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**500.6 SUBJECT: DISASTER PLANNING**

**:1 OBJECTIVE:**

In an effort to protect the life and property of citizens, both residents and visitors, the City of Orlando established a Comprehensive Emergency Management Program consisting of a Comprehensive Emergency Management Plan (CEMP) and Office of Emergency Management for the disaster preparedness of the City of Orlando. In support of this plan, it is necessary that the divisions, departments, and offices of the City of Orlando make effective preparation to discharge emergency responsibilities for management of all possible emergencies and/or disasters and to promote rapid recovery from the effects thereof.

**:2 AUTHORITY:**

This procedure approved by City Council May 12, 2014, Item A-2.

**:3 DIRECTION:**

Emergency Manager, as an exempt employee, serves at the pleasure of the Mayor and receives direction thru the Mayor, Chief Administrative Officer, Fire Chief and the Emergency Management Executive Policy Group.

**:4 FUNCTIONS:**

- A. The Office of Emergency Management shall develop a Comprehensive Emergency Management Plan (CEMP) as required by Chapter 252.38, Florida Statutes.
- B. The Office of Emergency Management shall prepare the local government emergency management plans consistent with Rule 27P-6.0095, Florida Administrative Code.
- C. Local direction and control shall be the responsibility of the Mayor of the City of Orlando.
- D. The Executive Policy Group is composed as indicated in City Policy and Procedure Section 500.4.
- E. The City of Orlando utilizes an Emergency Support Function (ESF) System to assign specific tasks and responsibilities to various agencies tasked with response and recovery operations during times of emergency. Responsibilities for each ESF are referred to in the CEMP, Basic Plan.
- F. All City departments and divisions can access the City of Orlando CEMP via City web page or contact the Office of Emergency Management to obtain a hard copy.
- G. The City will operate and conduct operations according to the National Incident Management System in a disaster and/or emergency.
- H. The Office of Emergency Management coordinates all emergency management functions and planning for the City of Orlando; and assists in City homeland security efforts.

- I. The Office of Emergency Management participates in the identification and mitigation of hazardous conditions before the impact of a natural or manmade disaster.
- J. All departments within the City share the responsibility of serving and protecting the citizens and visitors of the City of Orlando during times of natural or man-made disasters.
- K. The Office of Emergency Management provides oversight and information to City departments in all preparedness efforts and protective measures.
- L. The Office of Emergency Management conducts emergency management related training for all City departments on an annual basis.
- M. All elements of the Comprehensive Emergency Management Plan to include supporting documentation will be updated annually and revised every four years.
- N. The Office of Emergency Management ensures that every department designates an Emergency Coordination Officer (ECO).

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Robert T. Stafford Act and Amendments; Homeland Security Presidential Directives #5; Florida Statute Chapter 252, Emergency Management; Florida Statute Chapter 166, Municipalities; Florida Statute Chapter 22, Emergency Continuity of Government; Florida Administrative Code 27P-6.010 and 27P-6.0095 Municipal Comprehensive Emergency Management Plans; City Code Chapter 43A State of Emergency.

:8 EFFECTIVE DATE:

This procedure effective May 12, 2014.