

Miami-Dade County, Florida Emergency Operations Center (EOC)

Miami-Dade Communities Organized to Respond in Emergencies (M-D C.O.R.E.) Manual - Volume II Standard Operating Procedures (SOP)



Delivering Excellence Every Day

June 2013

Miami-Dade County
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APPROVAL SIGNATURES

The Miami-Dade Communities Organized to Respond in Emergencies (M-D C.O.R.E.) SOP has been approved by Miami-Dade Emergency Management (MDEM).



Miami-Dade Emergency Management - Director

8-27-13

Date Approved

SOP SECURITY

Although the Miami-Dade Communities Organized to Respond in Emergencies (M-D C.O.R.E.) SOP is not considered a classified document, it does contain sensitive information and its handling and distribution should be controlled and limited, both electronically and in hard copy.

In accordance with Florida Statutes §281.301 and §119.071(3)(a)(1), this document is held by a governmental agency and the information contained within this document is confidential and intended only for the use of those individuals and agencies to which this document is issued. *(See Roles & Responsibilities section 5.1 for list of agencies that participate in this SOP.)*

This document is exempt from disclosure under Florida Statute 119.07(1) and S. 24(a), Article I of the Florida State Constitution.

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1 INTRODUCTION

The response activities immediately following a disaster will focus on meeting the urgent needs of post-disaster victims such as emergency shelter, food, water, and medical care. Initial recovery efforts from the local government or relief organizations may commence while response activities are still taking place. Faith-based and community organizations are often among the most important sources of emergency aid, both immediately after a disaster and for long-term recovery.

Miami-Dade Communities Organized to Respond in Emergencies (M-D C.O.R.E.) is a coalition of faith-based and community organizations established to meet the immediate and long-term needs of the community when affected by a disaster. Connections between these organizations and with emergency management professionals will help foster communications and coordination, enhance preparedness, speed recovery efforts, and create more disaster-resilient communities.

This SOP was developed through a collaborative process, including feedback received in meetings between Miami-Dade Emergency Management (MDEM) and M-D C.O.R.E. affiliates, meetings with staff, national best practices, and Whole Community guidance. The purpose of the SOP is to provide information about the coordination of MDEM, faith-based and community organizations' efforts to provide disaster services to the community. These services may include sheltering, feeding, bulk distribution of supplies, and temporary housing following an emergency or disaster. In this SOP, affiliates have been placed into support groups based on the services that they are able to provide.

1.1 Purpose

The purpose of this SOP is to:

- Define preparedness activities that will enhance the effectiveness of response measures.
- Describe the response, coordination and decision-making structure that will incorporate faith-based and community organizations during the activation of M-D C.O.R.E.
- Define roles and responsibilities for MDEM and M-D C.O.R.E. organizations (hereafter referred to as "affiliates") when the EOC is activated and requires coordination by MDEM.
- Define procedures for activating affiliates.

1.2 Scope

This SOP will provide guidance for:

- Outlining the roles and responsibilities of the affiliates.
- Outlining how M-D C.O.R.E. is activated and its operations.
- Identifying a system of notification for M-D C.O.R.E. affiliates.
- Determining the primary function of each affiliate based on the severity and type of disaster.

1.3 How to use this SOP

This SOP is designed to accomplish the following:

- 1) Serve as a training aid to familiarize the reader with the roles and responsibilities of M-D C.O.R.E.;
- 2) Offer operational guidance to responders and decision-makers by providing checklists and sample documents;
- 3) Establish procedural directives in outlining the flow of information within the Emergency Operations Center (EOC);
- 4) Provide tools that facilitate completion of M-D C.O.R.E. functions and promote consistency in how those functions are carried out.

This SOP is divided into five sections and an appendix. These sections are:

- 1) Introduction
- 2) Authority and References
- 3) SOP Maintenance
- 4) Situation & Assumptions
- 5) Concept of Operations

1.4 Distribution

Copies and/or revisions of this SOP will be distributed to the personnel serving in the following positions either electronically or distributed upon activation:

- EOC Human Services Branch Director
- M-D C.O.R.E. Liaison
- VOAD EOC Representative
- EOC Logistics Section Chief
- M-D C.O.R.E. Affiliates

Components of this SOP (e.g., reference documents, checklists) may be distributed to others on an as-needed basis.

Each entity identified herein will utilize this SOP as the basis for development and maintenance of subordinate SOPs, response policies, and implementing procedures. The existence of this plan does not relieve response organizations or local jurisdictions from the duty of developing their own SOPs.

2 AUTHORITY & REFERENCES

- Miami-Dade Comprehensive Emergency Management Plan (CEMP)
- A Whole Community Approach to Emergency Management Principles - December 2011
- National Preparedness Goal PPD 8

3 SOP MAINTENANCE

This SOP will be updated by May 1st of each calendar year. Changes in operational capabilities, modernization of equipment, or modifications should be incorporated in the revisions to this Plan. It is the responsibility of the Whole Community Planner to review and revise this procedure annually. This SOP serves as a section in the Unmet Needs SOP.

3.1 Revocation

Any and all parts of previous Standard Operating Procedures, Rules and Regulations, Operations Memos or Administrative Orders in conflict with this Policy and Procedure are revoked.

3.2 Revision

This is the initial plan and therefore, no revision has been made to date.

4 SITUATION & ASSUMPTIONS

4.1 Situation

M-D C.O.R.E. affiliates are located in Miami-Dade County. They are divided into support groups based on their capabilities and capacities. The decision on which support group(s) and/or individual affiliate(s) to call upon at the time of an emergency will be dependent on the type or scale of disaster presented.

4.1.1 Minor Events

Localized events such as hazardous materials spills or fires may require the evacuation of the immediate and surrounding areas. Response and recovery actions will be conducted within the capabilities and program parameters of the tasked agencies. On scene response personnel should assess the need for mass care and social services.

M-D C.O.R.E. affiliates may be asked to provide services specific to their capabilities and in coordination with the EOC in order to serve those within the community who are affected by the event.

4.1.2 Major Events

Disasters that affect a larger portion of the population (tornadoes, severe weather, hurricanes, radiological incident, and terrorism) may require additional resources or support in order to provide for the affected communities. Affiliates may be called to work in conjunction with partner agencies and as part of a larger response and recovery effort. These services may include, but are not limited to, feeding, sheltering, and the mobilization of a vast number of volunteers.

4.2 Assumptions

- Miami-Dade County may have insufficient resources to meet the needs of those affected by a disaster. Assistance from faith-based and community organizations may be required to respond to the disaster.
- It is likely that in the event of a large disaster unsolicited donations will arrive in the county. In order to effectively manage the receipt of these unsolicited donated goods, it will be necessary to have additional partners to assist in coordinating the receipt and distribution of goods.
- Organizations providing services are expected to be able to support their organizational needs to the best of their ability.
- Volunteer organizations such as the American Red Cross and Salvation Army will provide immediate shelter, feeding, and emergency mental health relief to individuals and families, services not normally available from government resources. M-D C.O.R.E. organizations will complement these efforts with the availability of services and resources that can specifically target an affected community and assist in maximizing the county's response and recovery efforts.
- All levels of government, private entities, and volunteer organizations will respond to a disaster within the limits of their available resources, including pre-arranged mutual aid, and subsequently may request assistance from their next highest level of support if required, (e.g., municipality to county, county to state, state to federal government).
- M-D C.O.R.E. affiliates will, and have, engaged in response activities as part of their organization's mission.

5 CONCEPT OF OPERATIONS

5.1 Direction & Control

M-D C.O.R.E. is a coordinating and collaborating effort of emergency management, faith-based, and community organizations that seek to provide emergency relief services when there is a disaster within an affected community. M-D C.O.R.E. will organize during the response and recovery phase of a disaster to provide short- and long-term disaster relief services to the affected population of Miami-Dade County.

Roles & Responsibilities

MDEM

- Coordinate the response of affiliates during a non-EOC activated event.
- Serve as a conduit for communication between the M-D C.O.R.E. support groups.
- Alert groups of EOC activation, placing them on standby.
- Maintain a list of contact information for each affiliate.
- Maintain a working knowledge of reporting requirements during activation.

M-D VOAD EOC Representative

- Establish a tracking system for the affiliates involved in providing services in order to prepare a comprehensive situational report on human services activities.

- Document in WebEOC® situational reports of current activities, projected objectives, and problems or challenges that exist, and submit these to the EOC Human Services Branch Director.
- Establish a meeting schedule and convene meetings/conference calls with the organizations providing assistance in order to track client services.
- Coordinate the response of affiliates and county agencies to identify and meet long-term and unmet needs following the response to a disaster.
- Maintain a database of available and obtainable organizations/resources that will be needed in an emergency or disaster.

M-D C.O.R.E. Liaison

- Serve as a conduit for communication between MDEM and/or EOC and the M-D C.O.R.E. support groups.
- Alert groups of EOC activation, placing them on standby.
- Maintain a list of contact information for each affiliate.
- Maintain a working knowledge of reporting requirements during activation.
- Participate in training and workshops.
- Attend engagement sessions.

Feeding Support Group

The M-D C.O.R.E. Feeding Support Group (see Appendix 3) will focus on providing food and water to the community post-disaster. Other activities include, but are not limited to:

- Contact appropriate member agencies able to meet the needs of the disaster victim.
- Coordinate with other organizations on disaster relief efforts.
- Work with other organizations to identify and address the needs of the community in an affected area.
- Provide appropriate disaster relief services related to feeding support.
- Maintain a roster of resources and volunteers.
- Maintain a list of vendors and relevant contact information.
- Advise EOC of their activation status, needs and capabilities.
- Update organization profile in the M-D C.O.R.E. database.
- Participate in training and workshops.

Sheltering Support Group

The M-D C.O.R.E. Sheltering Support Group (see Appendix 3) will focus on providing shelter to affected individuals during and after a disaster. Other activities include, but are not limited to:

- Provide appropriate disaster relief services related to sheltering.
- Maintain a roster of resources and volunteers.
- Advise EOC of their activation status, needs and capabilities.
- Update organization profile in the M-D C.O.R.E. database.
- Participate in training and workshops.

Points of Distribution (POD) Support Group

The M-D C.O.R.E. Points of Distribution Support Group (see Appendix 3) will focus on commodity distribution post-disaster. Other activities include, but are not limited to:

- Provide a person to be at the location during hours of operation.
- Provide staff to manage POD operations.
- Advise EOC of their activation status, needs and capabilities.
- Update organization profile in the M-D C.O.R.E. database.
- Participate in training and workshops.

Disaster Assistance Center (DAC) Support Group

The M-D C.O.R.E. Disaster Assistance Center Support Group (see Appendix 3) will focus on disaster service assistance post-disaster. Other activities include, but are not limited to:

- Maintain their site, provide access to their site, and provide staff.
- Inventory resources and volunteers.
- Advise EOC of their activation status, needs and capabilities.
- Update organization profile in the M-D C.O.R.E. database.
- Participate in training and workshops.

Warehousing Support Group

The M-D C.O.R.E. Warehousing Support Group (see Appendix 3) will focus on warehousing donations and goods to be used during and post-disaster. Other activities include, but are not limited to:

- Provide a person to be at the location during hours of operation.
- Provide staff to manage warehouse operations.
- Maintain and update a list of received goods that might be used to fulfill resource requests.
- Coordinate the receipt of goods.
- Advise EOC of their activation status, needs and capabilities.
- Update organization profile in the M-D C.O.R.E. database.
- Participate in training and workshops.

Volunteer Support Group

The M-D C.O.R.E. Volunteer Support Group (see Appendix 3) will focus on maintaining and activating a corps of volunteers that will assist in providing appropriate disaster relief services to the community. Other activities include, but are not limited to:

- Maintain a roster of resources and volunteers.
- Recruit and train volunteers for emergencies and disasters to assist.
- Coordinate the intake and process of individuals who want to volunteer in their organization.
- Provide a summary of volunteers activated during each operational period and the missions supported through their assistance.
- Advise EOC of their activation status, needs and capabilities.
- Update organization profile in the M-D C.O.R.E. database.
- Participate in training and workshops.
- Attend engagement sessions.

Services for the Elderly Support Group

The M-D C.O.R.E. Services for the Elderly Support Group (see Appendix 3) will focus on providing appropriate services to those with functional and access needs during a disaster. Other activities include, but are not limited to:

- Inventory resources and volunteers.
- Maintain their list of vendors and relevant contact information.
- Advise EOC of their activation status, needs and capabilities.
- Update organization profile in the M-D C.O.R.E. database.
- Participate in training and workshops.

Mass Communication Support Group

The M-D C.O.R.E. Mass Communications Support Group (see Appendix 3) will focus on disseminating information related to disaster preparation and response. Other activities include, but are not limited to:

- Keep a roster of communication resources.
- Monitor emails coming from the EOC during hurricane season.
- Disseminate information through various forms of media.
- Conduct bi-annual meetings with partner groups supporting mass communication efforts.

Crisis Counseling/Spiritual Care Support Group

The M-D C.O.R.E. Crisis Counseling/Spiritual Care Support Group (see Appendix 3) will focus on providing disaster relief services in the area of crisis counseling and spiritual care. Other activities include, but are not limited to:

- Maintain a roster of skilled counselors.
- During EOC activation, provide a summary of volunteers activated during each operational period and the missions supported through their assistance.
- Advise EOC of their activation status, needs and capabilities.
- Update organization profile in the M-D C.O.R.E. database.
- Participate in training and workshops.

5.2 Preparation

During the preliminary phases, prior to the onset of a potential emergency or disaster (in addition to all other times of the year), M-D C.O.R.E. affiliates must accomplish the following preparatory tasks:

- Participate in trainings and exercises that increase familiarity and efficiency of their area of service as well as M-D C.O.R.E. protocols to include the database.
- Make themselves available for engagement sessions for information sharing and relationship building.
- Maintain the contact information for key personnel who may need to be contacted during EOC activation.
- Maintain trained personnel to communicate with the M-D C.O.R.E. liaison during activations.
- Familiarize themselves with reporting procedures and communication protocols with the M-D C.O.R.E. liaison (and EOC).
- Maintain their organization's profile in the M-D C.O.R.E. database.

- Establish a checklist of functions.
- Maintain a list of County vendors and relevant contact information.
- Maintain a working knowledge of the area of service that they are supporting.
- Maintain situation awareness throughout hurricane season.

5.3 Alert & Notification

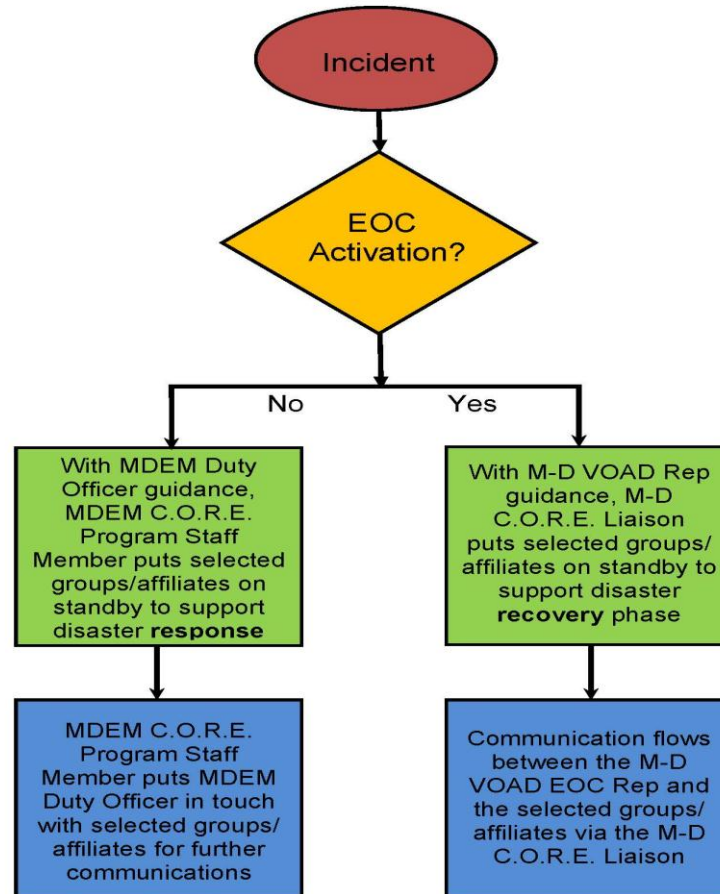
Non-EOC Activation

To activate M-D C.O.R.E. during an event that does not require EOC activation, the MDEM Duty Officer will direct the M-D C.O.R.E. Program Staff to begin the alert and notification process to assess the availability of needed resources and place the appropriate affiliate(s)/support group(s) on standby. Once the appropriate affiliate(s)/support group(s) have been put on standby and available resources have been confirmed, the M-D C.O.R.E. Program Staff Member will put the MDEM Duty Officer in contact with those affiliates/support groups. All further communication will flow between the MDEM Duty Officer and the contacts for the selected affiliate(s)/support group(s).

EOC Activation

Upon making the decision to activate the EOC, the EOC Human Services Branch Director will advise the M-D VOAD EOC Representative to begin the activation process. The M-D VOAD EOC Representative will implement the activation plan by notifying the M-D C.O.R.E. Liaison, who will contact the applicable M-D C.O.R.E. affiliate(s)/support group(s) by phone and through email. Once this initial contact has occurred, the communication plan is as follows: The M-D VOAD EOC Representative will disseminate information to the applicable M-D C.O.R.E. affiliate(s)/support group(s) through the M-D C.O.R.E. Liaison. The M-D C.O.R.E. Liaison will also be the contact person for M-D C.O.R.E. affiliate(s)/support group(s) to relay information back to the EOC.

Diagram 5.3 - Alert & Notification



5.4 Response

Non-EOC Activation

During an event which does not require EOC activation, the MDEM Duty Officer will assess the situation in order to determine the extent which M-D C.O.R.E. affiliate(s)/support group(s) will play a role, if any, in the response. Those affiliate(s)/support group(s) whose capabilities match up with the needs which surface as a result of the event will be contacted by an MDEM C.O.R.E. Program Staff Member and placed on standby in order to prepare for a response. Depending on the situation, MDEM may call on particular support groups, or certain affiliates within those groups, to provide a response. Once the affiliate(s)/support group(s) are requested to support the response effort, communication will flow between the MDEM Duty Officer and the activated affiliate(s)/support group(s).

EOC Activation

During an event which requires EOC activation, the M-D VOAD EOC representative will place M-D C.O.R.E. affiliates on standby in order to prepare to respond. Depending on the needs that arise in the course of the event, the EOC may choose to activate particular support groups or particular organizations within a group. Once those organizations have been activated, all communication and reporting will flow between the VOAD EOC representatives and the activated M-D C.O.R.E. affiliates via the M-D C.O.R.E. Liaison.

When activated, affiliates will assist affected individuals and families with immediate emergency services by:

- Providing a liaison to report to the M-D VOAD EOC representative during the response and recovery phases of the activation.
- Coordinating the response by affiliates to identify and meet immediate, long-term and unmet needs following the response to a disaster.
- Providing services to impacted communities related to feeding, sheltering, PODs, DACs, donations management, warehousing, volunteers, crisis counseling/spiritual care, and mass communications.
- Coordinating resources to ensure the safety and care of emergency workers.
- Maintaining a status report of activities to determine if any unmet needs exist.

5.5 Recovery

During the recovery phase, affiliates will remain activated to support the long-term recovery efforts after the immediate emergency phase of the disaster. In support of the activities of the Unmet Needs Committee, they will address the needs of the affected population based on the number of individuals and families reported to have ongoing needs after all other social services avenues have been exhausted.

5.6 Demobilization

As the situation normalizes, and services can be restored within the County, the EOC Human Services Branch Director will meet with the EOC functional groups to assess the current situation.

Affiliates will remain activated until the relief efforts determine that there are no unmet needs within the affected community or the affiliates have depleted their ability to respond. Normal indicators for the deactivation will be based on the number of cases presented and the available resources of the M-D C.O.R.E. affiliates.

The M-D VOAD EOC representative will be responsible for compiling reports prepared by each M-D C.O.R.E. support group into one overall report. This overall report will be given to the EOC Human Services Branch Director and EOC Logistics Section Chief.

5.7 Resource Management & Logistics

The faith-based and community organizations' resource and networking database plays an important role as a partnership tool, allowing users to work together to extend the capacity of the community. The overall purpose of this database is to coordinate efforts in the activities surrounding the preparation for, response to, and recovery from disasters. (See Volume III for instructions on how to use the M-D C.O.R.E. Database.)

Users of the database have the ability to:

1. Upload and maintain their organization's profile.
2. Document available resources.
3. Report on facility operations capabilities.
4. View the profiles of other affiliates.
5. Communicate and network between groups utilizing email and message board.
6. Advertise special events.
7. View online training and documents via a file library.

The database documents the physical resources of each participating organization. For instance:

The Feeding Support Group enters information related to its resources and capabilities such as:

- Availability of a food pantry.
- Ability to provide meals (hot or cold).
- Availability of a mobile delivery service.
- Number of meals that can be served in one day during a disaster.

The Shelter Support Group enters information related to its resources and capabilities such as:

- Number of people the space that can be accommodated.
- Availability of volunteers to assist in staffing each shelter.

The Points of Distribution (POD) and Disaster Assistance Center Support (DAC) Groups enter information related to their resources and capabilities such as:

- Availability of site.
- Number of volunteers available to staff each site.

The Warehousing Support Group enters information related to its resources and capabilities such as:

- Dimensions of the space available.

The Volunteer Support Group enters information related to its resources and capabilities such as:

- Number of community volunteers available.
- Whether these volunteers can assist in mitigation activities (shuttering, debris removal).

The Services for the Elderly and Crisis Counseling/Spiritual Care Support Groups enter information related to their resources and capabilities such as:

- Number of volunteers available.
- Area in which these volunteers will serve.

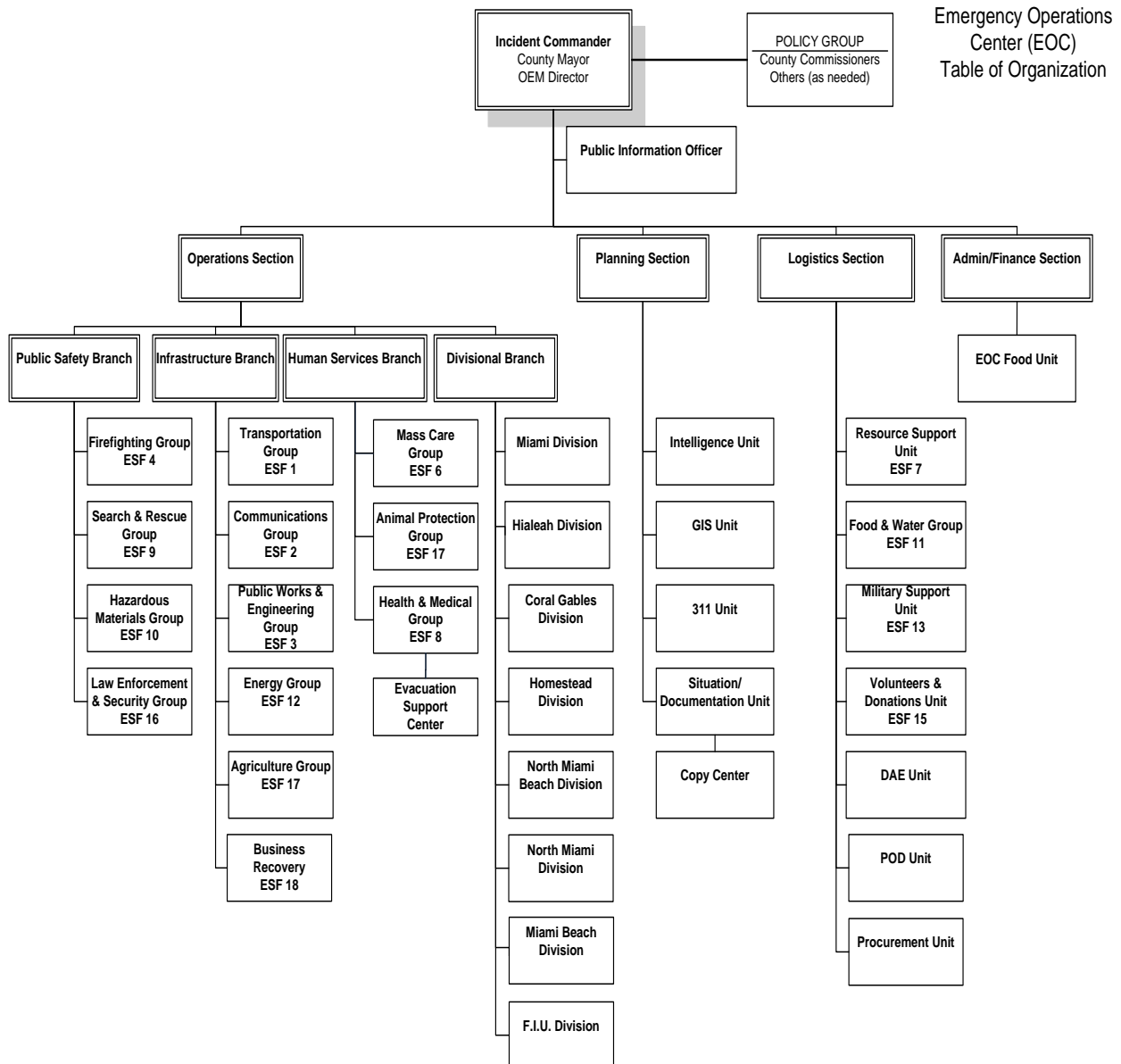
The Mass Communication Support Group enters information related to its resources and capabilities such as:

- Availability of communication networks.
- Type of media used.

By documenting resources and facilitating communications, the M-D C.O.R.E. database assists in the overall collaboration of the disaster relief effort. This will include identifying resource gaps, reducing response time, and increasing the speed of recovery within the community.

APPENDIX

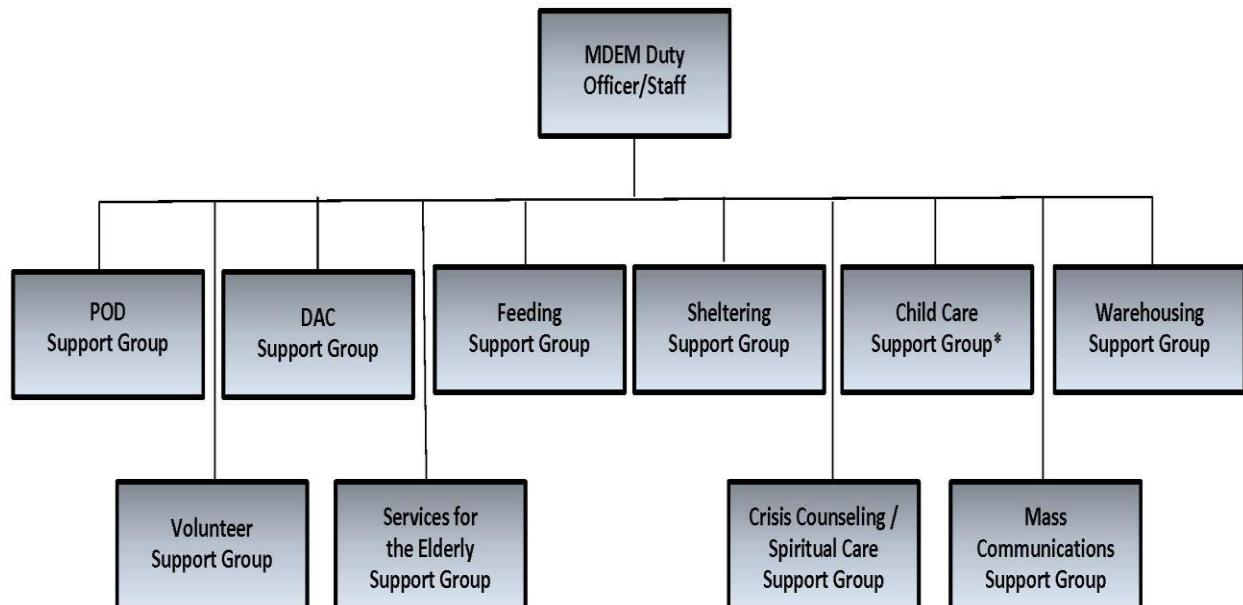
Appendix 1: EOC Table of Organization



Updated: January 10, 2013

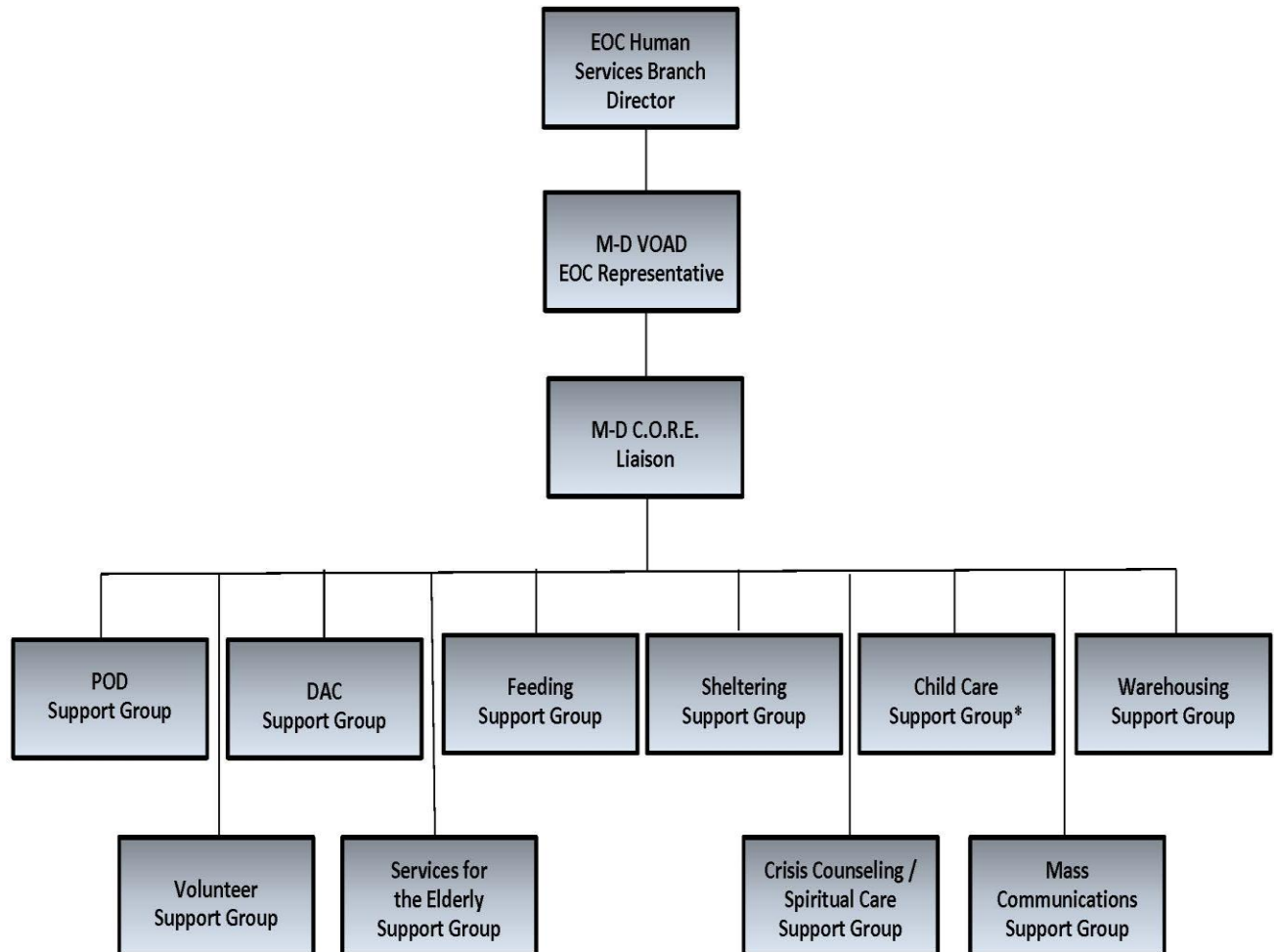
Appendix 2: Alert and Notification

Non-EOC Activation



*Child Care Support Group in development.

EOC Activation



*Child Care Support Group in development.

Appendix 3: List of Support Groups

Feeding Support Group:

Food of Life Ministries	Jackson Soul Food
New Jerusalem Baptist Church (T of B)	Bahamian Connection Restaurant
New Birth Baptist Church (T of B)	Mount Calvary Baptist Church
St Johns Baptist Church	Curley's House of Style
Jordan Grove Baptist Church	Christ Fellowship
American Legion	Stanton Memorial Baptist Church
Mt. Zion Baptist Church	Miami Vineyard Community Church
Friendship Baptist Church	Greater St. Paul A.M.E.
Church of the Open Door (Table of Brotherhood)	Peter Perrine Methodist

Sheltering Support Group:

Church of the Open Door (Table of Brotherhood)	Antioch Missionary Baptist Church of Brownsville
New Jerusalem Baptist Church (T of B)	Christ Fellowship
New Birth Baptist Church (T of B)	Coral Gables Congregational UCC
Tacolocy Community Center	PEACE Community Center
St Johns Baptist Church	Mount Calvary Baptist Church
Jordan Grove Baptist Church	Greater St. Paul A.M.E.
Mt. Zion Baptist Church	
Friendship Baptist Church	
Antioch Missionary Baptist Church of Brownsville	

Points of Distribution Support Group (Food & Clothing):

Curley's House of Style (F&C)	Sweet Home Baptist Church
Notre Dame D'Haiti	Peter Perrine Methodist
Muslim Communities Association of South Florida (F)	Christ Fellowship (F&C)

Disaster Assistance Centers (DACs):

Tacolocy Community Center	Sweet Home Baptist Church
American Legion	Coalition of Florida Farmworkers
Christ Fellowship	

Warehousing Support Group:

Jabez Center	Adventist Community Services
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Volunteer Support Group:

Christ Fellowship	NAACP Youth Outreach
100 Black Men of South Florida	Compassion In Action
First Haitian Baptist Church of North Dade	

Services for the Elderly Support Group:

Communities United, Inc.	Inner City Community Development Corp.
Association of Agencies	

Crisis Counseling/Spiritual Care Support Group:

Compassion In Action*	Jabez Center
Miami Vineyard Community Church	Peter Perrine Methodist
First Haitian Baptist Church of North Dade	Antioch Missionary Baptist Church of Brownsville
PEACE Community Center	

Mass Communication Support Group:

Igles. Del Nazareno El Buen Pastor	Igles. Mision Avivamiento y Fuego
Jesus Rey De Gloria	Yahovan Eloheem Ministries
Rey de Reyes	Vida Nueva Chritian Ministries
Ministerios Nueva Vision	Asambleas Misioneras Elim
Igles. Bautista Ebenezer	Global Action Ministry
Igles. Cristiana La Cosecha	igles. Un Solo Camino
St. John The Baptist Orthodox	Igles. Bautista Nueva Esperanza
The Birth Place Intl. Ministries	Federal Chaplains Agency
Capilla Del Rey	Iglesia Mission Celestial
Centro Cristiano La Mano De Dios	Casa de Refugio Inc.
South Miami Heights Church of the Nazarene	Igles. Santo Pentecostal Puerta De Salvacion
Igles. Pentecostes Rey de Gloria	Iglesia Del Nazareno
Ministerio Hosanna	Bethel S.D. A Church
Igles. Pentecostal Hosanna, Inc.	Iglesia Metodista Pentecostal
Igles. Jesus El Camino	Alpha and Omega
Ministerios Fe Jesus	Ministerio Verdad y Vida
Church of the Ascension	Global Action Ministry
St. Peter's Missionary Baptist	Kendall Community Church of God
Christ The King	Peace United Methodist Church
Manantial De Vida	Genesis Liberty
Ministerio el Refugio de Dios	God's Greater Homeless Outreach
Asaambleas Misioneras Elim	Lugar Santo
Second Baptist Church	Prophetic Praise Family Ministries
Caris Church of God	La Villa De Oro

Mass Communication Support Group (Cont.)

Centro Comuntario Mision Avivamiento y Fuego	Centro Evangelistico La Roca
International Outreach Center	Faith International Fellowship
Pentecostal Outreach Ministries	Miami Vineyard Community Church
Goulds Coalition of Ministers and Laypeople	

Appendix 4: Checklists


Miami-Dade C.O.R.E. Liaison Checklist/Task Statement

Status	Miami-Dade C.O.R.E. Liaison Checklist/Task Statement	Notes
<input type="checkbox"/> Done	Receive briefing and special instructions from the EOC Human Services Branch Director and EOC VOAD representative.	
<input type="checkbox"/> Done	Review current Incident Action Plan or Incident Briefing Report if first operational period.	
<input type="checkbox"/> Done	Alert groups of activation, placing them on standby.	
<input type="checkbox"/> Done	Maintain a list of contact information for each M-D C.O.R.E. support group.	
<input type="checkbox"/> Done	Maintain a working knowledge of reporting requirements during activation.	
<input type="checkbox"/> Done	Establish a reporting mechanism for the support groups involved in providing services in order to assist in the preparation a comprehensive situational report on services and activities in the field.	

Miami-Dade C.O.R.E. Support Groups Checklist/Task Statement

Status	Miami-Dade C.O.R.E. Support Groups Checklist/Task Statement	Notes
<input type="checkbox"/> Done	Receive briefing and special instructions from the M-D C.O.R.E. Liaison.	
<input type="checkbox"/> Done	Alert groups of activation, placing them on standby.	
<input type="checkbox"/> Done	Maintain a working knowledge of reporting requirements during activation.	
<input type="checkbox"/> Done	Maintain a roster of resources and volunteers.	
<input type="checkbox"/> Done	Maintain their list of vendors and relevant contact information.	
<input type="checkbox"/> Done	Advise M-D C.O.R.E. Liaison of their activation status, needs and capabilities.	
<input type="checkbox"/> Done	Provide a summary of volunteers activated during each operational period and the missions supported through their assistance.	
<input type="checkbox"/> Done	Provide the appropriate disaster relief services to individuals and families affected.	
<input type="checkbox"/> Done	Develop daily reports of current activities, projected objectives, and problems or challenges that exist and submit to the M-D C.O.R.E. Liaison.	

Appendix 5: Reporting Documents

 Shelter Registration Form						
Incident Name: _____						
Shelter Name: _____						
Shelter location: _____						
Family Name (Last Name)	Total family members registered:					
	Total family members sheltered:					
Pre-Incident Address (City/State/Zip)	Primary Language:					
	Is language assistance needed:					
Contact Number:	Method of Transportation:					
If alone and under 18, location of next of kin/parent/ legal guardian:						
Information about individual family members present						
Name (Last, First)	Age	Gender (M/F)	Arrival Date	Departure Date	Departing? (Y/N)	Returning Home (Y/N)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Are you required by law to register with any state or local government agency for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No						

Initial Intake:	Circle	Actions to be taken	Include ONLY name of affected family member
1. Do you have a medical or health concern right now?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, stop interview and refer to shelter manager. If life threatening call 911.	
2. Do you need medicine, equipment or electricity to operate medical equipment or other items for daily living?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, go to next question. If no, skip to question 6.	
3. Do you have the items you need with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, alert shelter manager.	
4. Do you normally need a personal caregiver or service animal?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, ask next question. If no, skip the next one	
5. Is your caregiver or service animal inaccessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, circle which one and alert shelter manager.	
6. Do you have any food allergies or require a special diet?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, document and alert food provider on site.	

Interviewer's Name (PRINT) _____ **Date:** _____

Description of services provided

<input type="checkbox"/> Snacks	<input type="checkbox"/> Meals	<input type="checkbox"/> Clothing
<input type="checkbox"/> Childcare	<input type="checkbox"/> Behavioral health/spiritual care	<input type="checkbox"/> Comfort/clean up
<input type="checkbox"/> Other		

Name of person collection information (PRINT) _____

Date: _____

RELEASE OF INFORMATION

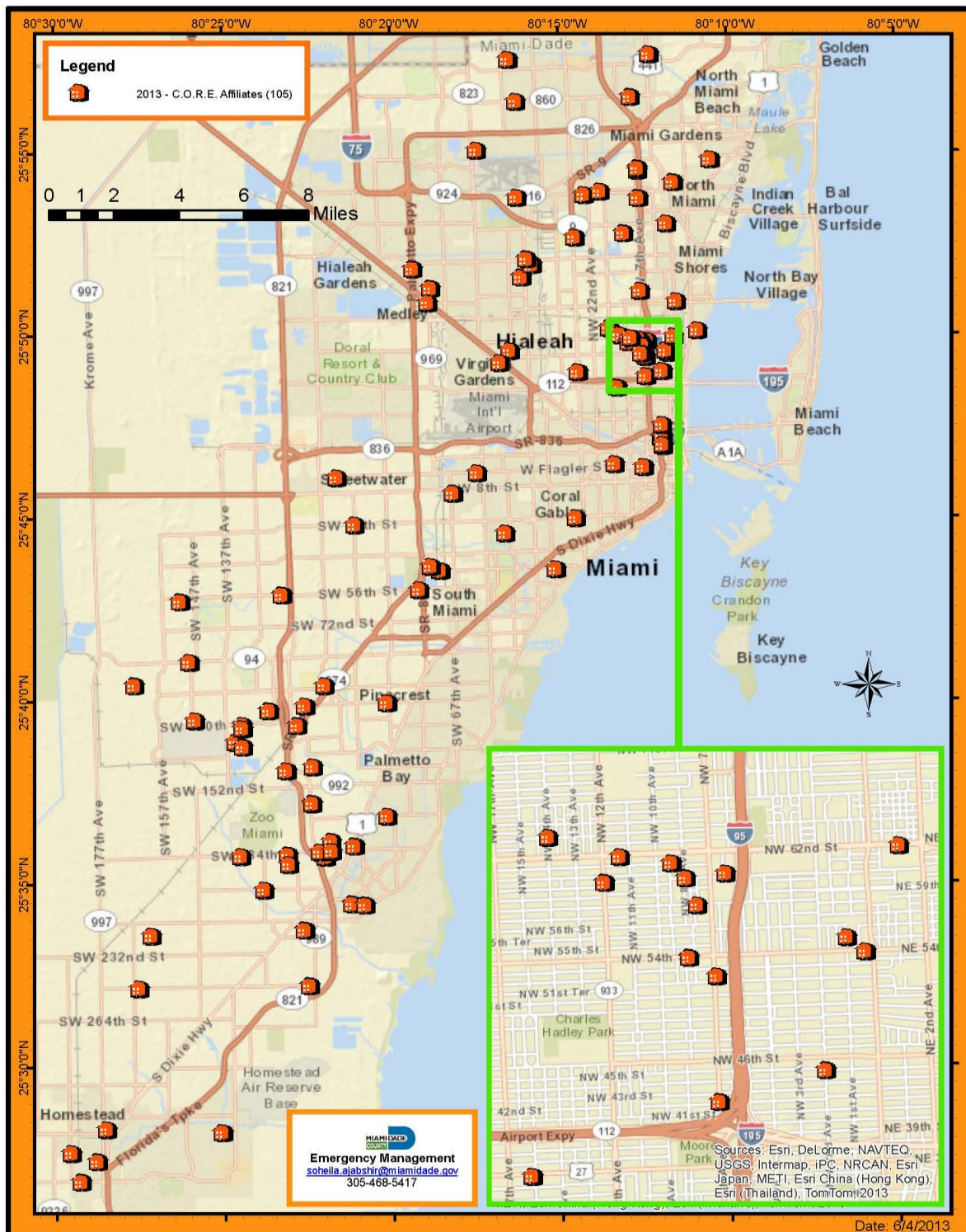
I, _____, hereby release the information contained in this form to be provided to all agencies related to the Miami-Dade County Disaster Relief effort. I release the information provided to those agencies for the expressed and singular purpose of their efforts to meet my disaster needs.

Head of Household

Date

Appendix 6: Maps

Locations of Miami-Dade C.O.R.E. Affiliates



Resources: Food, Shelter, and POD Locations

