

CITY OF DANIA BEACH, FLORIDA

EMERGENCY NOTICE


PURSUANT TO FLORIDA LAW, I, LORI LEWELLEN, MAYOR OF THE CITY OF DANIA BEACH, AM THE DESIGNATED CITY OFFICIAL EMPOWERED TO DECLARE THAT A STATE OF EMERGENCY EXISTS (DUE TO THE OUTBREAK OF CORONA VIRUS, COVID-19, IN BROWARD COUNTY, AND THE STATE OF EMERGENCY DECLARED BY GOVERNOR RON DESANTIS, AND THE BROWARD COUNTY COMMISSION) WITHIN THE BOUNDARIES OF THE CITY OF DANIA BEACH. PURSUANT TO THE LAW, I DECLARE THAT A STATE OF EMERGENCY IS PRESENT IN THE CITY OF DANIA BEACH, BROWARD COUNTY, FLORIDA EFFECTIVE AT 11:15 A.M./P.M., ON THURSDAY, MARCH 12, 2020.



LORI LEWELLEN, MAYOR

FILED WITH THE CITY CLERK, THOMAS SCHNEIDER, OF THE CITY OF DANIA BEACH, FLORIDA ON MARCH 12, 2020 AT 11:15 A.M./P.M.

APPROVED AS TO FORM AND CORRECTNESS:



THOMAS J. ANSBRO
CITY ATTORNEY

See attachments, "Delegation of Duties to City Manager Pursuant to Emergency Notice", a copy of Section 252.38, Florida Statutes and excerpts from the City's Comprehensive Emergency Management Plan ("CEMP"). Although the CEMP focuses on Hurricane Emergencies, the City can utilize the CEMP for this health crisis.

CITY OF DANIA BEACH

DECLARATION OF STATE OF EMERGENCY

WHEREAS, Governor Ron Desantis signed Executive Order 20-51, in response to the anticipate danger from the public health threat of COVID-19 (also known as Coronavirus); and

WHEREAS, the emergency order allows out-of-state medical personnel to operate in Florida, gives the state more flexibility to purchase masks and equipment needed to set up field hospitals and allows pharmacists to dispense 30-day emergency prescription refills, amongst other emergency powers; and

WHEREAS, on March 10, 2020, Broward County issued a state of emergency for all of Broward County, Level 2, relating to COVID-19; and

WHEREAS, the Broward County Commission approved a motion authorizing the County Administrator to take any appropriate and necessary action to protect the health and safety of Broward County residents and visitors in connection with COVID-19, including exercising any emergency powers permitted under the Broward County Charter or Broward County Administrative Code, the local or state emergency management plan, state or federal law, or any emergency declaration or executive order of applicable state or federal authorities, subject to advance written notice to the Board and ratification by the Board at the next official public meeting of the County Commission for any action not otherwise within the current authority of the County Administrator; and

WHEREAS, the Broward County Commission also approved a second motion authorizing the County Administrator to take any appropriate and necessary action to maintain the day-to-day business and operations of Broward County if isolation or containment measures regarding COVID-19 preclude regular meetings of the County Commission, including approving and

executing agreements, approving solicitations, rankings, and bid awards, approving public hearing notices, and taking any other action necessary to act in the best interest of Broward County, subject to advance written notice to the Board and ratification by the Board at the next official public meeting of the County Commission for any action not otherwise within the current authority of the County Administrator; and

WHEREAS, the Florida Sunshine Law requires all decisions of an elected body to be done during a duly advertised public meeting, open to the general public, and requires all votes to be taken in person (on line voting or voice appearance will not satisfy Sunshine Law quorum requirements); and

WHEREAS, the City of Dania Beach, consistent with the Governor's action, and consistent with the actions of the Broward County Commission, seeks to ensure that the City of Dania Beach can continue to function should COVID-19 preclude the Mayor and City Commission from meeting to vote on material items under circumstances where a physical quorum of the City Commission cannot be obtained; and

WHEREAS, the City Commission approved Resolution 2020-030, and dated March 10, 2020, authorizing same;

NOW THEREFORE, the Mayor authorized the City Manager to undertake the following responsibilities:

1. Make emergency policy decisions relative to in-progress emergency operations.
2. Insure appropriate orders are issued.
3. Execute agreements with federal and state relief agencies.
4. Comply with the terms and provisions of Resolution No: 2020-030, relating to delegation of authority to the City Manager.
5. Perform public work and taking whatever action is necessary to ensure the health, safety, and welfare of the community.
6. Entering into contracts.
7. Incurring obligations.

8. Employment of permanent and temporary workers.
9. Utilization of volunteer workers.
10. Rental of equipment.
11. Acquisition and distribution of materials and supplies.
12. Appropriation and expenditure of public funds, including the use of purchase cards as necessary for purchases above administrative limits.

In addition to all powers, duties, and authority conferred upon the City Manager by the City Charter and the City's Code of Ordinance, the authority and powers listed in Section 252.38, Florida Statutes (A copy of which Section is attached and incorporated by reference) are delegated to the City Manager including but not limited to those specified in Subsection (3)(a) of that Section. The City Manager also has all responsibilities listed in the City of Dania Beach, Florida Comprehensive Emergency Management Plan ("CEMP"), including this City's Hurricane Plan (which procedures may be adapted for this health crisis), copies of applicable excerpts of the CEMP are attached and incorporated by this reference, as well as a copy of City Resolution No. 2020-030.

THIS DECLARATION IS AUTHORIZED FOR SEVEN DAYS, AND MAY BE RENEWED EVERY SEVEN DAYS THEREAFTER FOR THE DURATION OF THE EMERGENCY.


ISSUED THIS 12th DAY OF MARCH 2020, DANIA BEACH, FLORIDA



MAYOR LORILEWELLEN

FILED WITH THE CITY CLERK, THOMAS SCHNEIDER, OF THE CITY OF DANIA BEACH, FLORIDA ON MARCH 12, 2020 AT 11:30 A.M./P.M.

APPROVED AS TO FORM AND CORRECTNESS:



THOMAS J. ANSBRO
CITY ATTORNEY

The 2019 Florida Statutes

Title XVII
MILITARY AFFAIRS AND RELATED MATTERS

Chapter 252
EMERGENCY MANAGEMENT

252.38 Emergency management powers of political subdivisions.—Safeguarding the life and property of its citizens is an innate responsibility of the governing body of each political subdivision of the state.

(1) COUNTIES.—

(a) In order to provide effective and orderly governmental control and coordination of emergency operations in emergencies within the scope of ss. 252.31-252.90, each county within this state shall be within the jurisdiction of, and served by, the division. Except as otherwise provided in ss. 252.31-252.90, each local emergency management agency shall have jurisdiction over and serve an entire county. Unless part of an interjurisdictional emergency management agreement entered into pursuant to paragraph (3)(b) which is recognized by the Governor by executive order or rule, each county must establish and maintain such an emergency management agency and shall develop a county emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program. Counties that are part of an interjurisdictional emergency management agreement entered into pursuant to paragraph (3)(b) which is recognized by the Governor by executive order or rule shall cooperatively develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program.

(b) Each county emergency management agency created and established pursuant to ss. 252.31-252.90 shall have a director. The director must meet the minimum training and education qualifications established in a job description approved by the county. The director shall be appointed by the board of county commissioners or the chief administrative officer of the county, as described in chapter 125 or the county charter, if applicable, to serve at the pleasure of the appointing authority, in conformance with applicable resolutions, ordinances, and laws. A county constitutional officer, or an employee of a county constitutional officer, may be appointed as director following prior notification to the division. Each board of county commissioners shall promptly inform the division of the appointment of the director and other personnel. Each director has direct responsibility for the organization, administration, and operation of the county emergency management agency. The director shall coordinate emergency management activities, services, and programs within the county and shall serve as liaison to the division and other local emergency management agencies and organizations.

(c) Each county emergency management agency shall perform emergency management functions within the territorial limits of the county within which it is organized and, in addition, shall conduct such activities outside its territorial limits as are required pursuant to ss. 252.31-252.90 and in accordance with state and county emergency management plans and mutual aid agreements. Counties shall serve as liaison for and coordinator of municipalities' requests for state and federal assistance during post-disaster emergency operations.

(d) During a declared state or local emergency and upon the request of the director of a local emergency management agency, the district school board or school boards in the affected area shall participate in emergency management by providing facilities and necessary personnel to staff such facilities. Each school board providing transportation assistance in an emergency evacuation shall coordinate the use of its vehicles and personnel with the local emergency management agency.

(e) County emergency management agencies may charge and collect fees for the review of emergency management plans on behalf of external agencies and institutions. Fees must be reasonable and may not exceed the cost of providing a review of emergency management plans in accordance with fee schedules established by the division.

(2) MUNICIPALITIES.—Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirements applicable to county emergency management agencies. Each municipal emergency management plan must be consistent with and subject to the applicable county emergency management plan. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

(3) EMERGENCY MANAGEMENT POWERS; POLITICAL SUBDIVISIONS.—

(a) In carrying out the provisions of ss. 252.31-252.90, each political subdivision shall have the power and authority:

1. To appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies.

2. To appoint, employ, remove, or provide, with or without compensation, coordinators, rescue teams, fire and police personnel, and other emergency management workers.

3. To establish, as necessary, a primary and one or more secondary emergency operating centers to provide continuity of government and direction and control of emergency operations.

4. To assign and make available for duty the offices and agencies of the political subdivision, including the employees, property, or equipment thereof relating to firefighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services for emergency operation purposes, as the primary emergency management forces of the political subdivision for employment within or outside the political limits of the subdivision.

5. To request state assistance or invoke emergency-related mutual-aid assistance by declaring a state of local emergency in the event of an emergency affecting only one political subdivision. The duration of each state of emergency declared locally is limited to 7 days; it may be extended, as necessary, in 7-day increments. Further, the political subdivision has the power and authority to waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

a. Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.

b. Entering into contracts.

c. Incurring obligations.

d. Employment of permanent and temporary workers.

e. Utilization of volunteer workers.

f. Rental of equipment.

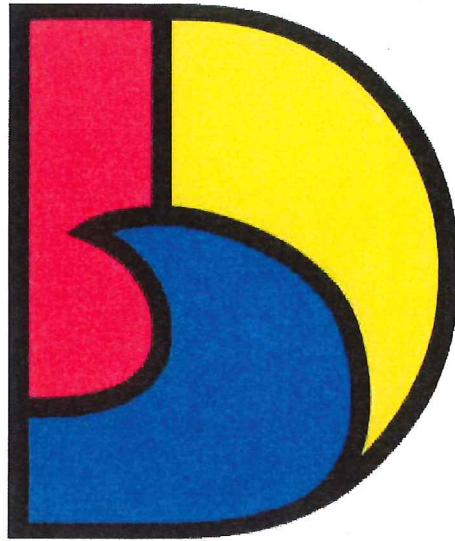
g. Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.

h. Appropriation and expenditure of public funds.

(b) Upon the request of two or more adjoining counties, or if the Governor finds that two or more adjoining counties would be better served by an interjurisdictional arrangement than by maintaining separate emergency management agencies and services, the Governor may delineate by executive order or rule an interjurisdictional area adequate to plan for, prevent, mitigate, or respond to emergencies in such area and may direct steps to be taken as necessary, including the creation of an interjurisdictional relationship, a joint emergency plan, a provision for mutual aid, or an area organization for emergency planning and services. A finding of the Governor pursuant to this paragraph shall be based on one or more factors related to the difficulty of maintaining an efficient and effective emergency prevention, mitigation, preparedness, response, and recovery system on a unijurisdictional basis, such as:

1. Small or sparse population.
2. Limitations on public financial resources severe enough to make maintenance of a separate emergency management agency and services unreasonably burdensome.
3. Unusual vulnerability to emergencies as evidenced by a past history of emergencies, topographical features, drainage characteristics, emergency potential, and presence of emergency-prone facilities or operations.
4. The interrelated character of the counties in a multicounty area.
5. Other relevant conditions or circumstances.

History.—s. 1, ch. 74-285; s. 1, ch. 77-174; s. 22, ch. 81-169; s. 21, ch. 83-334; s. 102, ch. 92-279; s. 55, ch. 92-326; s. 14, ch. 93-211; s. 132, ch. 95-148; s. 5, ch. 2000-140; s. 34, ch. 2001-61.



DANIA BEACH
SEA IT. LIVE IT. LOVE IT.

CITY OF DANIA BEACH

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

HURRICANE PLAN 2019

SECURITY/CONFIDENTIALITY STATEMENT

This Hurricane Response Plan contains some safety and security information that is confidential and thus exempt from Chapter 119 public records. No portion of this Standard Operating Procedures Manual is to be disseminated outside of the City of Dania Beach for any reason, including a public records request, without first contacting the divisions/departments record's custodian.

DEPARTMENT HEAD AND OTHER RESPONSIBILITIES

MAYOR

Responsibilities: To include but not be limited to:

1. Authorize the City Manager to make emergency policy decisions relative to in-progress emergency operations.
2. Authorize the City Manager to insure appropriate orders.
3. Authorize the City Manager to execute agreements with Federal and State relief agencies.

Coordination:

1. City Manager / ACM
2. Emergency Management Coordinator
3. City Commissioners
4. Broward County Emergency Preparedness Division
5. Governor of the State of Florida

CITY MANAGER

Responsibilities: To include but not be limited to:

1. Direct Activation of E.O.C.
2. Insure evacuation order to be issued at the appropriate time and other emergency policy decisions, as needed.
3. Direct agencies towards recovery operations.
4. Execute agreements with Federal and State Disaster Relief Agencies.
5. Authorize return of population to evacuated zones.

Coordination:

1. Mayor of the City
2. Emergency Management Coordinator and
3. ACM & Department Heads
4. County Director of Emergency Operations
5. F.E.M.A. Representatives

EMERGENCY MANAGEMENT COORDINATOR (Emergency Manager)

Responsibilities: To include but not be limited to:

1. Coordinate with County and State Division of Emergency Management
2. Establish emergency conditions when necessary.
3. Insure that Hurricane Warning information is distributed to the Public Broadcasting Stations and all concerned agencies.
4. Begin activation procedures for the E.O.C.
5. Insure the E.O.C. is staffed. County and City
6. Direct emergency operations of the E.O.C. staff.
7. Notify State Disaster Officials of disaster relief needs.

Coordination:

1. Mayor of the City
2. City Manager/ACM
3. City Department Heads
4. County Director of Emergency Operations
5. State F.E.M.A. Officials

BSO – DFRES LIAISON TO CITY
(Department of Fire Rescue and Emergency Services)

Responsibilities:

1. Keep City Manager and Emergency Manager advised of the operational status and readiness of the Fire Department.
2. Coordinate all requests for Fire, Rescue and Haz-mat related resource needs of the City (manpower, equipment, apparatus, etc.) with the Operational Battalion Chief, BSO DFRES Command Staff and/or Broward County EOC personnel.
3. Coordinate the transfer of equipment and Personnel to other municipalities through the Operational Battalion Chief, BSO DFRES Command Staff and Broward County EOC personnel.
4. Participate in formulating Situation Reports with the municipal liaison at the Broward County EOC.
5. Maintain a current inventory and location of all fire fighting equipment.

Coordination:

1. City Manager/ACM
2. Emergency Management Coordinator
2. City Department Heads
3. Broward County Emergency Operations Center
4. BSO DFRES Command Staff
5. Management Information Services

BSO – DLE DISTRICT CHIEF
(Department of Law Enforcement)

Responsibilities: To include but not be limited to:

1. Insure that there is an accurate up-to-date list of traffic control points.
2. Insure specialized equipment, such as wreckers, are dispatched to critical points.
3. Insure traffic control points are established.
4. Insure that Security Personnel are dispatched to Fire Stations if necessary.
5. Coordinate support to Fire Department if necessary.
6. Insure that additional patrols are provided during recovery operations to protect against looting.
7. Establish traffic control routes for return after emergency in coordination with damage assessment teams.
8. Establish initial security at Points of Distribution POD

Coordination:

1. B.S.O. HQ
2. City Manager
3. Emergency Management Coordinator
4. Florida Highway Patrol
5. Florida National Guard

CITY ATTORNEY

Responsibilities:

1. To provide advice about legal authority for declaring an emergency, establishing curfews, securing intergovernmental assistance, and related matters.
2. To advise the Mayor and City Commission of legal responsibilities in Disaster Preparedness Operations (Florida Statutes, Chapter 252).
3. To advise the Mayor and City Commission on appropriate action in contracting for recovery assistance.

Coordination and liaison

1. Mayor
2. City Manager
3. Emergency Management Coordinator
4. Risk Management
5. Community Development Director

COMMUNITY DEVELOPMENT DIRECTOR

Responsibilities:

1. Oversee such E.O.C. administrative activities as the City Manager deems necessary.
2. Have available lists of resources for providing information, equipment, supplies, or services during an emergency.
3. Have available lists of resources for providing information, equipment, supplies, or services during an emergency.
4. Coordinate activities between County E.O.C. Risk Management.

Coordination:

1. City Manager
2. Emergency Management Coordinator
3. Department Heads
4. County Risk Management
5. F.E.M.A.

CITY CLERK'S OFFICE

Responsibilities: To include but not limited to:

- Maintain custody, control, filing and storage of all legislation, books papers, minutes, and other written or recorded documents and materials pertaining to the operation of City government throughout the entire disaster response and recovery initiative for the City of Dania Beach.
- Oversee, guide and track the entire legislative process, from introduction of proposed legislation to final approval and publication for all disaster related legislative actions and occurrences.
- Coordinate and schedule official City Commission special meetings and public hearings regarding disaster deployments, special actions, and public announcements for any civil action, along with recording each as a permanent record.
- Create agendas for all Commission members during and post disaster impact.
- Responsible for the recording of Disaster Response meetings and minutes, and transcription of City Commission meetings, Committee meetings, Public Hearings, and other official City Commission meetings and functions as required. These documents are maintained in the City Clerk's office as official records of the City of Dania Beach. The records are available upon request for public reference and distribution.

- Work in cooperation with Information Services for the broadcasting of all Commission meetings and public hearings as specified by the City Commission.
- Furnish City of Dania Beach information to the general public, including: copies of transcripts, legislation, orders, certificates, meeting notices and other matters of public information as it relates to all City actions, but specifically disaster related actions.
- Act as liaison with City departments, outside agencies, other branches of governments and the general public on behalf of the City Commission when necessary.
- Responsible for the documenting and follow through on all City Commission requests for information documents and reports from various administrative units of municipal government, and maintains a file on the results of these requests.
- Responsible for the publication, updating and distribution of the Dania Beach Code of Ordinances, specifically as it relates to disaster orders.

Coordination:

1. City Manager/Assistant City Manager
2. City Attorney
3. Mayor and City Commission
4. Information Services
5. Emergency Management Coordinator
6. Department Heads

FINANCE DEPARTMENT

Responsibilities: To include but not be limited to:

1. To advise of proper emergency purchasing procedures including use of vendors having agreements or blanket purchase orders with the City.
2. To coordinate emergency purchasing so that purchases can be expedited and proper documentation retained for possible future reimbursement.
3. Contact persons responsible for issuance of emergency purchase orders and procurement of emergency supplies shall be the Purchasing Director.
4. Departments may utilize Purchase Orders for small emergency purchases (up to \$25,000) and may also use the City Purchasing Card (for purchases up to \$2,500). This amount may be amended prior to storm with approval of City Manager.
5. Assist Departments in preparing and completing state and local FEMA documents.
6. Coordinate with County and State Division of Emergency Management. (Documents included in the form section.)

Coordination:

1. City Manager
2. Emergency Management Coordinator
3. City Attorney
4. Department Heads
5. FEMA
6. County Risk Management

PARKS AND RECREATION

Responsibilities: To include but not be limited to:

1. Secure all park facilities.

Coordination:

1. City Manager
2. Emergency Management Coordinator
3. Department Heads
4. Purchasing

CITY OF DANIA BEACH PUBLIC INFORMATION OFFICER

Responsibilities: To include but not be limited to:

1. Insure the news media receives up-to-date response and recovery information.
2. Coordination of all media and public information activities to include County and State information releases.
3. Maintain liaison with media.
4. Coordinate all media activities for EOC.
5. Maintain media area near EOC.

Coordination:

1. City Manager
2. Director of Emergency Management
3. Media
4. County and State Media Releases.

MANAGEMENT INFORMATION SERVICES (MIS)

Hurricane Procedures

All Information Services personnel should, during the hurricane season, keep themselves apprised of the formation and proximate location of all actual and potential hurricanes that may threaten the South Florida area. Should a storm form and move in the direction of South Florida, IS personnel should begin the process of preparing their homes and personal property as published in the City's policies and procedures. This action is necessary so that IS personnel can report for duty in a timely manner.

Upon notification by the City Manager's office that the City of Dania Beach is to proceed with its emergency action plan, Information Services will complete the following procedures.

1. All Information Services staff will be notified and required to report for duty within 3 hours.
2. Upon notification, the IS staff will initiate a complete backup of all critical servers. The Storage Servers for the Backups will be stored in the city vault. An additional back up will be taken and stored at an offsite location for the duration of the storm event.
3. Information Services will initiate a complete test of all the EOC equipment during the first week of June. At this time, staff will verify the working condition of all equipment and order any supplies as needed for full operations during the hurricane season.
4. Prior to the opening of the EOC, Information Services will set up the necessary equipment from the Emergency Operations Center that will allow the staff of the center to conduct EOC operations and other City functions as necessary.
5. MIS staff will direct departments to shut down all computers and printers, and disconnect same from all external access including power, telephone and network connections.
6. Plastic covers will be placed on all exposed equipment to prevent water damage.
7. I.S. will shut down and secure the non-essential servers, network hubs, routers and associated equipment. Equipment will be securely covered with plastic to prevent water damage.
8. On completion, I.S. will report to the department head the status of its readiness.
9. Unless required, I.S. staff will be released from duty on completion of these procedures or at the time all other City personnel are released from duty.
10. Upon notification of the 'all clear' by county emergency personnel, I.S. staff is to return to duty as soon as practicable to begin restoration of services and/or initiate repairs where necessary.

The Information Services staff will survey and record all damage to the equipment under the division's control as soon as practical and report same to Department Director.