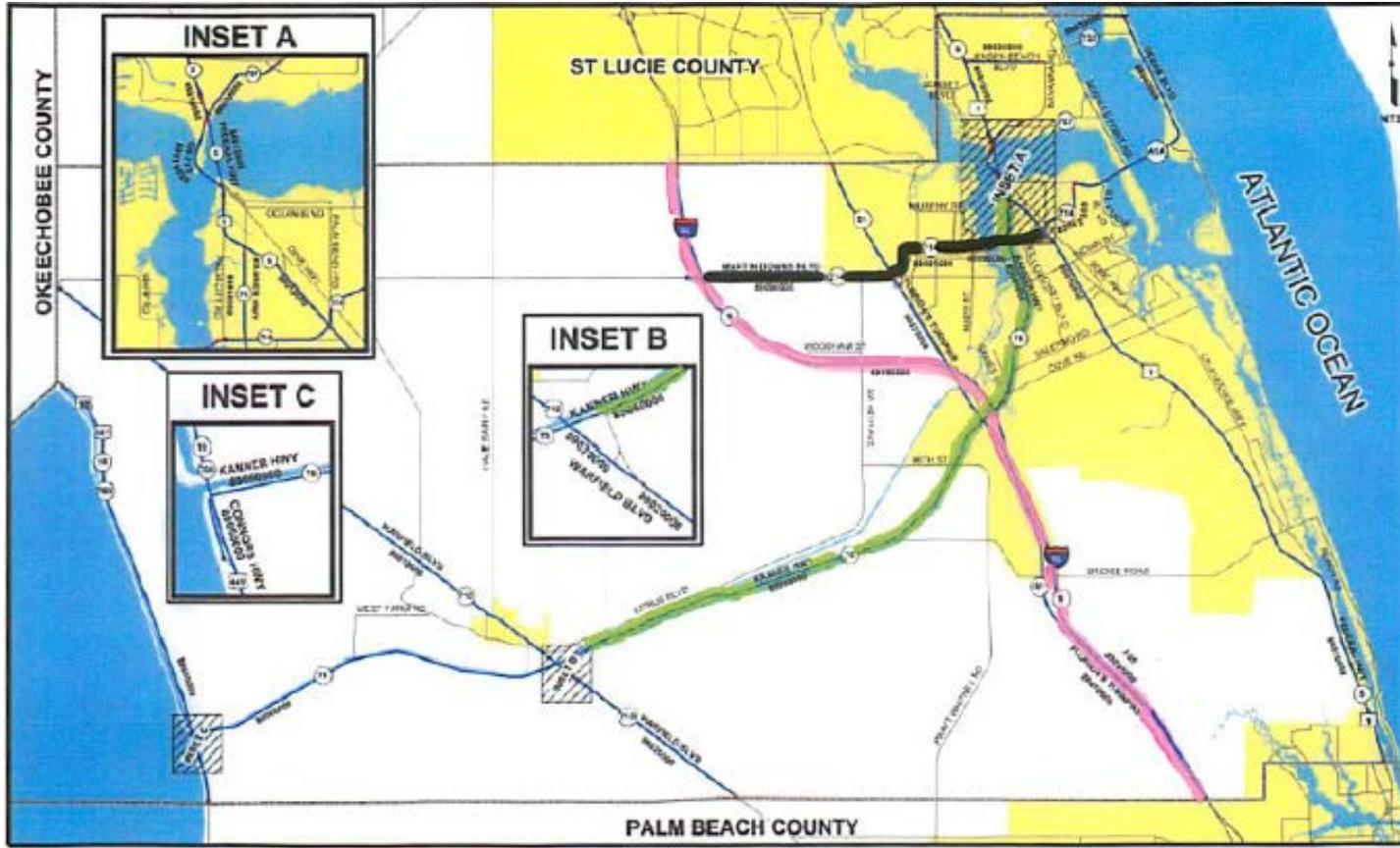
TEAM 4 Floyd McPhee, James Cureton
TEAM 5 Mauro Matonti, Mike Kelly
TEAM 6 David Loman, Gary Turek

TEAM 7 John Slowineski, Justo Fuentes
TEAM 8 Matt Corkern, Keith Reid

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TREASURE COAST OPERATIONS DAMAGE ASSESSMENT - MARTIN COUNTY



TEAM 6 David Loman, Gary Turek ■ **TEAM 7** John Slowineski, Justo Fuentes ■ **TEAM 8** Matt Corkern, Keith Reid ■

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Chapter 3 – CONCEPT OF OPERATIONS

3.18 BRIDGE GUIDELINES

GUIDELINES FOR POST-EVENT SAFETY SURVEY OF BRIDGES

Perform a one-time/stand-alone thorough safety survey of the structure. Previous events damage, mostly driven by water and wind, consisted of scour, undermining of approach slab, undermining of slope protection, and loose panels/hardware on bridge mounted structures. Safety inspection of these items should be emphasized.

The suggested sequence below will afford the team many viewing angles/opportunities to identify and conduct safety survey.

- Visually appraise structure from all four corners (top of slope vicinity of approach slab).
- Visually appraise structure while walking under the bridge across both end bents.
- Visually appraise structure while walking under bridge the length of the structure.
- Visually appraise structure while walking bridge deck the length of the structure.

If a deficiency is significant enough that a closer examination is warranted, contact District Structures Maintenance Engineer for further evaluation. MOT, equipment, special resources will be coordinated accordingly.

If there is no damage to report, complete a safety survey form and indicate “No damage”.

If there is storm damage, provide a brief description and suggested safety action. Please take photo(s) of all deficiencies. Also, take general inventory type photos for reference. The very first photo at each site should be the structure number.

Expectation:

- 10 safety inspections per team per 10 hr. day including travel time.
- Significant deficiencies should be assessed within two hours of notice.
- Notify EOC immediately of any significant deficiency.
- Have suggested safety action report/s by 8:00am the morning following the safety survey.
- A final safety survey should be issued within a week.
- Each team will provide a CD of all photos taken during the safety survey.

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GUIDELINES FOR POST-EVENT SAFETY SURVEY OF MISCELLANEOUS STRUCTURES (OVERHEAD SIGNS, HMLP, MAST ARMS)

Perform a one-time/stand-alone thorough safety survey of the structure as follows:

- Sound/visually examine foundation for cracks, spalling, delaminations, shifting/movement of foundation.
- Sound/visually examine anchor bolts for loose nuts, shifting washers, out of plumb bolts, point loaded nuts, and sheared bolts.
- Visual examination of pole/base plate connection for cracked welds and loose bolts.
- Visual examination (w/aid of binoculars) of moment connections for loose bolts, cracked welds.
- Visual examination (w/aid of binoculars) all chords and braces of bridge structure.
- Visual examination (w/aid of binoculars) all panels, lights, and corresponding fastening devices.

If a deficiency is significant enough that a closer examination is warranted, please contact District Structures Maintenance Engineer for further evaluation. MOT, equipment, special resources will be coordinated accordingly.

If there is no damage to report, complete a safety survey form and indicate “No damage”.

If there is storm damage, provide a brief description and suggested safety action. Please take photo/s of each and every deficiency. Also, take general inventory type photos for reference. The very first photo at each site should be the structure number.

Expectation:

- Perform 25 safety inspections per team per 10 hrs day including travel time.
- Significant deficiencies will be assessed within two hours of notice.
- Notify EOC immediately of any significant deficiency.
- Safety action report(s) due by 8:00am the morning following the safety survey.
- A final safety survey will be issued within a week.
- Each team will provide a CD of all photos taken during the safety survey.

Street lighting maintained by the State will be included in the windshield assessment performed by the Operations Centers in the area affected by the storm. The need for hands-on inspections to be performed by the Structures Maintenance Office will be as directed by the District Maintenance Office based on the results of the windshield assessment. Inspection of street lighting maintained by others will only be performed following an approved Mission Request.

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BASCULE BRIDGE OPERATIONS PROCEDURE

The pre-event bascule bridge opening, closing and lock down procedure is as follows:

72 To 48 Hrs Prior To the Forecasted Landfall

The United States Coast Guard (USCG) starts clearing vessels from the ports and waterways. During this time all bascule bridges must be manned and capable to opening. Therefore it is essential that all tender personnel be aware that they must be present on their assigned bridges at their regularly schedule work shift.

Additional Openings Or Closures (Not Lock Downs) Prior To Gale Force Winds (Sustained Winds Above 39 Mph)

All orders for bascule bridge operations will be transmitted to District 4 Emergency Operations Center (DEOC), from the Departments representative who sits on the County Emergency Operations Center (CEOC), or directly from the USCG to the Structures Maintenance Office when the USCG is not presented a CEOC. The orders will in turn be relayed to the Department's Asset Maintenance Contractor, VMS for execution.

These orders may include requests for additional or longer openings to facilitate vessel flotillas or they may request that a bridges remain down (not locked) to facilitate vehicular evacuation, or a combination of both.

Bridge Lock Downs (8 Hours Before Gale Force Winds Are Forecasted)

- 1) The USCG either directly to the FDOT or thru the CEOC will dispatch bascule bridge lock down orders 8 hours before gale force winds are forecasted to arrive. The line of communications remains the same as above.
- 2) The AM contractor will keep the USCG & FDOT up to date with bridge closures and lock downs as they are implemented in the field after authorization has been given.
- 3) The Departments Local Government Bridge Inspection Coordinator, Mr. Carlo Ferrera will also provide local government pre and post storm communications regarding movable bridge operations to the Departments EOC.

Post Event Procedure

- 1) The AM Contractor (Tim Howell) will keep the FDOT & USCG up to date regarding post storm recovery efforts as bridges are brought back on-line and provide status reports on damages / in-operable bridges based on field reports after the storm passes.

Contacts

Seventh Coast Guard District, Bridge Branch,

Michael Lieberum, Chief of Operations Section 305-415-6744

If contact cannot be made with them call the USCG Port of Miami Command Center at 305 415-6800 and ask for Lt. Jennifer Saviano has designated Chief Jennifer Zercher until her replacement reports sometime this summer. Chief Zercher's phone number is 305-535-4311.

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AM Contractor	Tim Howell	321 508-8986	(for bridges)
	Mike McIntosh	954-275-4773	(for roadway issues)

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Chapter 3 - CONCEPT OF OPERATIONS

STRUCTURES SAFETY INSPECTION FORM (2015)

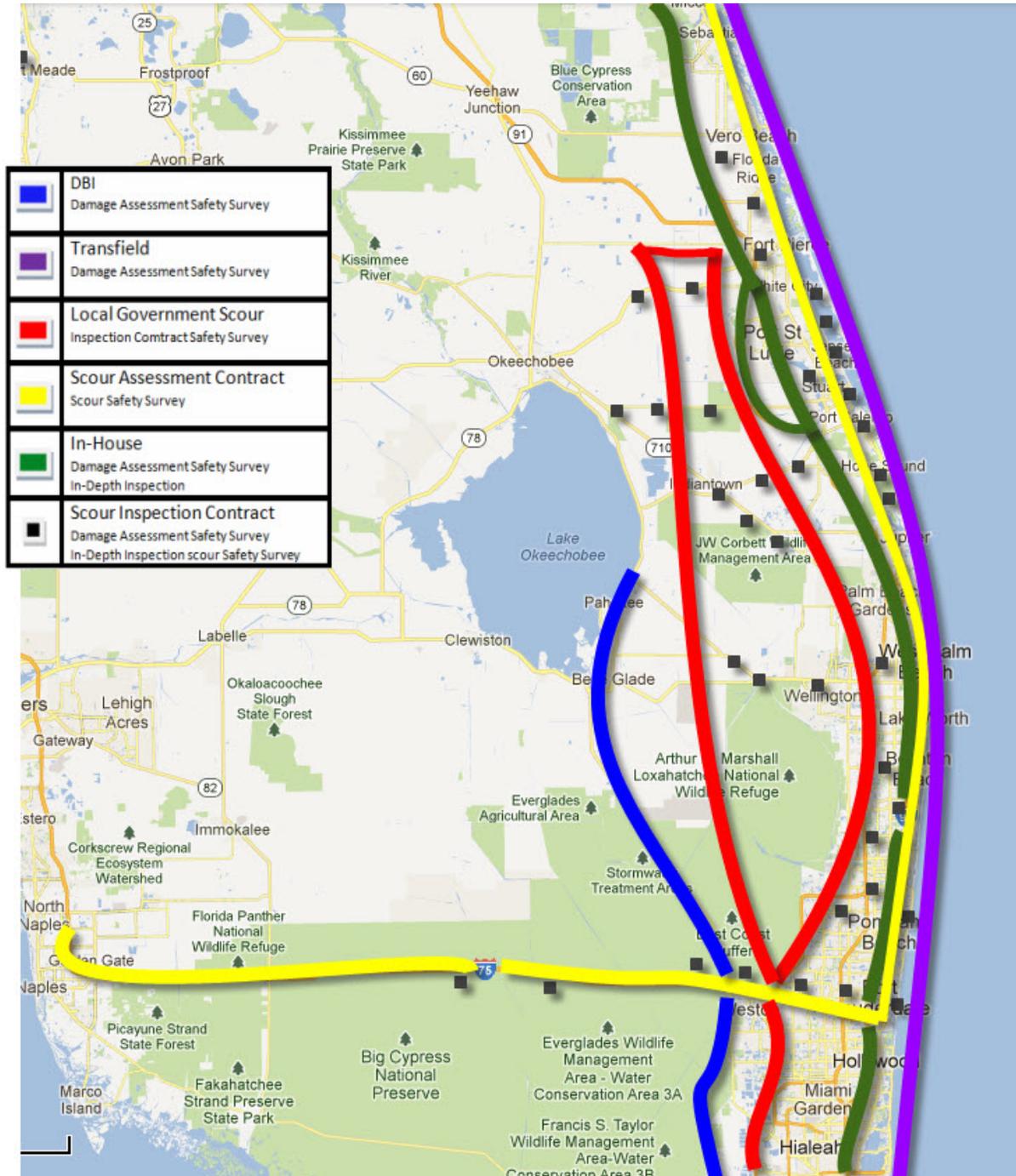
Chapter 7, Section 7.3, page 7-9

Structure Type:	
Structure Number:	
Structure Location and GPS:	
<p>Does this structure require immediate action? Y or N</p> <p>Has the bridge/structure been damaged? Y or N</p> <p>Can the bridge remain open or should it be closed? Open or Closed</p> <p>Should the sign structure be immediately taken down? Y or N</p> <p>Should there be traffic restrictions on the bridge/corridor? Y or N</p> <p>Can pre-event conditions be distinguished by event caused damage? Y or N</p> <p>Is there an electrical hazard? Y or N</p> <p>Is an electrician needed for this repair? Y or N</p>	
Description of Storm Damage: (attach additional sheets as required with same heading)	
Suggested Safety Action:	
Date of Safety Survey:	
Time of Safety Survey:	
Consulting Firm:	
Senior Inspector Name and phone:	
CBI or PE Number:	
Sr. Inspector Signature:	
Assistant Inspector Name:	

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Chapter 3 – CONCEPT OF OPERATIONS

FDOT D-4 Areas of responsibility and function chart



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Chapter 3 – CONCEPT OF OPERATIONS

GUIDELINES FOR AM'S POST-EVENT SAFETY SURVEY OF BRIDGES

Asset Maintenance Event Response Timetable

Perform Safety Survey of bridges within the AM corridors. Previous events damage, mostly driven by water and wind, consisted of scour, undermining of approach slab, undermining of slope protection, and loose panels/hardware on bridge mounted structures. Inspection of these items should be emphasized.

Sequence below will afford the inspection team many viewing angles/opportunities to identify and conduct Safety Survey.

- Visually appraise structure from all four corners (top of slope vicinity of approach slab).
- Visually appraise structure while walking under the bridge across both end bents.
- Visually appraise structure while walking under bridge the length of the structure.
- Visually appraise structure while walking bridge deck the length of the structure.

If a deficiency is significant enough that a closer examination is warranted, have field supervisor assess deficiency. Keep Department abreast of these events in a timely fashion.

If there is storm damage, complete a Safety Survey form with brief description of deficiency and suggested safety action. If there is no damage to report, complete a Safety Survey form and indicate “No damage”.

The very first photo at each site should be the structure number. Please take photo/s of each and every deficiency. Also, take general inventory type photos for reference.

Expectation:

- 10 Safety Surveys per team per 10 hr. day is well within reach for a trained inspection team including travel time.
- Significant deficiencies have to be assessed by Field Supervisor within two hours of notice.
- Notify EOC immediately of any significant deficiency.
- Have suggested safety action report/s by 8:00 AM the morning following the Safety Survey.
- A final signed Safety Survey report should be issued within a week.
- Provide CD with all photos taken during the Safety Survey – organize photos by team/date of inspection.

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GUIDELINES FOR AM'S POST-EVENT SAFETY SURVEY OF MISCELLANEOUS STRUCTURES (SIGNS OVER LANES OF TRAFFIC, HMLP, MAST ARMS)

Perform a one-time/stand-alone thorough Safety Survey of the structure as follows:

- Sound/visually examine foundation for cracks, spalling, delaminations, shifting/movement of foundation.
- Sound/visually examine anchor bolts for loose nuts, shifting washers, out of plumb bolts, point loaded nuts, and sheared bolts.
- Visually examine pole/base plate connection for cracked welds and loose bolts.
- Visual examination (w/aid of binoculars) of moment connections for loose bolts, cracked welds.
- Visual examination (w/aid of binoculars) of all chords and braces from different viewing angles in order to ascertain a sound condition.
- Visual examination (w/aid of binoculars) of all panels, lights, and corresponding fastening devices in order to ascertain a sound condition.

If a deficiency is significant enough that a closer examination is warranted, have field supervisor assess deficiency. Keep Department abreast of these events in a timely fashion.

If there is storm damage, complete a Safety Survey form with brief description of deficiency and suggested safety action. If there is no damage to report, complete a Safety Survey form and indicate "No damage".

The very first photo at each site should be the structure number. Please take photo/s of each and every deficiency. Also, take general inventory type photos for reference.

Expectation:

- 25 Safety Surveys per team per 10 hrs. day is well within reach for a trained inspection team including travel time.
- Significant deficiencies have to be assessed by field supervisor within two hours of notice.
- Notify EOC immediately of any significant deficiency.
- Have suggested safety action report/s by 8:00 AM the morning following the Safety Survey.
- A final signed Safety Survey report should be issued within a week.
- Provide CD with all photos taken during the Safety Survey – organize photos by team/date of inspection.

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ASSET MAINTENANCE SAFETY SURVEY CREW QUALIFICATIONS.

Field Supervisor: specially trained inspector (CBI/PE) with structural background and verifiable work experience on the inspection of bridges/miscellaneous structures, overseeing a number of Safety Survey Teams.

Safety Survey Team (SST): minimum of two (2) individuals, a Senior Inspector and Assistant.

Senior Inspector: a Certified Bridge Inspector (CBI) or a Professional Engineer (PE) with verifiable work experience on the inspection of bridges and miscellaneous structures.

Assistant: a junior bridge inspector with at least one year verifiable work experience in that capacity.