

MANATEE COUNTY FIRST IN TEAMS

Standard Operating Guide

Lead Agency: Manatee County Public Works Department

Co Agencies: Manatee County Fire Chief's Association
Manatee County Emergency Management

Participating Agencies: Manatee County Sheriff's Office
Manatee County Public Safety
Manatee County Area Transit
City of Bradenton
City of Bradenton Beach
City of Holmes Beach
City of Longboat Key
City of Palmetto
Florida Power and Light
Peace River Electric
Bright House
Verizon

I. PURPOSE

The purpose of this SOG is to describe the organization, concept of operations, and logistical matters of Manatee County's interdisciplinary initial impact assessment teams, otherwise known as First-In-Teams. These teams will be the first to enter into an area that has been subjected to the impact of a hurricane or other major event, conduct preliminary impact assessments, clear routes to critical facilities, and engage in operational roadway clearance for critical resource access.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. An initial impact assessment is critical to the organization of response and recovery measures in the immediate aftermath of a major storm or destructive event. This initial assessment is essential for obtaining State or Federal emergency declarations in order to mobilize external assistance from these and other sources.
2. Since immediate post-impact overflights may not be feasible due to lingering severe weather and/or lack of daylight, initial damage estimation will have to be conducted from the ground. Also, certain damages cannot be accurately determined from the air.
3. Early rescue efforts can be delayed by downed power lines and debris in roadways. The First-In Teams will have the advantage of appropriate utility personnel in accompaniment for immediate authorization for clearance.
4. Random response and recovery efforts can waste response capabilities, cause duplication of services, fragmentation in command, and can potentially cause further damage to critical facilities and citizen interests.
5. A variety of public and private entities have valid reasons for re-entry into impacted areas.
6. Priority routes have been identified in advance of any storm or serious event that will be cleared by First-In Teams. See Route Maps.
7. There are few facilities where First-In Team personnel can find refuge and secure essential equipment during a major storm.
8. Communication capabilities are likely to be seriously impaired for an undefined period of time after a storm or other destructive event. This could interfere with dispatch of Damage Assessment Teams and rescue units.

B. Assumptions

1. Facilities selected as refuges for First-In Teams must prove adequate for their purpose.

2. Agencies with responsibilities in this SOG should perform as expected.

III. ORGANIZATION

A. Areas of Team Responsibility

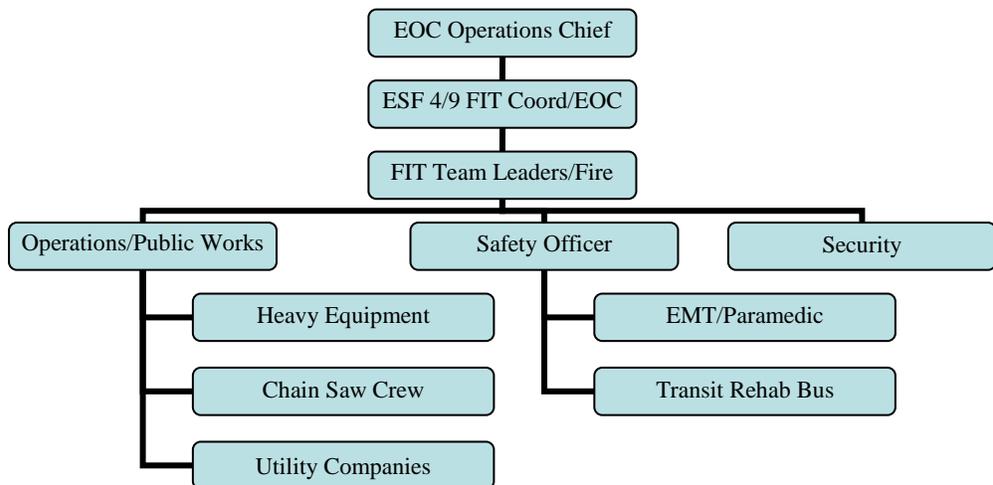
Each First-In Team will be assigned operational responsibilities in a specified geographical region of the County and secondary responsibilities in other areas as directed by the EOC.

B. Incident Command

Manatee County First-In Teams will follow the Incident Command System (ICS) structure in daily and emergency duties. This command structure incorporates coordinated efforts in planning, operations, logistics, and administration as outlined by ICS procedures.

Incident Command:

During emergency activations, the ESF 4/9 First In Team Coordinator will coordinate directly with the EOC Operations Chief for instructions and then will coordinate field operations with Team Leaders. Each team should have an Assistant Team Leader whose primary responsibility will be to serve as Safety Officer for the team. During field operations, Team leaders have overall control of the mission and response of the team. Once emergency duties of the teams are complete, staff and equipment may be released to their agencies for additional duties.



C. Team Makeup

First-In Team members will be assigned by their respective disciplines as required to achieve the teams' mission. Each member is to be equipped with appropriate personal protection equipment (PPE) and mission equipment. Each member of the team represents unique technical and professional expertise. Every member of the team is expected to defer to the member whose expertise is foremost in any given situation.

D. Training

First-In Team Leaders are required to meet quarterly to cover planning and training issues. These training dates will be predetermined by the EOC Operations Chief in coordination with the Team Leaders. Every effort must be made for the team leaders to attend these meetings. Absences will be dealt with on an as needed basis to include removal and replacement on the team.

First-In Teams will participate in an annual drill. During annual training, it is crucial for every member of the First-In Team to participate. Members missing training become a weak link on the team because they are not updated on critical mission training.

It is the responsibility of the individual Team Member to inform the Team Leader he/she will be missing training. Team Leaders who are unable to attend a meeting must inform the ESF4/9 Emergency Operations Representative.

A core of training classes is recommended to ensure every member of the First-In Teams has the basic knowledge and skill necessary to perform the missions of the team. Those members that have not completed this core of classes will be limited to certain activities during an activation of the First-in Teams.

IV. CONCEPT OF OPERATIONS

A. Pre-storm:

The First-In Team will be placed on standby and prepared to deploy following the activation of EOC to a level 1 (Agency Representatives no advise internal staff). Upon a decision to activate the team, the EOC Operations Chief will have the ESF 4/9 FIT Coordinator contacted and informed to prepare the teams for activation. First-In Team members will then be alerted as early as possible by their Team Leader in order for them to make the necessary arrangements for their families. Individual members of the First-In Team may be required to provide their agency with a copy of their designated family emergency plan.

1. Team Leader brief will take place in the EOC conference room located on the Fifth Floor of the Manatee County Government Center.
2. The briefing will include review of maps, mission, priorities, team coordination, communication specifics and other issues as needed. This briefing shall also include methods and plans of execution for missions.
3. The ESF 4/9 FIT Coordinator will notify the operators of First-In Team refuge facilities to alert them to prepare the facility for use.
4. First-In team members will “pull-back” to their assigned staging area in accordance with their agency protocols. The members shall secure equipment and establish communications within the team and with ESF 4/9 upon arrival at the predetermined staging area. Each member is required to bring all individual items as outlined in Section V, Item B to the designated assembly area.

B. Trans-storm

The First-In Team will remain in place and maintain contact with ESF 4/9 by radio for as long as possible until the storm has lifted enough for them to move out. Teams must not mistake the eye of the storm for the passage of the storm itself. Once sustained winds have reached less than 39 MPH, First-In Team members will be instructed by the Team Leaders to begin their missions.

C. Post-storm

1. The primary function of the First-In Team is to re-enter an area impacted by a hurricane or other serious event, as soon as conditions permit, ahead of all others to complete the following:
 - Render only immediate life saving techniques and call for EMS response;
 - Emergency debris clearance on routes to critical facilities;
 - Impact assessment to EOC during route clearance;
 - Identify damage severity to EOC representative;
 - Identify additional resources needed and prioritize; and
 - Limit additional infrastructure damage.

It is expected First-In Team operations will take no more than 72 hours. Then, they can be withdrawn for possible reassignment to assist with Urban Search and Rescue Operations, extended debris clearance, or return to their parent agency, as directed by the EOC Operations Chief.

2. The areas to be checked automatically by First-In Teams are depicted in maps showing various routes. These routes may be used as suggested guidelines or may be adopted for any given emergency situation at the recommendation of the Team Leader. Priorities and missions will be defined in EOC briefings for the First-In Teams when they are activated and pre-positioned. These missions may be altered by the County Administrator, Incident Commander, or EOC Operations Chief as necessary.
4. Upon storm passage, as determined by either direct observation, or as advised by the EOC Operations Chief or other authority, the team will:
 - a. Start/maintain efforts to establish radio contact with the EOC until successful in accordance with the established Radio Communication Plan – ICS 205 (Attachment 1). The ESF 4/9 Coordinator will be responsible for the formulation of the ICS-205.
 - b. Check personnel for injuries and vehicles/equipment for damage.
 - c. Finalize a plan to fit the situation, load equipment, and prepare to start on identified routes. The Team Leader should insure an Incident Action Plan – ICS 202 and

Individual Medical Forms have been completed in preparation of the team mission being initiated. The Team Leader (or designated scribe) should maintain a Team Unit Log – ICS 214 during operations. Upon initiation of the plan, teams should bypass major obstacles as necessary to avoid major delays and make notes of damaged areas using the following methods:

- Photographs
- Estimated percentage values of damage to groups of structures and infrastructure using street blocks and possible GPS coordinates as identifiers. Be specific about areas affected.
- Mark maps to depict areas where further response and recovery efforts will be needed.

d. Where possible, mark street names on pavement with spray paint at intersections where street signs have blown down.

e. Due to safety concerns, First-In Team members will:

- Always work in pairs.
- Not work during hours of darkness.
- Report hazardous materials/conditions to ESF 4/9 FIT Coordinator upon discovery. ESF 4/9 will coordinate response with ESF 10.

D. When the mission is completed, teams will assemble and account for all personnel and equipment, and return to the initial assembly area (or other designated point as directed by the EOC Operations Chief, ESF 4/9, or Team Leader) and prepare to brief and/or escort EOC personnel, RIAT, and/or follow on response and recovery personnel. Prior to disassembly, all members must undergo debriefing. Individual Team Leaders will be responsible to assure this is completed.

1. Team notes, mapping, photographs, and debriefing information should be delivered to the EOC as soon as possible by the Team Leader.
2. Team equipment and/or team members may be needed for missions elsewhere. Team members are not to be released to other tasks until they are debriefed. The Team Leader or other team member may debrief all team members and collect team reports for presentation in the EOC.

3. Team members will be assisted through the EOC to obtain status regarding their families and homes. This should be accomplished as early in the event as possible to establish mission focus of team members.

E. Media Relations

(Situational dependent) Primary concentration is the mission. Defer all media inquiries to the Public Information Officer (ESF 14) through EOC at (941) 749-3018. In the event the media relations will be an advantage, no one except a First-In Team Leader will speak with the media, unless authorized by an ESF 14 Public Information Officer (PIO). This will avoid the release of conflicting information. If individual team members are approached by a member of the media, refer them to the Team Leader.

V. LOGISTICS AND ADMINISTRATION

A. Assembly/Staging Refuge Areas and Suggested Routes: See Attachment 3
(Assembly areas and routes may be adjusted as necessary.)

B. Individual Equipment: All members are to be equipped with the following items:

1 Ea.	Hard Hat
1 Pr.	Laces leather boots w/non-slip sole (Steel toe/shank)
3 Ea.	Long sleeved shirts
3 Ea.	Heavy duty trousers
1 Ea.	Eye/Hearing protection
1 Pr.	Heavy duty leather gloves
1 Ea.	Dust/smoke mask
1 Pr.	Eye glasses/Sun glasses
1 Ea.	Reflective vest
1 Ea.	Flashlight w/extra batteries
1 Btl.	Insect repellent/Sun screen
1 Qt.	Canteen
1 Ea.	Mess, pan, knife, fork & spoon
3 Days	Individual or special food for 3 days (MRE's, Heater Meals, etc.)
1 Pr.	Wet weather gear
1 Ea.	Mat or sleeping bag
1 Wk.	Personal medications
1 Wk.	Personal hygiene supplies for 1 week
3 Ea.	Towels & wash clothes
1 Ea.	Water proof duffel bag or equal

C. Basic Team Equipment: Items provided by member's agencies as follows
(This list may be modified as needed):

1 St.	Functional area expert SOP's & checklist
1 Ea.	Portable air compressor
1 Ea.	Portable generator with extension cords
2 Ea.	12 volt Tri-pod lights
5 Ga.	Fuel premixed for 2 cycle motors
1 Ea.	800 MHz radio per vehicle
1 Ea.	Still camera with extra batteries and film
1 Ea.	Camcorder with extra batteries and film
1 Ea.	Binoculars
1 Ea.	Laptop computers with GPS
As Req.	Chainsaws (2 ea.)
As Req.	Oil, spare parts & tool kits for chain saws
As Req.	Safety equipment for chain saw users

D. Team Vehicles:

1. Vehicle Equipment (per vehicle):
 - a. 5 gallons of drinking water
 - b. Tire patch kit w/gauge and 4 cans of tire inflator (or more)
 - c. First aid kit and flashlight
 - d. Maxx – 7 Multi-purpose axes
 - e. Laminated area maps
 - f. Tow chain or strap
 - g. 5 gallons of fuel for vehicle
 - h. All necessary ICS forms

2. Vehicle Type and Source (per team):
 - 1 - Pay loader (Transportation)
 - 1 - Low boy (Transportation)
 - 1 - Rescue vehicle/Command Vehicle (EMS)
 - 1 - 6 x 6 Truck (Transportation)
 - 1 - 4 x 4 Utility Vehicle (Transportation)
 - 2 - Marked police cars (Local Law Enforcement Agency)
 - 1 - Company Bucket Truck (FPL/Peace River Electric)
 - 1 - Company Bucket Truck (Verizon)
 - 1 - Company Bucket Truck (Bright House)
 - 1 - School Bus or MCAT Bus (School Board/Transit)
 - 1- Truck Crane (Transportation)

E. Administration

1. Changes to this SOP will be made after consultation with parties involved. All parties involved are encouraged to identify improvements to this SOP.

2. All equipment lists are subject to modifications as recommended by Team Leaders. Unilateral changes by organizations are to be avoided as they may adversely affect the overall team mission.