

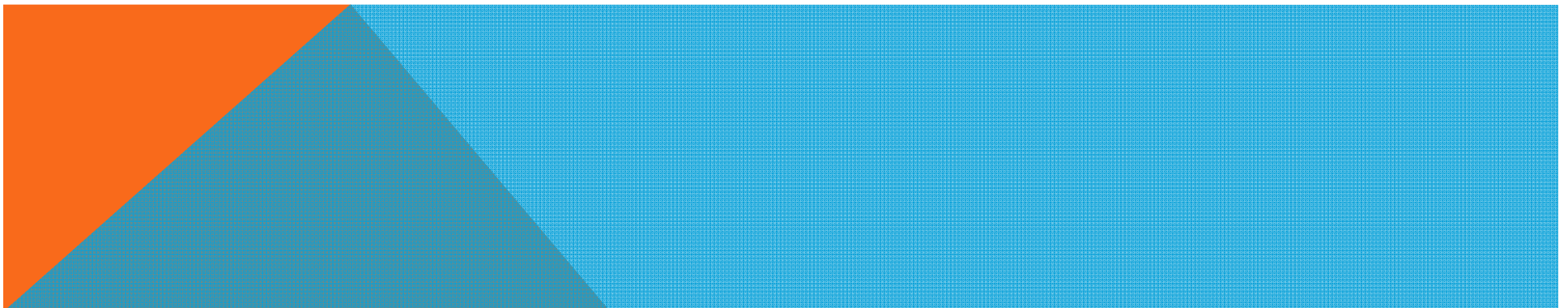
DISASTER ASSISTANCE EMPLOYEES (DAE) PROGRAM

EMPLOYEE VOLUNTEER STAGING AREA ORIENTATION



AGENDA

- Brief overview of the DAE Program
- Overview of Employee Volunteer Staging Area (EVSA) process and major roles
- Personal Preparedness
- Questions

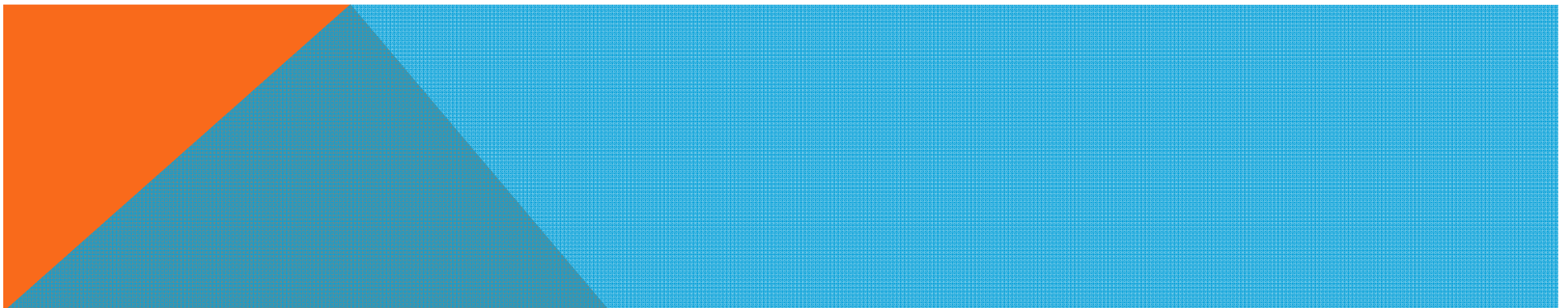


WHAT IS THE DAE PROGRAM?

Created to address personnel needs for a multitude of disaster response & recovery activities.

Disaster roles are assigned to County Departments, employees can no longer choose their own disaster role.

Miami-Dade County Ordinance,
[Chapter 8B Section 11 & 12.](#)





DAE Program	
Employee Wellness Teams	Hurricane Evacuation Centers
Shuttering	Mobile Assistance Teams
Points of Distribution	Employee Volunteer Staging Area
DAE Call Center	Disaster Assistance Centers
EOC Support	????????



Be Familiar With These Roles!

ENET.MIAMIDADE.GOV

enet Delivering Excellence Every Day

Enterprise Discounts

Popular Links

County Holidays

Jobs

Pay Plan

Training & Development

Webmail

ePar (Peoplesoft)

ImPress

eDesktop

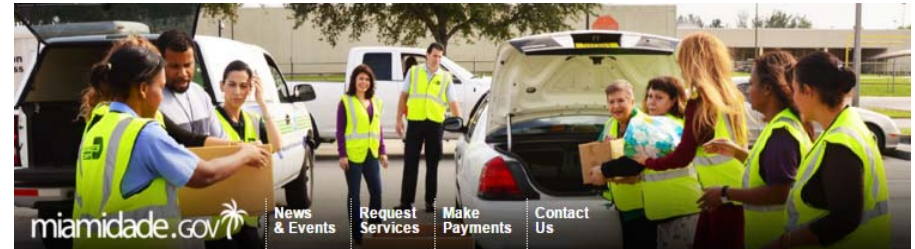
Testing Job Analysis

Disaster Assistance Employees

Limited Time Offers



Stop by any of DCFCU's 13 branch locations



Fire Rescue

- Emergency Response
- Emergency Management
- Fire Permits and Inspections
- Community Outreach
- Jobs & Employment
- Records and Billing
- Safety
- Stations & Units
- Training
- About Us

Last Visited » [Study on the Cooling Canal System at FPL Turkey Point Power Station](#) » [Job Search Agent](#) » [Miami-Dade County Jobs](#) » [Disaster Response](#)

Disaster Response

Whenever a disaster has or will impact Miami-Dade County there are a multitude of jobs that need to be accomplished. Relying solely on volunteers from the community to accomplish these tasks is not prudent. To address this problem the Disaster Assistance Employee (DAE) program was created.

Miami-Dade County Ordinance Chapter 8B - Sections 11 and 12

This Miami-Dade County Ordinance authorizes the recruitment, training and use of County employees as DAE personnel to assist in disaster response efforts in Miami-Dade County.

Penalties: It is unlawful for anyone to fail or refuse to obey any such order issued by the Mayor, the Board, the Manager, or the Director or their designee pursuant to this chapter. Anyone convicted of a violation of this section is punishable by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for not more than one hundred and eighty (180) days, or both. (Ord. No. 99-51; 2, 5-25-99)

To update your contact information in Bluebook, the database utilized to assign DAE staff, please visit the County's Enet site at <http://enet.miamidade.gov/>.

Concept of Operations

The DAE program requires the cooperation and active participation of all County departments and employees for successful implementation. Because DAE activities cross departmental lines, a cooperative approach is used in the development and implementation of the DAE program. During activations, all DAE disaster work assignments will fall under the coordination and control of the Miami-Dade County EOC. The decision to implement and cease programs will be decided based upon the needs of the community and upon the decision of the Incident Commander (County Mayor, or designee).

[More Information](#)



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ONLINE SERVICES TOP 10

01. Paycheck & Paystub
02. Database Services
03. Change Management
04. Grants Database
05. ASE
06. IT Service Requests
07. Order Business Supplies
08. Power IT Down Dashboard
09. Document Tracking System
10. Bluebook

Departments

Emergency Preparedness

WHAT'S NEW

Sign up for downtown's big race

Join thousands of Downtown Miami employees for next month's Mercedes-Benz Corporate Run, the big annual office get-together that's



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Intranet

Last Visited » [The Disaster Assistance Employee Program](#) » [Emergency Preparedness](#) » [Emergency Preparedness](#)

Departments

- Emergency Preparedness
- Disaster Assistance Employees
- Emergency Purchases
- Legislative Information Center
- Policies & Procedures

Emergency Preparedness

The Office of Emergency Management is responsible for the County's response during declared disasters. Please refer to the [Emergency Management website](#) for information regarding Emergency Activation, Preparation for Family and other important information to keep you prepared and informed.

The Internal Services Department (ISD) has many hurricane related responsibilities which affect County Departments. An understanding of ISD's role and the steps you need to follow, to prepare for and recover from a hurricane, will ensure that County personnel, equipment and facilities are adequately protected; damages are mitigated and an efficient recovery is made. See the [ISD Hurricane Services for County Departments](#) to learn more.

Disaster Assistance Employees

Miami-Dade County's Disaster Assistance Employee (DAE) program coordinates the roles of employees to help the community recover faster from a disaster.

Emergency Purchases

Department Directors have assigned authorized designees for the certification of emergency purchases. Guidelines have been developed for Internal Services Department (ISD), Procurement Management Services (PMS) staff regarding the preparation for and recovery from emergencies, disasters and hurricanes.

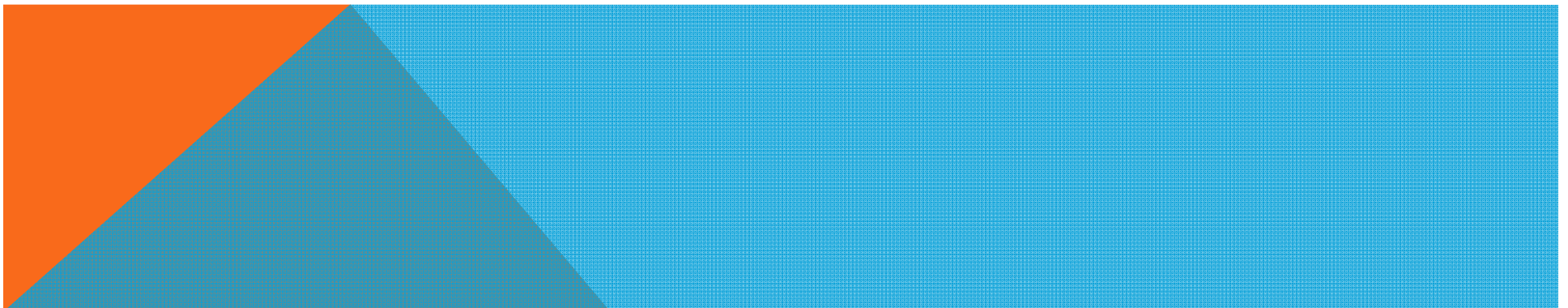
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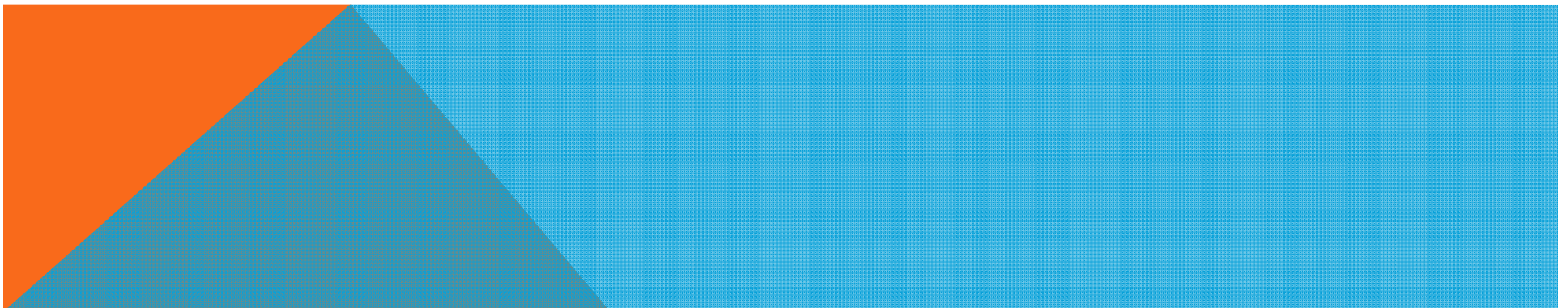
ACTIVATION

- The EVSA will be activated at the direction of the EOC.
- The location, hours of operation and shift will vary based upon the number of individuals that need to be processed and assigned.
- Management of the EVSA will be a joint effort between **Human Resources (HR) Department and the United Way.**



EVSA LOCATIONS

- Primary
 - SPCC
 - North Dade Regional Library
 - West Dade Regional Library
- Alternate
 - South Dade Regional Library
 - Main Library



EVSA Instructions

Registration/Orientation Area: Fill out and sign forms provided. Proceed as directed to an interview station once forms are completed.

Interviews Area: Interviewer will take your forms, talk with you about your skills and refer you to an agency | needing your help. Take Volunteer Assignment form provided to the Data Coordinator at the conclusion of the interview.

Data Coordination Area: Coordinator will record and initial your Volunteer Assignment form and, if possible, notify the agency to expect you.

Safety Training Area: You will be given special instructions about safety and security.

Volunteer/County Employee Identification area: You will receive a badge or wristband that will allow you to enter restricted area during the days written on Volunteer Assignment form.

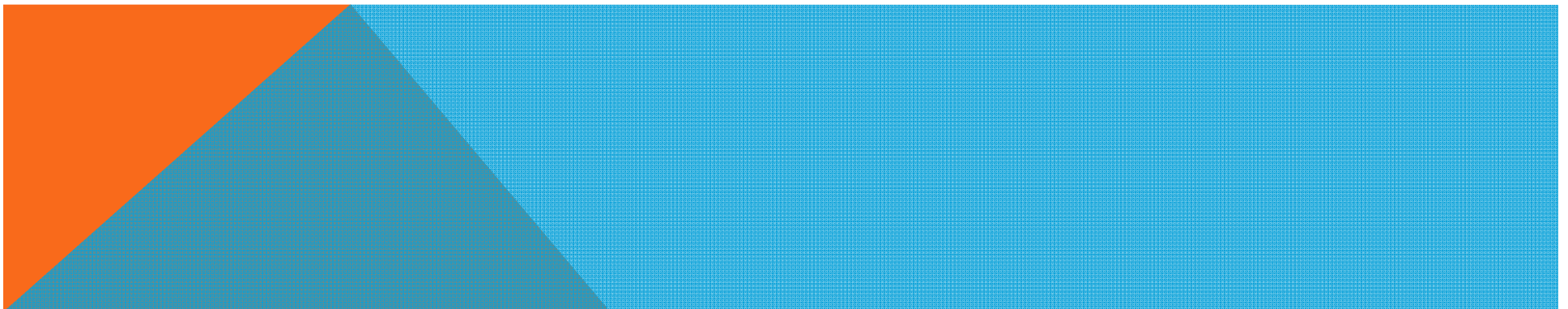
FLOW OF INFORMATION AT EVSA

- Station #1 Registration / Orientation

Greeters record all incoming individuals, names, employee id number, and check in times. Additionally, they provide: [Volunteer Registration forms](#), [EVSA Instructions sheets](#), [Release of Liability Statements](#), and [Emergency Daily Activity Reports \(EDAR\)](#).

- Station #2 Interviews

Greeters will direct individuals to the interview station. The goal of these stations are to [match volunteer skills with available disaster assignments](#).



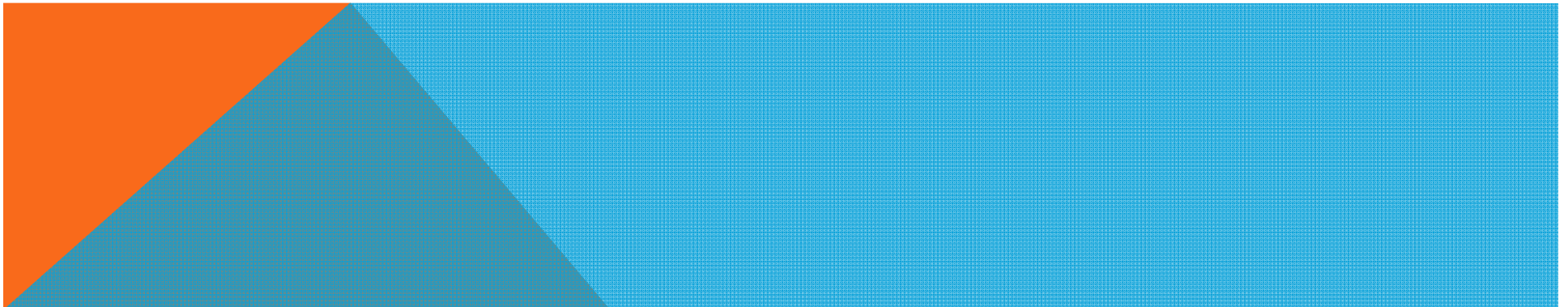
FLOW OF INFORMATION AT EVSA

- Station #3 Data Coordination

All volunteer forms are collected at this station and records are created for each volunteer processed. Additionally, this station is the communication center for the site. The Data Coordinator maintains communication with the EVSA Director, EVSA staff, and non-profit organizations to ensure requests are logged, fulfilled, and closed out.

- Station #4 Safety Training

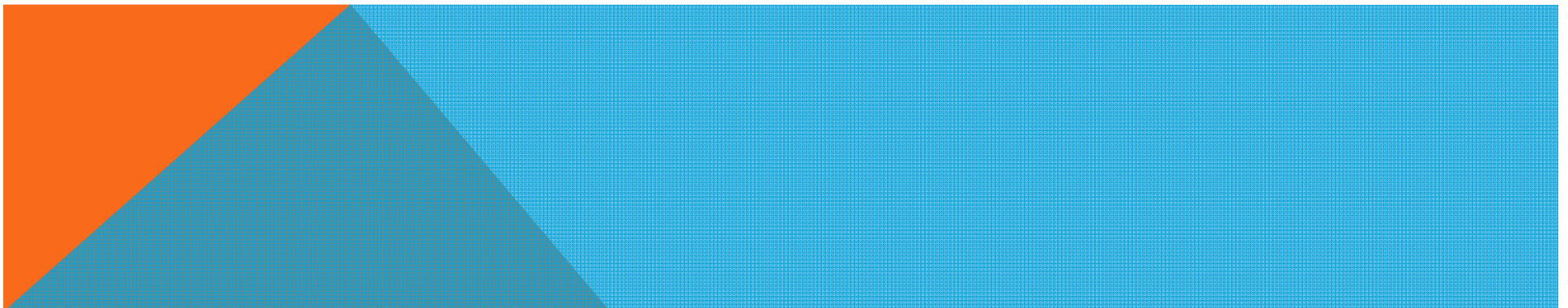
The Safety Trainer briefs all new volunteers on what to expect at their job sites, how to be safe while volunteering and provides a general safety orientation containing safety guidelines and instructions.



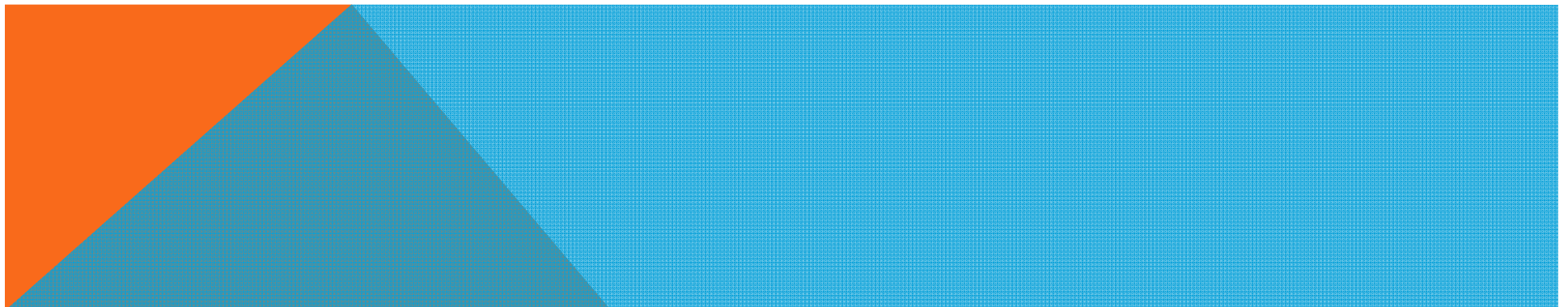
FLOW OF INFORMATION AT EVSA

Station #5 Identification

Staff will **provide badges or wristbands** to volunteers /County employees which provide access to restricted work sites for an allotted period of time. FastPass machines will be utilized in the creation of the badges.

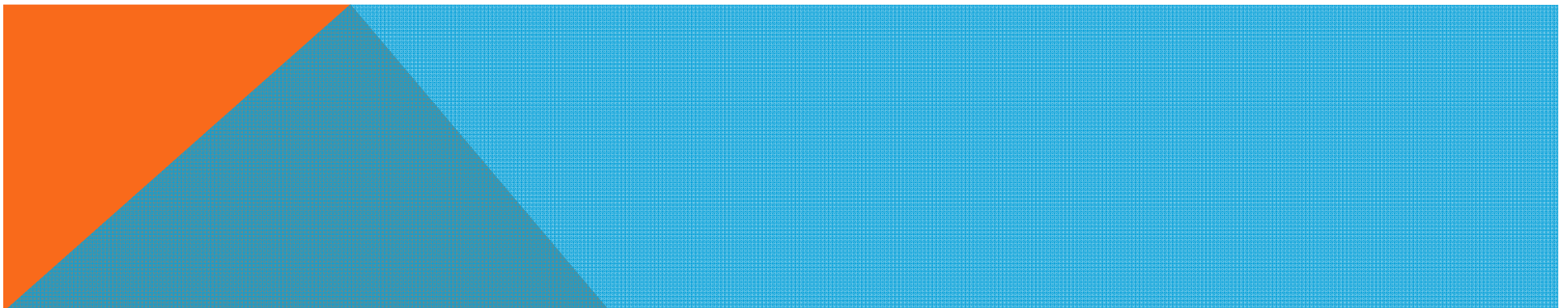


FAST PASS MOBILE IDENTIFICATION UNIT

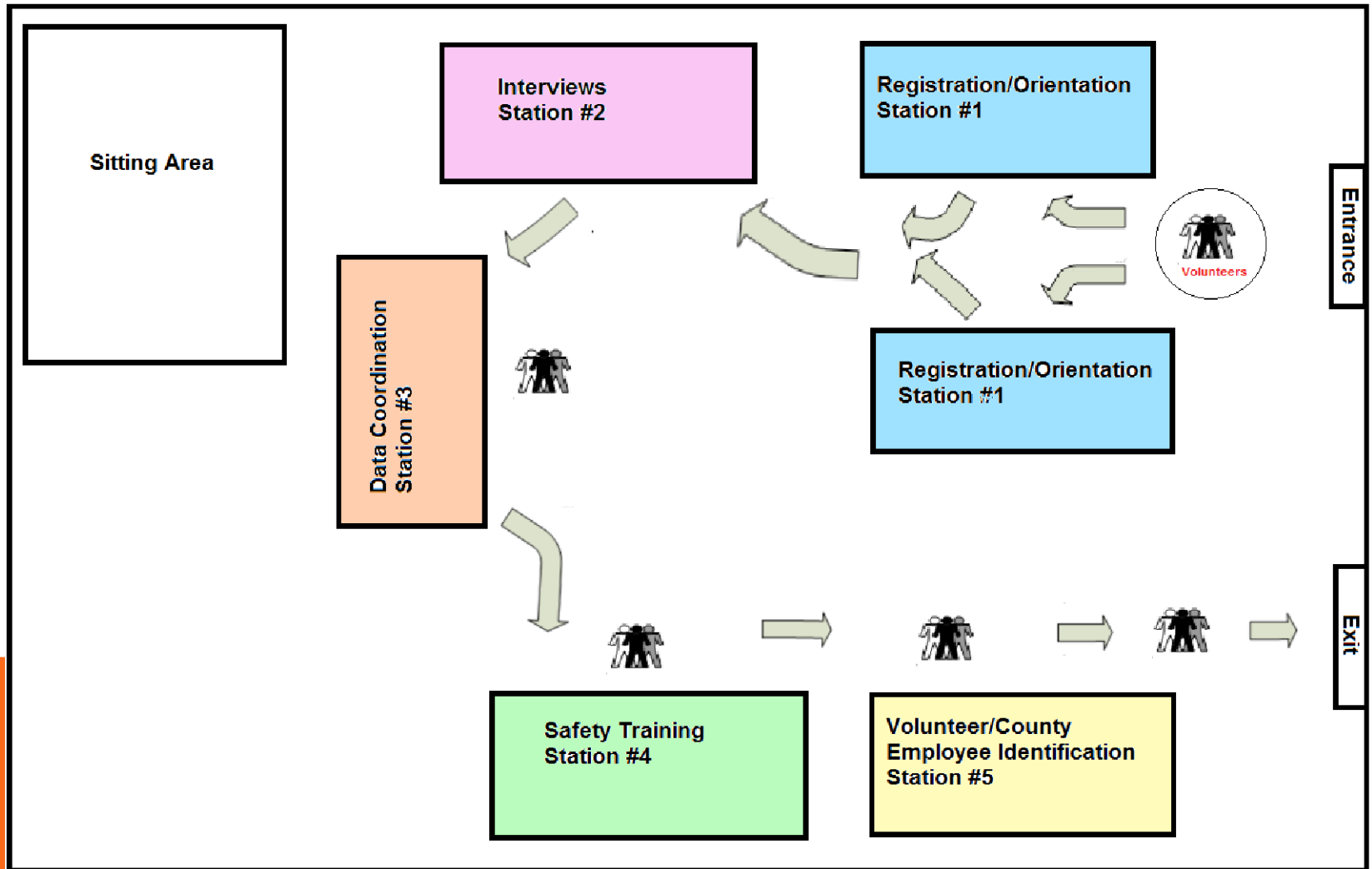


OTHER SUPPORT FUNCTIONS

- **Data Entry/Record Keeping** - Data entry staff records requests for volunteers and the volunteer registration forms into the computer.
- **Runners** - Runners will be located throughout the EVSA. They will be in charge of transporting material from one station to another



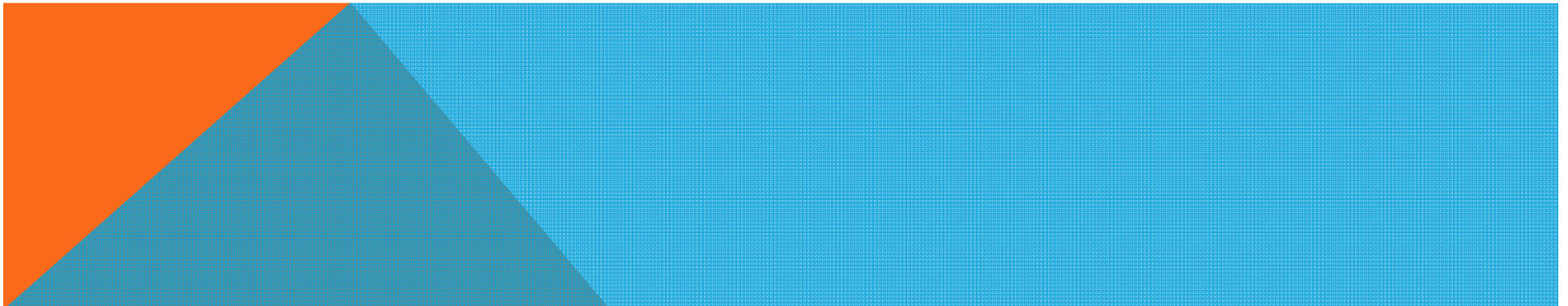
EVSA FLOOR PLAN



MAJOR ROLES

EVSA Director

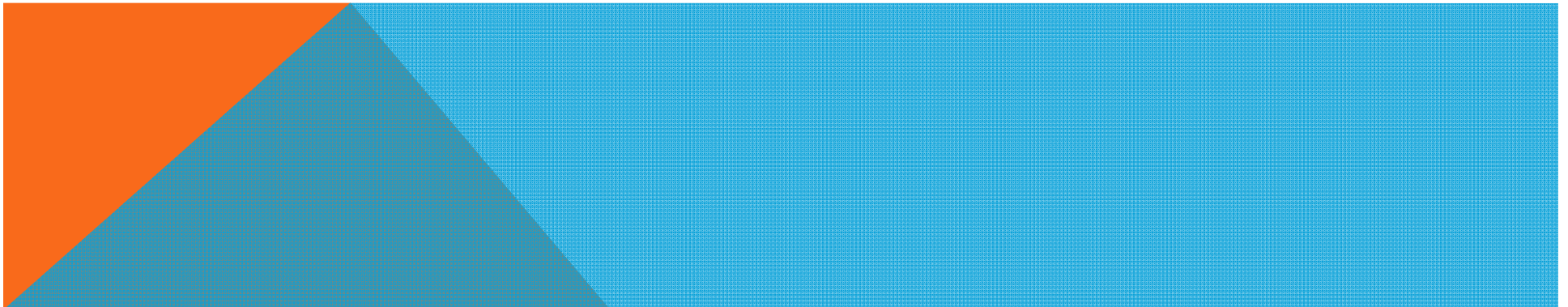
- Supervise and ensure efficient management of the EVSA.
- Coordinates the opening & set up of preselected EVSA sites.
- Maintain records of expenditures for submission when requested.
- Address media inquiries on-site.
- Communicates resource requests to the EOC.
- Briefs the EOC on EVSA operations daily.
- Conducts After Action during demobilization & provides info to EOC.
- Submit all EVSA documents collected to the EOC.



MAJOR ROLES

EVSA Shift Manager

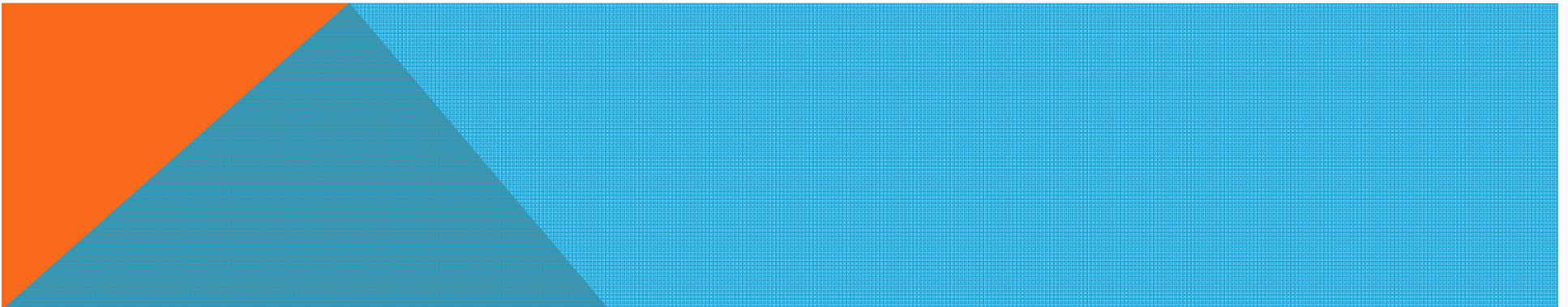
- Ensure site is clearly identified and appropriate signage is posted.
- Coordinate room set up for efficient flow of volunteers.
- Supervise and manage EVSA operations and staff.
- Ensure DAE staff are assigned and clearly briefed on their EVSA roles and responsibilities, including confidentiality of information.
- Ensure all EVSA staff have signed in and out during operational shifts.
- Schedule staff breaks on a regular basis.
- Distribute and collect Emergency Daily Activity Reports (EDAR) from EVSA staff daily.
- Demobilize EVSA site and ensure it is returned to its “original” condition.



MAJOR ROLES

EVSA Logistics Coordinator

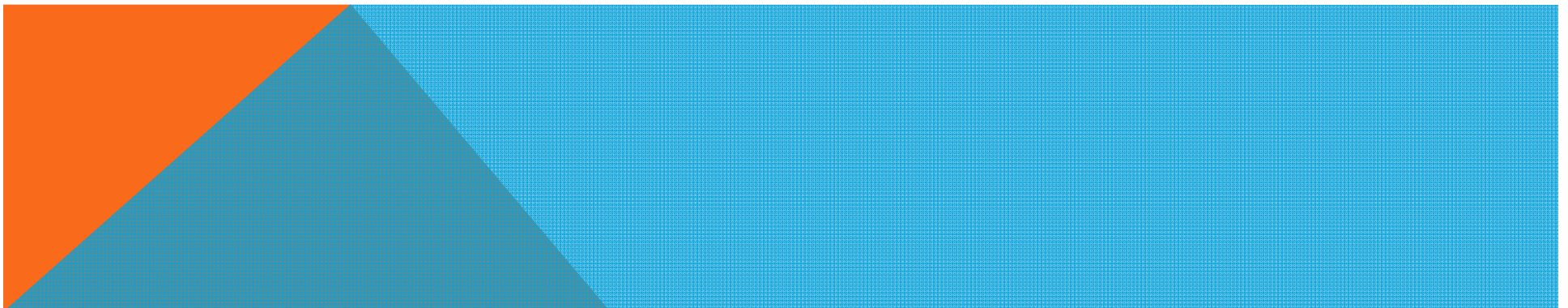
- Ensure preselected EVSA sites have been inspected by facility and ISD Risk management.
- Ensure EVSA sites are set up according to the direction of the EVSA Shift Manager and Director.
- Coordinate the pick up and delivery of “Go Kits” and FastPass machines to EVSA sites.
- Ensure supplies are monitored and refilled.
- Submit resource requests to the EVSA Director.
- Take inventory, collect, and return equipment and supplies during demobilization process.
- Demobilize EVSA site and ensure it is returned to its “original” condition



MAJOR ROLES

Emergency Support Function 15 Lead

- Supervise and ensure efficient management of the EVSA through each phase.
- Act as liaison between EVSA and non-profit agencies.
- Ensure their staff are assigned and clearly briefed on their EVSA roles and responsibilities, including confidentiality of information.
- Regularly communicates with the EVSA Director and provides a summary of volunteers processed each operational period, and the missions supported through their assistance.



EQUIPMENT AND SUPPLIES

Section 3: EVSA Recommended Supplies and Equipment Office Supplies

Dry erase markers (3 sets of 4)
Dry eraser (3)
Pens - (4 boxes of 12)
Highlighters (2 boxes of 12)
Pencils (4 boxes of 12 sharpened)
2 Lined spiral bound notebooks
Copy paper, 3 reams
Flip chart pad (1)
3 x 5 Index Cards (200) & 2 file box
File folders and labels – letter (50)
File folders and labels – legal (50)
3 hanging file folders and labels
Push pins (100)
Clipboards - legal (25)
Stapler (4), staples (2 boxes)
Masking and clear tape (2 rolls each)
Staff name tags
Volunteer name tags
Post-its:
 3 packs of 3" x 3"
 1 Post-it fax pad
#10 envelopes (1 box)
Binder clips
 Small (2)
 Medium (2)
 Large (2)
Scissors (2)
Pencil Sharpener (not electric)
Paper Clips (100)
Hospital ID bracelets (500)
Binders (3 - for emp., expense, & vol logs)
Tape for label maker (3)

Forms:

Volunteer Instructions (500)
Disaster Volunteer Registration (500)
Disaster Volunteer Interview List (500)
Request for Volunteers (500)
Disaster Volunteer Referral (500)
Employee & Volunteer Log (14 each)
Expenses Incurred Log (14)
Disaster Volunteer Handbook (100)
Volunteer Connection User Guides (25)

EVSA Manual (25)
Miami-Dade County (PAR sheet)

Lists and Maps:

EVSA floor plan
City and County maps
Emergency phone list
EVSA job descriptions

Equipment:

Battery-operated radio and batteries
Battery-operated clock (optional)
Coffee urn, cups, coffee, creamer, and sugar
Large ice chest
Disposable camera
Phone system
Laptops
Printed signs
Card tables (14)
Printer
Fax machine
Dry Erase Boards (3)
Easels (5)
Label maker (1)
Fast Pass Badge Machine and Printer (1 per location)

MDEM owns and will schedule the delivery of the "Go Kit" with the EVSA Logistics Coordinator to the EVSA. Smaller modified kits will be created and delivered pre-storm to Human Resources. Human Resources will be responsible for transporting to the EVSA. "Go Kit" may not contain items listed in the above recommended list.

FLOW OF INFORMATION AT EVSA LOCATION



Volunteer Reception Center - Steps For Volunteers

Employee & Volunteer Staging Area (EVSA)

Standard Operating Procedure



Disaster Assistance Employees (DAE) Program
Just-In-Time Guide

Employee & Volunteer Staging Area



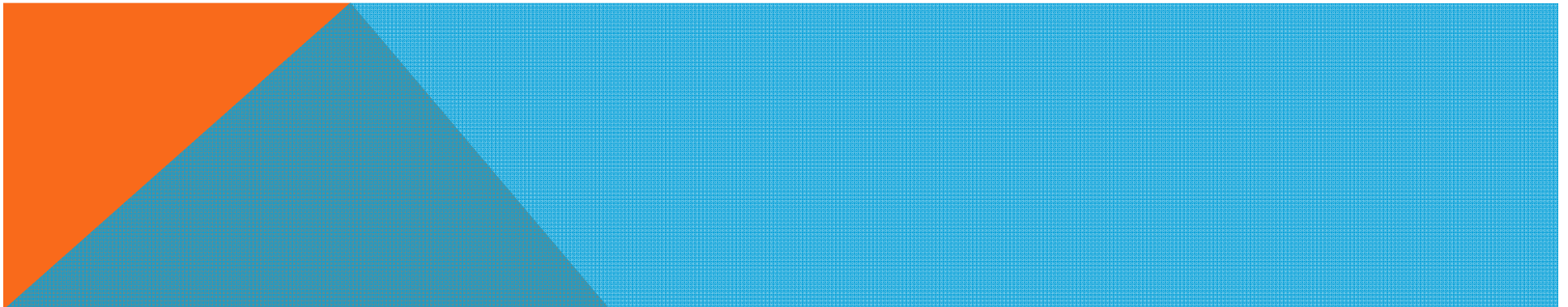
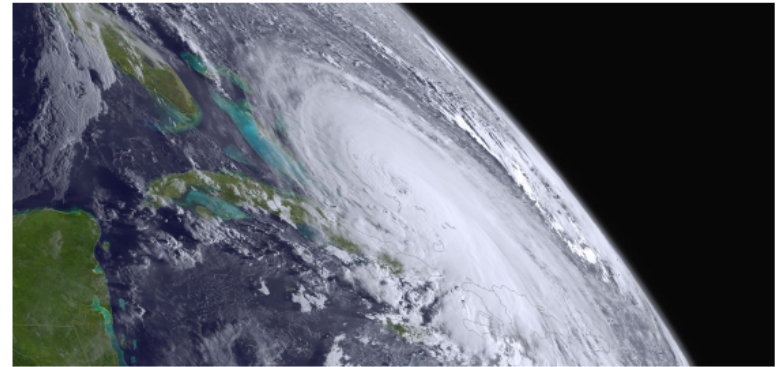
2016 HURRICANE OUTLOOK

- NOAA predicts a 70 percent likelihood of 10 to 16 named storms of which 4 to 8 could become hurricanes; 1 to 4 major hurricanes (Category 3, 4 or 5).
- This is a more **challenging hurricane season outlook** than most because it's difficult to determine whether there will be reinforcing or competing climate influences on tropical storm development.
- A **near-normal prediction** for this season suggests we could see more hurricane activity than we've seen in the last three years, which were below normal.

Near-normal Atlantic hurricane season is most likely this year

70 percent likelihood of 10 to 16 named storms

May 27, 2016 — NOAA's Climate Prediction Center says the 2016 Atlantic hurricane season, which runs from June 1 through November 30, will most likely be near-normal, but forecast uncertainty in the climate signals that influence the formation of Atlantic storms make predicting this season particularly difficult.



GET READY JUST IN CASE !!



Prepare.
Create your own Ready Kit.



Plan.
Develop a
Communications Plan.



Stay Informed.
Learn about potential
disasters and how to prepare.



Get Involved.
Learn more
about what you can do.



QUESTIONS/IDEAS

