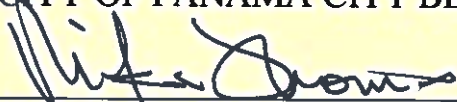# RESOLUTION 19-40

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH,
FLORIDA, ESTABLISHING A POLICY FOR PANAMA CITY
BEACH FIRE AND RESCUE EMPLOYEES DEPLOYING UNDER
THE FLORIDA STATEWIDE EMERGENCY RESPONSE PLAN;
AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

BE IT RESOLVED by the City Council of the City of Panama City Beach,
from and after the effective date of this Resolution, that the Disaster Deployment
Standard Operating Guidelines attached and incorporated herein as Exhibit A to this
Resolution, is hereby approved.

THIS RESOLUTION shall take effect on immediately upon its passage.

PASSED, APPROVED, AND ADOPTED in special session this _20th_ day of
December, 2018.

CITY OF PANAMA CITY BEACH

[signature]

MIKE THOMAS, MAYOR

ATTEST:

[signature]

JO SMITH, CITY CLERK

EXHIBIT A

PANAMA CITY BEACH FIRE RESCUE

STANDARD OPERATING GUIDELINES

TITLE: Disaster Deployment   **DATE REVISED:** DECEMBER 2018

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PURPOSE
To provide guidance for Panama City Beach Fire Rescue members deploying under the Florida Statewide Emergency Response Plan (SERP). The SERP was created to provide for the systematic mobilization, deployment, organization, and management of emergency resources throughout Florida, and the Nation, in assisting local agencies in mitigating the effects of any large-scale disaster.

RESPONSIBILITY
All PCBFR members

PROCEDURE/GUIDELINE
All personnel are responsible for adhering to this deployment guideline. Authority to deviate from this guideline rests with the Fire Chief or their designee.
The Fire Department will maintain a ready deployment recall roster of all qualified employees wishing to be considered for any SERP mission deployment order. Employees must have the following minimum credentials to be placed on the ready deployment recall list as required under the SERP plan.

- **Firefighters -** This is the 2nd, 3rd and/or 4th person on the apparatus. These individuals must have completed the Statewide Emergency Response Plan (SERP) course, I-100 (Introduction to ICS), S-130 (Basic Wildland Firefighting) S-190 (Introduction to Wildland Fire Behavior) and IS-700 (Introduction to the National Incident Management System) training

- **Engine Officer –** This is the lead person on the apparatus and must be qualified as a company officer or higher. He/she must have experience in suppressing fires and have completed the Statewide Emergency Response Plan (SERP) course, I-100 (Introduction to ICS), I-200 (Basic ICS), S-130 (Basic Wildland Firefighting) S-190 (Introduction to Wildland Fire Behavior), S-215 (Fire Operations in the Wildland-Urban Interface) and IS-700 (Introduction to the National Incident Management System).

- **Strike Team Leader –** This person must be qualified as a company officer or higher and experienced in directing the suppression of fire. The Strike Team Leader must have completed the Statewide Emergency Response Plan (SERP) course, I-100 (Introduction to ICS), I-200 (Basic ICS), I-300 (Intermediate ICS for Expanding Incidents), I-400 (Advanced ICS Command and General Staff-Complex Incidents), IS-700 (Introduction to the National Incident Management System), IS-800 (National Response Framework), IS-130 (Basic Wildland Firefighting), S-190 (Introduction to

Wildland Fire Behavior), S-215 (Fire Operations in the Wildland-Urban Interface) and S-330 (Strike Team Leader).

- **Technical Rescue** – must have the above minimum qualifications in addition to being certified in the disciplines of high angle rescue, confined space rescue, trench rescue, structural collapse rescue, and vehicle and machinery extrication.

RESOURCE TERMINOLOGY
To provide standardization in deployment, specific terminology has been adopted under the SERP

STRIKE TEAM
Five (5) like units, e.g. Type I Engines, with common communications and an assigned Strike Team Leader. The leader should be in a separate vehicle for mobility and is responsible for coordinating the Strike Team's response to, efforts during the incident, and return home.

TASK FORCE
A combination of single resources assembled for a particular tactical need with common communications and a Leader. The leader should be in a separate vehicle for mobility and is responsible for coordinating the Task Force's response to, efforts during the incident, and return home.

SINGLE RESOURCE
Individual engine, equipment, or person(s) that may be requested to support the incident.

RESOURCE DEPLOYMENT CONCEPTS
Critical to the success of the SERP is the efficient deployment of resources in a timely fashion. The three (3) essential elements necessary to achieve this goal include: establishment of an efficient timeframe for deployment; the ability to pre-stage resources in advance of a pending disaster; and pre-identified Strike Teams and Task Forces within each region.

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CHIEF OF DEPARTMENT

PANAMA CITY BEACH FIRE RESCUE

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TIME FRAME FOR DEPLOYMENT ACTIVATIONS

Standard Deployment
- Deployment of resources within three (3) hours of the mission assignment.
- Unless otherwise noted, resources will be deployed using this time frame for deployment.

Rapid Deployment
- Deployment of resources within one (1) hour of the mission assignment. Under a Rapid Deployment Order, on-duty personnel will be considered first for rostering of any mission.
- Under certain circumstances a more rapid deployment may be deemed necessary and authorized as a "Rapid Deployment".
- It is anticipated that the pre-identified resources will fill these requests when possible.
- It is anticipated that these "Rapid Activations" will peak quickly and terminate within a shorter time frame, thereby allowing for a shorter preparation time. Every effort will be made to provide relief and/or additional assistance to these units within the first 24 hours.

Scheduled Deployment
- Deployment of resources that can be scheduled in advance and would have in excess of (3) hours to deploy.
- Resources deployed under this time frame may be used to replace previously deployed resources, or otherwise fill a need that can be forecast.

ROTATION OF PERSONNEL / EXTENDED DEPLOYMENTS
Once deployed, a team may be deployed for seven (7) days or more. Between ten (10) and fourteen (14) days, a crew rotation would be accomplished by the Department. This may require the rental of passenger vans to transport the relief team to the location and return the deployed returning members to the City.

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COMPENSATION METHODOLOGY FOR DEPLOYED MEMBERS
- All non-exempt deployed members shall receive twenty-four (24) hours compensation for each of the days deployed and documented on ICS214's.
- All non-exempt deployed members shall be paid at the "deployment rate" of one- and one-half times their normal compensation rate commencing wheels up into deployment until returning back to the city station at demobilization.
- Standby (pre-deployment) hours shall be compensated at the member's normal compensation rate.
- Exempt deployed members shall earn an overtime payment for each hour worked above 40 during the deployment. The overtime payment shall be equal to the member's hourly rate calculated based upon the member's current annual salary, exclusive of fringe benefits.
- Following any deployment, all members are required to comply with any post-deployment rehabilitation periods as provided for within the mission demobilization order. This is typically twenty-four (24) to forty-eight (48) hours which begins after the official release from deployment status and return to the City. Any normally assigned shift hours which would occur during the defined rehab period will be compensable as "Professional time".

MISSION BOOK

When resources are deployed to an affected area, the Team Leader, or individual if a Single Resource, will assure that a Mission Book is prepared in advance and prior to deployment that shall include the following information:
- Sufficient ICS 214 Unit Log's for each unit to cover multiple operational periods.
- Copy of ICS forms 202-206 and 221
- Personnel Emergency Contact Form
- Copy of all vehicle/apparatus registrations.
- Copy of vehicle insurance card(s)
- List of members cell numbers
- Copy of basic vehicle/apparatus inventory.
- Copy of Activation Orders
- Regional and State SERP contact numbers
- Maps (if available)

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PANAMA CITY BEACH FIRE RESCUE

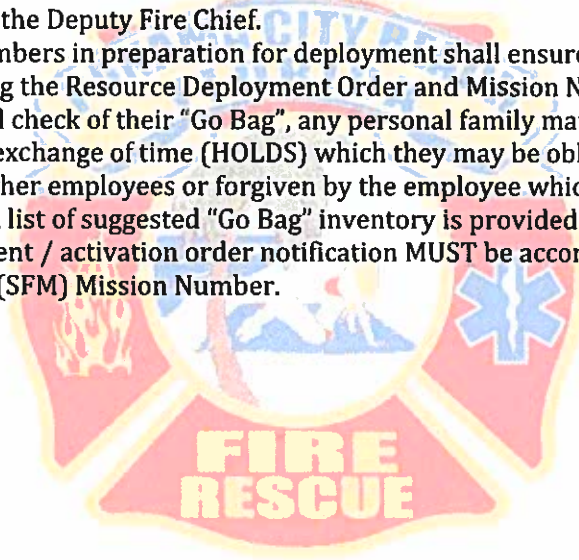## STANDARD OPERATING GUIDELINES

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DEPARTMENT NOTIFICATION / MISSION DEPLOYMENT ACTIVATIONS

1. The Statewide Emergency Response Committee in coordination with the State Emergency Operations Center activates a resource deployment order through direct contact with the executive staff of the Fire department. In most cases, the first call will place the team on stand-by.
2. Following formal notification and with approval of the Fire Chief, members on the ready deployment recall list shall be called in descending order beginning with the individual listed below the previous (last) individual deployed and continuing until the requested resource has been rostered. The list of all individuals rostered shall be forwarded to the Deputy Fire Chief.
3. Rostered members in preparation for deployment shall ensure they are deployable while awaiting the Resource Deployment Order and Mission Number. This would include a final check of their "Go Bag", any personal family matters, and ensuring any pending exchange of time (HOLDS) which they may be obligated to work are covered by other employees or forgiven by the employee which they are scheduled to work for. A list of suggested "Go Bag" inventory is provided below.
4. The deployment / activation order notification MUST be accompanied by a State Fire Marshal (SFM) Mission Number.

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DEPLOYMENT DOCUMENTATION / REPORTING

1. The deployed Strike Team Leader / Engine Officer will ensure that the ICS 201 (Incident Briefing Forms), ICS 214 (Daily Log Forms), and ICS 218 (Support Vehicle / Equipment Inventory Forms are all completed accurately throughout the deployment. Additionally, any receipts for fuel shall be kept, along with starting and ending mileage for all vehicles. The forms will be transcribed to a typed ICS form within 72 hours of return from deployment and all documentation will be submitted to the Deputy Fire Chief.
2. The deployed Strike Team Leader / Engine Officer will contact the Deputy Chief daily if possible providing a situational report and any pertinent details concerning the operational effectiveness and needs of the crew.
3. The Deputy Chief will work with the Admin/Support Captain to ensure that the deployed members' payroll records are updated and correct for each employee. These payroll records will be entered following notification from the deployed Strike Team Leader or Engine Officer and shall be reconcilable with the completed ICS 214's and defined operational periods.
4. Throughout the deployment, each Battalion Chief shall ensure that a comment is added to the daily log which indicates who is deployed from their individual battalion and note any overtime incurred due to the deployment. THIS MUST BE NOTED SEPARATELY FROM OTHER OVERTIME INCURRED EACH DAY DURING DEPLOYMENT
5. It is imperative that personnel deploy to the scene of a disaster with the ability to be self-sufficient with regards to personal amenities, equipment, and personal protective equipment (PPE). Resources deployed to an affected area should mobilize with enough provisions to not require additional logistical support for the first 72 hours.

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Logistical Support
1. Uniforms while on deployment shall consist of official work uniform (t-shirts for night and heavy work) Shorts are not authorized to be worn while on deployment.
2. The Department will maintain a cache of self-sustained Meals Ready to Eat (MREs) or equivalent,12w and water to provide for the sustainment of deployed personnel for seventy-two (72) hours during Hurricane season.
3. Additional logistical considerations should include environmental considerations (rain, sun/heat, insects, bedding, parking and security of apparatus, electricity/generator power, water and sanitary facilities, and communications links (in and out of the disaster area).
4. While deployed, all members will follow the chain of command and maintain professionalism during both operational and non-operational periods. No alcohol is permitted during the deployment.
5. All deployed members will integrate "Risk vs. Benefit" into all deployment operations, keeping in mind that risk is substantially increased in any disaster area. Factors contributing to increased risk include:
   a. Lack or minimum law enforcement
   b. Reduced availability of personnel resources
   c. Reduced availability of apparatus and equipment resources
   d. Down wires and poles creating both electrical and entanglement hazards
   e. No power over widespread areas
   f. Closed / impassable / unidentifiable roads
   g. Flooding
   h. Closed or compromised bridges / overpasses
   i. Gas leaks – petroleum, natural or propane
   j. Hazardous materials releases
   k. Biohazards / untreated release of sewage
   l. Lack of water for firefighting
   m. Contaminated drinking water
   n. Fuel shortages
   o. Unfamiliar territories
   p. Carbon monoxide emergencies
   q. Insects / snakes / vermin
   r. Looting and other criminal activity
   s. Severe traffic congestion / No intersection control
   t. Weather extremes (heat, wind, cold, wet, lightning)
   u. Personnel fatigue, physical and emotional

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v.   After dark operations with poor artificial lighting.

CODE OF CONDUCT

This Code of Conduct consists of the rules and standards governing the expected demeanor of members of agencies responding as part of the SERP. Any violation of principles or adverse behavior demonstrated will be looked upon as unprofessional. Such behavior may discredit the good work that the resource completes and will reflect poorly on the entire team's performance and Fire Department.

DEPLOYED MEMBER RESPONSIBILITIES

As a basic guide, deployed members will base all actions and decisions on the ethical, moral and legal consequences of those actions. It is in this manner that positive and beneficial outcome will prevail in all events. Accordingly, deployed members will act with the following adopted SERP Code of Ethics:

- Keep the value of life and the welfare of the victim constantly in mind
- Remain cognizant of cultural issues including race, religion, gender and nationality
- Abide by all local law enforcement practices, including its policy regarding weapons
- Abide by all regulations regarding the handling of sensitive information
- Follow local regulations and agency protocols regarding medical care and handling of patients and/or deceased
- Follow prescribed direction regarding dress code and personal protective equipment
- Not carry firearms
- Not be in possession of non-prescribed or illegal substances
- Will not consume alcoholic beverages while on duty or subject to call
- Only procure equipment through appropriate channels
- Follow AHJ and federal regulations or restrictions regarding taking and showing pictures of victims or structures
- Not remove property from an operational work site as a souvenir
- Not deface any property
- Transit only via approved roadways and not stray into restricted areas
- Demonstrate proper consideration for other teams' capabilities and operating practices
- Not accept gratuities to promote cooperation

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SUGGESTED PERSONNEL "GO KIT"
This is a list of items that a responder might want to consider taking during a deployment. It is not necessary to take everything, and contents may vary with the individual and the logistical capability of the incident. This kit should be pre-assembled, with the exception of perishable items, so that the deployment is not delayed.
• 2-3 work uniforms (No Shorts)
• Uniform baseball cap or boonie hat.
• Appropriate clothing for off-duty wear.
• Jacket appropriate for season and climate.
• Tennis shoes/walking shoes.

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