

EMERGENCY PLANS FOR DEPARTMENTS

SUMMARY

All departments are required to prepare and annually review and revise continuity of operations plans pursuant to directions and guidelines from the Office of Emergency Management (OEM). These plans may be prepared with the assistance of the Office of Emergency Management. When this plan is complete and sent to Emergency Management, all employees affected by the plan should be advised and trained in their respective responsibilities. This procedure explains plan development and how costs are monitored in the event of an emergency. These contingency plans shall be submitted to the Office of Emergency Management by the last day of March each year in an Office of Emergency Management approved format.

PROCEDURE

Developing Emergency Plans

1. The OEM shall provide a COOP template by the first day of January each year.
2. Forward a copy of the draft revisions in word format to the OEM for review and comments.
3. Compliant plans are documented by a letter so stating, non-compliant plans will be returned for correction.
4. An electronic version formatted on a compact disc is to be forwarded to the OEM upon notice of compliancy.
3. Upon receipt of the Letter of Compliancy inform and train all employees in their respective responsibilities under the emergency plan.

In the Event of an Emergency

1. Department will begin to notify appropriate persons and implement emergency plans.
2. Finance Department will establish an index code to be used to account for all expenditures.
3. Department will keep detailed record of costs.

CONTACT(S):

Department/Division

Miami-Dade Fire Rescue Department/Office of Emergency Management
Office of the Mayor
Internal Services Department
Finance Department