

## APPENDIX VI: ESF 6 - MASS CARE

**PRIMARY FLORIDA AGENCIES:** Department of Business and Professional Regulation (Response), Department of Children and Families (Recovery)

**SUPPORT AGENCIES:** Agency for Persons with Disabilities, American Red Cross, Catholic Charities of Florida, Centers for Independent Living, Department of Corrections, Department of Economic Opportunity, Department of Education, Department of Elder Affairs, Department of Veterans' Affairs, Farm Share, Feeding Children Everywhere, Feeding Florida, Florida Baptist Convention, Florida Board of Governors, Florida's Access Coordinator, The Salvation Army and World Central Kitchen.

### I. INTRODUCTION

#### Purpose

Emergency Support Function (ESF) 6 – Mass Care: coordinates the provision of life-sustaining resources and essential services (mass care, emergency assistance, and human services) when the needs of disaster survivors exceed local government capabilities.

#### Scope

Before and after disasters local, state, tribal, federal and non-governmental organizations (NGOs) work together to provide life-sustaining Mass Care and Emergency Assistance to disaster survivors. ESF 6 – Mass Care is a member of the Human Services Branch of Florida's State Emergency Response Team (SERT). ESF 6's three primary functions are:

1. **Mass Care:** Includes, but is not limited to, support of congregate, non-congregate and transitional sheltering, mass feeding (in the community and in shelters), distribution of emergency supplies, the reunification of children with their legal guardians and facilitating the ability of adults to disseminate post impact information related to their health and welfare to approved individuals.
2. **Emergency Assistance:** Includes, but is not limited to, support for individuals with disabilities and access and functional needs in congregate shelter facilities, support to children in disasters and the provision of human services during and after mass evacuations.
3. **Human Services:** Includes the coordination of select programs to assist disaster survivors. These programs include, but are not limited to, the Disaster Supplemental Nutrition Assistance Program (DSNAP), Disaster Unemployment Assistance and survivor case management.

### II. ASSUMPTIONS

- a. All disasters are local, but many require state assistance.
- b. The most readily available human resource in disasters is survivors. They

are often first on the scene and can provide instant assistance to other survivors.

- c. A disaster can occur with little or no warning and can escalate more rapidly than the affected jurisdictions and local response organizations can manage.
- d. Disasters will result in one or more of the following: loss of life, damage or destruction to public and private property, disruption of utilities (electric, telephone and water) and daily life activities, displacement of individuals and families, disruption of local services (sanitation, EMS, fire and police), shortages of temporary or permanent housing; damage or destruction to public and private records, impacts to the environment, and social and economic disruption.
- e. Local government agencies will initiate actions toward saving lives and protecting property.
- f. In their disaster response, counties will first use locally available resources. They will then request assistance from other counties through Florida's Statewide Mutual Aid Agreement (SMAA) before requesting State assistance.
- g. State resources available to the SERT will be mobilized, as needed, to mitigate the impact of the emergency or disaster.
- h. When state resources and capabilities are exhausted, additional resources will be requested through:
  - i. The Emergency Management Assistance Compact (EMAC).
  - j. FEMA through the Stafford Act.
- k. In a catastrophic event, resource shortfalls at all levels of government will impact the effectiveness and efficiency of the response. The need for out-of-area resources will be significant.

### III. CONCEPT OF OPERATIONS

#### General

1. ESF 6 is composed of a variety of state agencies and NGOs. As noted previously, the Department of Business and Professional Regulation (DBPR) and the Department of Children and Families (DCF) are the two Primary Agencies for ESF 6. ESF 6 Support Agencies include, but are not limited to:
  - a. Agency for Persons with Disabilities (APD)
  - b. American Red Cross (ARC)
  - c. Catholic Charities of Florida (CC)
  - d. Centers for Independent Living (CIL)
  - e. Department of Corrections (DOC)
  - f. Department of Economic Opportunity (DEO)
  - g. Department of Education (DOE)
  - h. Department of Elder Affairs (DOEA)
  - i. Department of Veterans' Affairs (DVA)
  - j. Feeding Children Everywhere (FCE)
  - k. Feeding Florida (FF)
  - l. Florida Baptist Convention (FBC)
  - m. Florida Board of Governors (BOG)
  - n. Florida's Access Coordinator
  - o. The Salvation Army (TSA)
  - p. World Central Kitchen

2. ESF 6's initial disaster response activities shall focus on the immediate needs of the survivors, and on the safety of the responders.  
Recovery efforts shall be initiated concurrently with response activities.  
Regardless of the phase, all of ESF 6's Supporting Agencies shall:
  - a. Be prepared to provide trained staff to support ESF 6 activities.
  - b. Be prepared to provide ESF 6 with updates on their disaster related activities.
  - c. Be prepared to conduct their disaster related activities in accordance with applicable laws and rules, ESF 6's Standard Operating Guide and their own existing plans or authorities.
3. When deemed necessary by the SERT, ESF 6 shall activate in full or part. Depending upon the disaster, ESF 6 Primary, Support Agencies and NGOs shall provide personnel to staff the State Emergency Operations Center (SEOC), as needed and as available. These same organizations shall also provide resources, as needed and as available, to help meet the needs of disaster survivors. Upon verification that the SERT no longer requires Mass Care support, ESF 6 staff and resources will be de-mobilized in an orderly manner.  
As appropriate, ESF 6 coordinates its activities with:
  - a. ESF 6 Support Agencies.
  - b. Other members of the SERT. This includes but is not limited to: ESF- Health and Medical, ESF 11 - Food and Water, ESF 13 Military Support, ESF 15 - Volunteers and Donations, ESF 17 - Animal Protection, ESF 18 - Business, Industry and Economic Stabilization, and SERT Logistics.
  - c. The Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA), who provide Federal resources to assist and augment Florida's Mass Care capabilities.
  - d. NGOs that provide assistance and augment the State's Mass Care activities with Mass Care resources.
  - e. The private sector.

### **Structure**

1. County Response: Mass Care and Emergency Assistance activities are coordinated according to each individual county's Comprehensive Emergency Management Plan.
2. State Response: When activated, and as needed, trained representatives from select ESF 6 partner agencies and NGO's shall:
  - a. Report to the SEOC and prepare to support requests from appropriate sources for Mass Care, as well as Human and Emergency Services.
  - b. Perform other duties, as per applicable statute and rule, the ESF 6 Standard Operating Guide and in accordance with their organization's disaster protocols.

## Operational Priorities & Goals

1. Coordinate ESF 6 Activities
  - a. ESF 6 is a member of the SERT's Human Services' branch. And as such takes direction from, and coordinates its activities with, the Branch Director. This provides situational awareness for all involved parties, and ensures that ESF 6 activities are compatible with SERT goals and objectives.
  - b. Maintain a steady-state evaluation of Mass Care and Emergency Assistance capabilities, and available support resources.
  - c. Upon activation, immediately form a Mass Care and Emergency Assistance assessment team that is capable of calculating a disaster's operational requirements and shortfalls, and to request additional Federal/state resources, if needed.
  - d. Integrate and report the actions of ESF 6 Primary and Support Agencies, as appropriate.
  - e. Continually seek out new and innovative partners and processes that would enhance ESF 6's existing ability to provide life-sustaining goods and services to impacted populations.
  - f. Coordinate daily with appropriate agencies.
2. Support Mass Evacuation
  - a. Support the provision of feeding, hydration and other Mass Care services along evacuation routes, and at collection points.
  - b. Support the tracking of individuals that use government provided transportation during an evacuation.
  - c. Seek additional resources should available resources be insufficient to meet the existing needs.
  - d. Coordinate daily with appropriate agencies.
3. Support Disaster Shelter Operations
  - a. Immediately begin to assess, in coordination with involved sheltering agencies (American Red Cross, County Emergency Management, etc.), disaster shelter support requirements and shortfalls.
  - b. Provide resources, as needed, to support county shelter operations.
  - c. Provide support, in coordination with sheltering and other responsible agencies, for the needs of disabled survivors and those with access and functional needs.
  - d. Seek additional resources should available resources be insufficient to meet the existing needs.
  - e. Coordinate daily with appropriate agencies.
4. Support Disaster Feeding Operations
  - a. Immediately begin to assess, in coordination with responsible agencies, disaster feeding requirements and shortfalls.
  - b. Provide resources, as needed, to support ESF 6 mass feeding Support Agencies.
  - c. Seek additional resources should available resources be insufficient to meet the existing needs.
  - d. Coordinate the establishment and support of a targeted mass feeding infrastructure in the affected area.
  - e. Coordinate daily with ESF 6 Support Agencies.
5. Support Transition of Shelter Residents to Longer Term Housing
  - a. Support transition of General Population shelter occupants to suitable and

- sustainable longer term lodging solutions by working with the Division of Emergency Management's Recovery Section, and other partners.
- b. Support the efforts of the Centers for Independent Living, and other involved parties, to ensure that all possible avenues and options are explored before transitioning anyone to an institutional setting.
- c. When needed, support the mobilization of Multi Agency Shelter Transition Teams (MASTT). Monitor, guide and provide reports on their activities.
- d. Coordinate daily with appropriate agencies.
- 6. Support Transition to Long Term Feeding
  - a. If applicable, coordinate the implementation of a Disaster Supplemental Assistance Program (DSNAP- disaster food stamp program) in eligible jurisdictions.
  - b. Support the disaster related long term feeding efforts of ESF 6 Support Agencies such as Feeding Florida, Farmshare and others.
  - c. When appropriate, coordinate the demobilization of the Mass Care feeding infrastructure in the affected area.
- 7. Support Disaster Family Reunification Services
  - a. Assess the need for family reunification services and, if necessary, facilitate the activation of applicable reunification services.
  - b. Support the distribution of information regarding available reunification services.
  - c. Coordinate, as needed, with reunification resource providers.
- 8. Support Distribution of Emergency Supplies Operations
  - a. Assess, in coordination with responsible agencies, the need for emergency supplies.
  - b. Provide resources, as needed, to support ESF 6 Support Agencies that distribute Emergency Supplies.
  - c. Seek additional resources should available resources be insufficient to meet the existing need.
  - d. Coordinate the distribution of emergency supplies in the affected area with ESF 6 Support Agencies.
- 9. Support Recovery Operations
  - a. Provide Mass Care support to Disaster Recovery Centers/Essential Services Center/Family Assistance Centers/Multi-Agency Assistance Centers, as required.
  - b. Provide program staffing support to Disaster Recovery Centers, Essential Services Centers and Multi Agency Resource Centers as required.
  - c. As needed, support Disaster Case Management.

### **ESF 6 Policies**

1. ESF 6 will coordinate the delivery of services without regard to race, color, religion, nationality, sex, age, disability, limited English proficiency, or economic status when the needs of disaster survivors exceed local government capabilities.
2. Support resourcing to meet the needs of persons with disabilities and access and functional needs will be integrated into all aspects of ESF 6 operations. This includes, but is not limited to, the need for all disaster shelters to be accessible and available for persons with disabilities and functional needs.
3. ESF 6 uses the National Incident Management System (NIMS) and promotes adoption of NIMS by ESF 6 Support Agencies.
4. ESF 6 recognizes the FEMA Shelter Field Guide as a foundational standard for all

- phases and aspects of disaster sheltering. ESF 6 also encourages all sheltering organizations to incorporate the core concepts contained in the FEMA Shelter Field Guide into their disaster shelter training programs.
5. Florida's counties are responsible for inputting information about their jurisdiction's disaster shelter data into Florida's Division of Emergency Management's WebEOC Shelter Board:
  6. ESF 6 is responsible for providing information to the SERT as requested. Such information includes, but is not limited to:
    - a. Florida's counties are responsible for inputting information about their jurisdiction's disaster shelter data into Florida's Division of Emergency Management's WebEOC Shelter Board:
      - i. That information includes: the status, location and population of their disaster shelters.
      - ii. The counties are to then update this information as often as needed to provide the SERT and the public with timely and accurate information.
      - iii. ESF 6 shall be responsible for monitoring the status of this information, and shall assist counties with this function, if needed.
    - b. Reporting on the scope of Florida's mass feeding operations. This includes, but is not limited to,
      - i. The location of disaster field kitchens.
      - ii. Locations where partner distribution activities are occurring.
      - iii. The number of meals, shelf stable meals, snacks, bulk foodstuffs and water served per day.
        1. The county where those meals were served.
    - c. Reporting on the scope of Emergency Services to include, but not be limited to: support in disaster congregate shelter facilities for children, and for individuals with disabilities and access and functional needs.
    - d. Reporting on the scope of the delivery of other Human Services, such as family reunification and disaster recovery assistance programs.
    - e. The status of requests by SERT members for the use of public school, state college and university: facilities, buildings, grounds and/or equipment.

### **Preparedness Tasks**

1. In coordination with ESF 6 Support Agencies, develop and maintain plans for the provision of Mass Care, Emergency Assistance and Human Services to survivors.
2. Develop and maintain plans that help to support the availability of durable medical equipment (DME), consumable medical supplies (CMS) and other resources to meet Functional and Access Needs in General Population Shelters.
3. Develop and maintain plans for the activation and mobilization of ESF 6 personnel to support the SEOC and other facilities as needed.
4. Develop and maintain reference materials that will provide ESF 6 personnel with guidance regarding ESF 6 disaster functions and how to accomplish them.
5. Identify training options for ESF 6 personnel.
6. Develop and maintain plans to help support county actions related to the gathering of shelter information (locations, census counts, etc.).
7. Develop and maintain procedures to ensure that ESF 6 personnel assigned to the SEOC have adequate and operational:
  - a. Supplies.



- b. Equipment.
- c. Support systems.
- d. Training.

### **State Emergency Operations Center (SEOC)**

1. In the event that the State Emergency Operations Center (SEOC) is activated, the Emergency Coordination Officer (ECO) for DBPR, or his/her designated representative, assumes the position of Florida's State Mass Care Coordinator (SMCC). An organization chart is provided in the ESF 6 Standard Operating Guide (SOG).
2. The SMCC then ensures that there is an adequate amount of Mass Care staff in the SEOC as appropriate for each individual disaster. This may require contacting ESF 6 Support Agencies. It also may require the SMCC to seek staff augmentation through Florida's State Mutual Aid Agreement (SMAA), Emergency Management Assistance Compact (EMAC) and/or requests to FEMA Region IV.
3. The State Mass Care Coordinator coordinates with ESF 6 Support Agencies, in accordance with the ESF 6 Standard Operating Guide, in order to respond to resource requests from appropriate sources.

### **Joint Field Office (JFO)**

1. When required, DCF's ECO, or his/her designated representative, shall coordinate with select ESF 6 Support Agencies to provide representatives to staff the JFO.
2. ESF 6 representatives at the JFO shall perform their duties in accordance with applicable laws, rules, regulations and the ESF 6 Standard Operating Guide.

## **IV. PRIMARY AGENCY RESPONSIBILITIES**

### **Primary Agency / Response - Department of Business & Professional Regulation (DBPR)**

1. Designate individuals as Emergency Coordination Officer and an Alternate Emergency Coordination Officer. These individuals must:
  - a. Have the knowledge and training to function as Florida's State Mass Care Coordinator.
  - b. Be able to perform the tasks indicated in this Appendix, and in the ESF 6 Standard Operating Guide.
  - c. Continuously carry electronic devices that allow them to respond to alerts, activations and disasters in a timely manner.
2. Revise the ESF 6 Appendix to the Comprehensive Emergency Management Plan (CEMP), in coordination with the appropriate support agencies, as required.
3. Produce, promulgate and update, as needed, a Standard Operating Guide for ESF 6 that standardizes and assigns responsibilities for completing recurring tasks.
4. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure DBPR employee participation is consistent with DBPR and State of Florida policies.
5. Recruit and train personnel to adequately staff and operate ESF 6 during activations; with a priority towards tasks related to the Preparation and Response phases of emergency events.

**Primary Agency / Recovery - Department of Children & Families (DCF)**

1. Designate individuals as Emergency Coordination Officer and an Alternate Emergency Coordination Officer that have the knowledge and training necessary to perform the tasks indicated in this Appendix. These individuals must continuously carry electronic devices that allow them to respond to alerts by the State Watch Office.
2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Department of Children & Families and State of Florida policies.
3. Provide appropriate resources to the Joint Field Office, when activated, including personnel if deemed necessary by the Department of Children and Families (DCF) Secretary or if requested by State or Federal Emergency Management officials.
4. Upon approval by the U.S. Department of Agriculture and its subunit, the Office of Food and Nutrition Services, DCF shall activate and manage the Disaster Supplemental Nutrition Assistance Program (DSNAP). This program provides benefits to survivors in order to supplement income for families that are not currently enrolled in the Supplemental Nutrition Assistance Program (SNAP) program, and that are negatively impacted by the effects of a disaster through loss of food due to power loss, income loss or damages to their residence.
5. ESF-6 Recovery Lead will coordinate with DEM Recovery and with ESF-6 Support Agencies to assist in providing staffing at Disaster Recovery Centers or other assistance centers as needed based on the scope of the event.

**V. ESF 6 SUPPORT AGENCY RESPONSIBILITIES****American Red Cross (ARC)**

1. Respond to disasters in Florida by conducting Mass Care, Damage Assessment, Client Assistance and Disaster Health and Mental Health Services activities in accordance with American Red Cross policies, procedures and Fundamental Principals.
2. Upon request, provide a Government Liaison to staff the State Emergency Operations Center.
3. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with American Red Cross and State of Florida policies.
4. Provide timely information to ESF 6 regarding the American Red Cross' disaster related activities.

**Agency for Persons with Disabilities (APD)**

1. Coordinate with federal, state and local agencies, as well as non-governmental organizations, to provide assistance and resources to individuals served by APD, as well as the providers who serve them.
2. Provide trained personnel to support ESF 6 upon activation of the State Emergency Operations Center, as needed and as available. Ensure employee participation is consistent with Agency for Persons with Disabilities and State of Florida policies governing this activity.
3. Provide timely information to ESF 6 regarding the Agency for Persons with



- Disabilities' disaster related activities.
4. Collaborate with ESF 6 partner agencies to promote mass care, emergency assistance and human services in support of individuals with disabilities.

#### **Catholic Charities of Florida (CC)**

1. Respond to Florida disasters by conducting Mass Care, Emergency Assistance, Case Management and Human Services activities in accordance with Catholic Charities of Florida's policies and procedures.
2. Whenever possible, be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Catholic Charities of Florida and the State of Florida policies governing this activity.
3. Provide timely information to ESF 6 regarding the Catholic Charities of Florida's disaster related activities.

#### **Centers for Independent Living**

1. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Centers for Independent Living and State of Florida policies governing this activity.
2. Develop and maintain plans that help to support the availability of durable medical equipment (DME), consumable medical supplies (CMS) and other resources to meet Functional and Access Needs in General Population Shelters for those impacted by disasters.
3. Provide timely information to ESF 6 regarding the Centers for Independent Living's disaster related activities.

#### **Department of Corrections (DOC)**

1. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Department of Corrections and State of Florida policies governing this activity.
2. If necessary, coordinate with ESF 6 for the preparation of disaster related meals.

#### **Department of Economic Opportunity (DEO)**

1. When requested by the SERT Chief, request federal funds and authority to administer the National Dislocated Worker Grants Program and other programs intended to provide temporary jobs to assist local communities that received substantial damage caused by major disasters.
2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Department of Economic Opportunity and State of Florida policies governing this activity.
3. When requested by the SERT Chief, request federal funds and authority to administer the payment of Disaster unemployment assistance to individuals whose employment or self-employment has been lost or interrupted as a direct result of a major disaster declared by the President.
4. Provide timely information to ESF 6 regarding the Department of Economic Opportunity's disaster related activities.

**Department of Education (DOE)**

1. Coordinate, when necessary during emergency activations, the use of educational facilities, campuses and equipment by federal and state agencies, local school districts and Colleges.
2. Serve as the primary liaisons in coordinating all phases of an emergency response from pre-disaster planning through post disaster recovery of educational facilities.
3. Facilitate the coordination and implementation of an emergency communication network with the State Emergency Response Team and the public education school districts and Colleges.
4. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Department of Education and State of Florida policies governing this activity.
5. Provide timely information to ESF 6 regarding Department of Education's disaster related activities.

**Department of Elder Affairs (DOEA)**

1. Coordinate with federal, state and local agencies, as well as Non-Governmental Organizations, to address the needs of elderly populations, in assisted living, long term care facilities and aging in place in residential communities.
2. The Department of Elder Affairs ECO serves as the liaison to the State Emergency Operations Center (SEOC) to direct and coordinate the response and recovery efforts for elders needing assistance following an emergency event.
3. Serve as the primary liaison with the Area Agencies on Aging, Comprehensive Assessment and Review for Long Term Care Services (CARES) State and Regional Offices, State and District Ombudsman offices, the Serving the Health Insurance Needs of Elders (SHINE) program and Department of Elder Affairs program offices to ensure that elders currently receiving services are contacted pre and post disaster to ensure the feasible delivery of services and continuity of care.
4. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employees' participation is consistent with Department of Elder Affairs and State of Florida policies governing this activity.
5. Provide timely information to ESF 6 regarding the Department of Elder Affairs' disaster related activities.

**Department of Veterans' Affairs (DVA)**

1. Coordinate with federal, state and local agencies, as well as non-governmental organizations, to address the needs of veterans.
2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Department of Veterans' Affairs and State of Florida policies governing this activity.
3. Provide timely information to ESF 6 regarding the Department of Veterans' Affairs' disaster related activities.

**Farm Share (FS)**

1. Respond to Florida disasters by conducting Mass Care in accordance with Farm Share's policies and procedures and the ESF 6 Standard Operating Guide.
2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Farm Share and State of Florida policies governing this activity.
3. Provide timely information to ESF 6 regarding Farm Share's disaster related field activities.

**Feeding Children Everywhere (FCE)**

1. Respond to Florida disasters by conducting Mass Care in accordance with Feeding Children Everywhere's policies and procedures and the ESF Standard Operating Guide.
2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Feeding Children Everywhere and State of Florida policies governing this activity.
3. Provide timely information to ESF 6 regarding Feeding Children Everywhere's disaster related field activities.

**Feeding Florida (FF)**

1. Respond to Florida disasters by conducting Mass Care in accordance with Feeding Florida's policies and procedures and the ESF 6 Standard Operating Guide.
2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Feeding Florida and State of Florida policies governing this activity.
3. Provide timely information to ESF 6 regarding Feeding Florida's disaster related field activities.

**Florida's State Access Coordinator**

1. Respond to disasters by providing information and guidance regarding the needs of persons with disabilities and access and functional needs.
2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Department of Health and State of Florida policies governing this activity.
3. Participate as a Subject Matter Expert in conference calls, statewide meetings, planning initiatives and/or exercises.
4. Develop, review and contribute resources that will help meet the disaster related needs of persons with disabilities and access and functional issues.

**Florida Baptist Convention (FBC)**

1. Respond to Florida disasters by conducting Mass Care in accordance with the Florida Baptist Convention's policies and procedures and the ESF Standard Operating Guide.
2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with

- Florida Baptist Convention and State of Florida policies governing this activity.
3. Provide timely information to ESF 6 regarding the Florida Baptist Convention's disaster field activities.

#### **Florida Board of Governors (BOG)**

1. Serve as the primary liaisons in coordinating all phases of emergency response from pre-disaster planning through post disaster recovery of university facilities.
2. Facilitate emergency communication between the State Emergency Response Team and the Universities.
3. Provide timely information to ESF 6 regarding the State University System's disaster related activities.
4. Coordinate, when necessary, the use of university facilities during emergency activations.
5. Serve as liaisons if the event that the State Emergency Response Team is seeking to determine if university expertise or resources are available in responding to or preparing for an emergency, including qualified students or staff: for instance, individuals with specific language, public health, cyber/technical skills, etc.

#### **The Salvation Army (TSA)**

1. Respond to Florida disasters by conducting Mass Care, Emergency Assistance and Human Services activities in accordance with the Salvation Army policies and procedures.
2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center. Ensure employee participation is consistent with Salvation Army and State of Florida policies governing this activity.
3. Provide timely information to ESF 6 regarding the Salvation Army's disaster related activities.

#### **World Central Kitchen (WCK)**

1. Respond to Florida disasters by conducting Mass Care activities in accordance with the World Central Kitchen policies and procedures.
2. Be prepared to provide trained personnel to ESF 6 upon activation of the State Emergency Operations Center, as needed and as available. Ensure employee participation is consistent with World Central Kitchen and State of Florida policies governing this activity.
3. Provide timely information to ESF 6 regarding the World Central Kitchen's disaster related activities.

### **V. FINANCIAL MANAGEMENT**

Agencies should work within their organization's accounting principles and authorities. However, state agencies must work closely with the Division of Emergency Management's budget and accounting staff to ensure that their agencies properly document all reimbursable expenses related to their disaster activities. Such expenses should be directly related to official Mission requests submitted through the Division of Emergency Management's WebEOC. Reimbursable expenses could include, but are not limited to, travel, maintenance, meals and supplies.

NGO's and voluntary organizations should document their disaster activities during response and recovery. This information should contain the number and type of employees and resources provided, by county, and the hours that they were provided. This information should then be provided to the appropriate county or state authority to be used to mitigate FEMA required cost shares.

## **VI. REFERENCES AND AUTHORITIES**

1. National Response Framework, Emergency Support Function 6 Mass Care, Emergency Assistance, Housing, and Human Services
2. Chapter 252, Florida Statute
3. Florida's Comprehensive Emergency Management Plan
4. State of Florida, ESF 6 Standard Operating Guide
5. State of Florida, Multiagency Feeding Plan
6. State of Florida, Multiagency Shelter Plan