



# PENSACOLA FIRE

DEDICATION • HONOR • PROFESSIONALISM • COMPASSION

**PENSACOLA**  
FLORIDA'S FIRST & FUTURE





# Fire Chief Ginny Cranor

- Firefighter/EMT since 1993
- 2018 - Fire Chief/Emergency Management Coordinator
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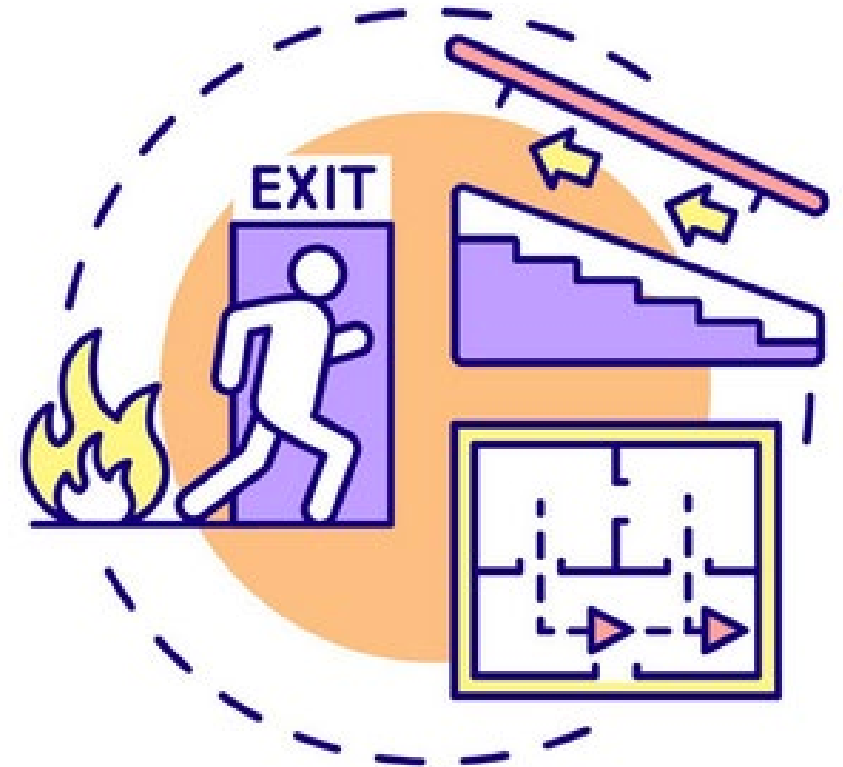
# Emergency Action Planning Goals

1

Safety – You, Coworkers, Visitors

2

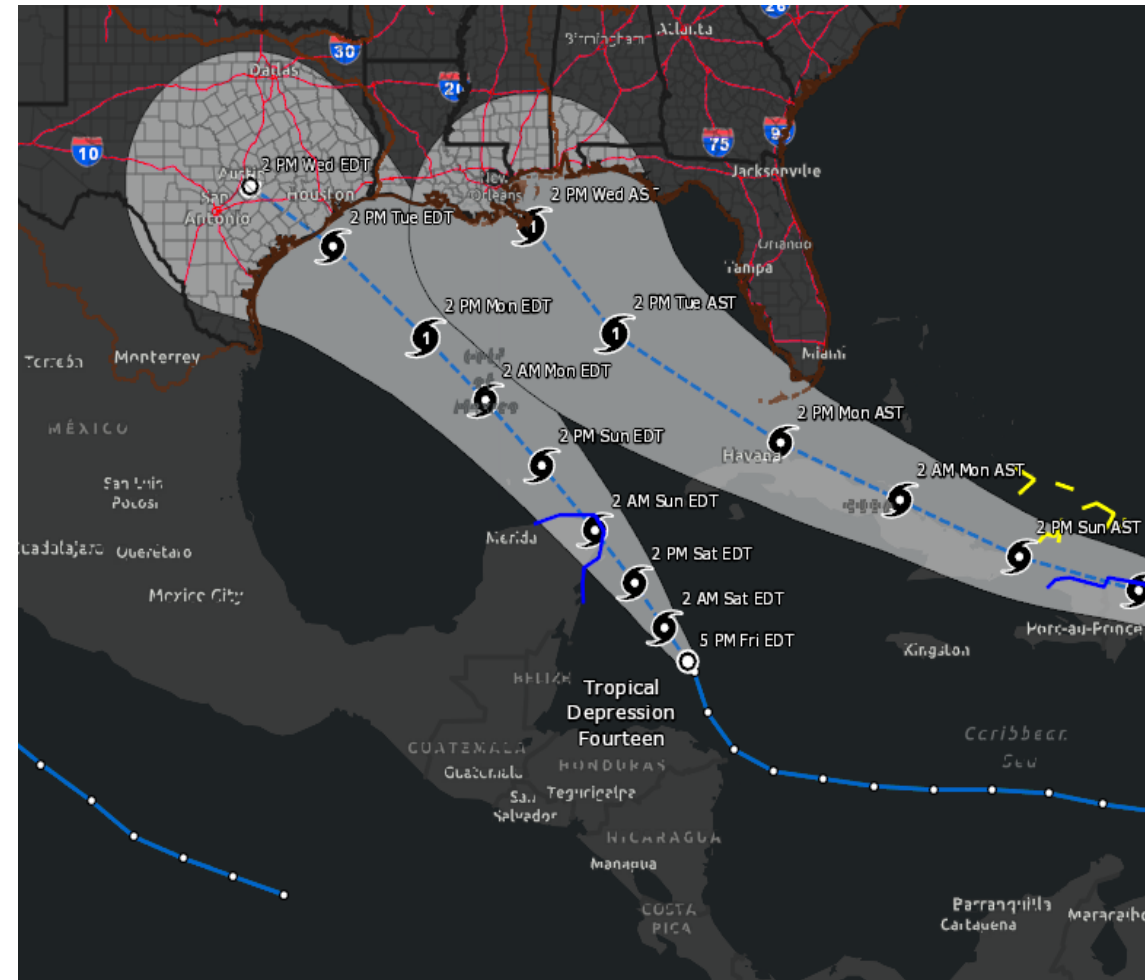
Help prevent an emergency from becoming an organizational disaster





# Learning Objectives

1. Understand COOP documentation
2. Identify essential functions
3. Describe Emergency Action Plan procedures
4. Recognize responsibilities and assignments
5. Maintain functions and recover



# 3 Key Timeframes



**BEFORE**  
(Plan/Prepare)



**DURING**  
(Protect)



**AFTER**  
(Respond/Recover)



# BEFORE (Prepare)

- Continuity Planning
- Chain-of-command  
(storm assignments)
- Protect facilities, records
- Understand alerts



Before

# The Continuity of Operations Plan

**PURPOSE:** Ensure Human Resources continues essential functions through adverse conditions, including loss of

- critical number of staff
- executive leadership
- primary facility or ability



**Before**

# Essential Functions (EFs)

## IDENTIFY AND PRIORITIZE

What are your department's essential functions?

Prioritize your EFs.

- Define tasks and resources to support each EF

Continue or resume rapidly. Identify a Recovery Time Objective (RTO)

- RTO: depending on nature of event, extent of damage and available resources





**Before**

## Mission Essential Functions - Human Resources

Priority	Mission Essential Functions	RTO	Responsible Division
1	Employee and their family's life and safety	First 12- 24 Hours	Human Resources Director and staff
2	Re-establishing employee database	First 12- 24 Hours	Innovation & Technology
3	Payroll and leave accounting	First 12-24 Hours	Payroll Specialist
4	Provide internal/external communications	Restore within 24 Hours	HR Staff, Public Information Officer
5	Timesheet tracking	Restore within 24 Hours	Payroll Specialist
6	Counseling referral	Restore within 1-2 Week	Clinic
7	Employee personnel files	Restore within 1-2 Week	Administrative Assistant I
8	Insurance	Restore within 1-2 Week	Benefits Coordinator
9	Public Records Requests	Restore within 1-2 Week	Human Resources Manager

Before

# Continuity Planning

Who is authorized to make decisions on behalf of the department head/senior leadership?

- Orders of Succession
- Delegation of Authority

Continuity Facilities

- Alternate locations / Telework

Identify an Incident Management Team



Before

# Orders of Succession

Predefined leadership transition

Position	Succession Order	Home Phone	Mobile Phone
HR Director – Name	1st Delegate		
HR Manager 1 - Name	2nd Delegate		
HR Manager 2 - Name	3rd Delegate		

## Conditions for succession:

- Designated individual is unavailable (not present)
- Change in management
- Management is voluntarily relinquished
- Debilitating injury or death



**Before**

# Orders of Succession

## Temporary, Unplanned Absence – SHORT TERM

- Identify key leadership functions carried by the Human Resources Director
- Identify the office staff best qualified to step into the executive role in an emergency
- Cross-training necessary to prepare the back-up managers to cover leadership functions.



**Before**

# Delegation of Authority

- Identify who is authorized to act on behalf of senior leadership for *specified purposes*
- Ensure designated individuals have the legal authorities to carry out duties

Position	1st Delegate	2nd Delegate
Human Resources Director - NAME	HR Manager 1 - NAME	HR Manager - NAME
Manage the activation of the COOP plan	HR Manager 1 - NAME	HR Manager 2 - NAME
Payroll /Timesheet tracking	Payroll Specialist - NAME	HR Associate - NAME
Employee Records	Administrative Assistant - NAME	Payroll Specialist - NAME
Clinic /Counseling Referral	City Nurse - NAME	2nd Nurse - NAME
Insurance	Benefits Coordinator - NAME	HR Associate - NAME
Public Records Requests	HR Manager - NAME	HR Associate - NAME

## Before

# Storm Assignments/Chain of Command

- Staff: essential critical, emergency essential, non-essential
- Alternate facility vs telework

Role	Name	Title
Incident Commander (IC)		Human Resources Director
Alternate IC / Recovery Coordinator		Human Resources Manager 2
Operations & Planning Section Chief		Human Resources Manager 1
Logistics Team Section Chief		Public Works Director
Finance & Administration Section Chief		Chief Financial Officer
Information Systems Recovery Manager		Innovation & Technology Director
Damage Assessment Teams Leader		Risk Manager
Relocation Teams:		Human Resources Coordinator, City Nurse, Benefits Coordinator, Human Resources Associate, Compensation & Employee Relations Manager, Payroll Specialist, Administrative Assistant

# Before

## Continuity of Facilities

- Relocation or telework
- Physical accommodation of administrative and support functions to accomplish MEFs

Alternate Facilities	
DEPARTMENT Administrative Offices / Division	Relocation Sites
MAIN BUILDING    City Hall NAME                Human Resources ADDRESS            123 City Street PHONE#             850-	<b>Primary:</b> NAME                Sanitation Services Office ADDRESS            100 Alpha Street PHONE#             850-  <b>Secondary:</b> NAME                Public Works Office ADDRESS            200 Bravo Street PHONE#             850-
All HR Divisions	<b>To be determined ATOD</b>

**Before**

# Continuity of Facilities

## General Move Responsibilities

- Provide for proper storage of back-up copies of vital records and databases.
- Identify functions that can be deferred or terminated.
- Identify key functions & staff requiring relocation.
- Identify required onsite resources.
- Designate staff responsible to assist arriving staff with set up.
- Maintain a current roster of designated COOP site-support staff.
- Identify one staff member at alternate facility to provide information to non-essential staff.
- Provide for maintenance of on-site computers and equipment.



**Before**

# Go Kits & Vital Records

- Flash Drive with COOP plan, hurricane plan, department phone list, list of employees, City-wide phone list, personnel action forms, direct deposit forms, deferred comp forms
- List of doctors on insurance plan
- Cell Phone w/charger, extra battery
- Computer-Laptop w/charger
- Radio-800mhz w/charger and extra battery
- Personal time off (PTO) Leave Policy

## Set up team in alternate location

- Uniform & Safety Shoe Policy
- Drug & Alcohol Policy
- Flashlight w/extra batteries
- Tape-Scotch/masking/duct
- Paper Pads
- Pens
- Pencils
- Markers
- First Aid Kit



**Before**

# Go Kits & Vital Records

## Vital Records Maintained by HR

- Personnel files
- Time and Attendance records
- Payroll records
- Accounts receivable
- Accounts payable
- Legal records / actions
- Social Security
- Retirement records
- Insurance records

**How are they backed up?  
Where are back-ups located?**



**Before**

# Additional HR Considerations

## Continuity Coordinator and Human Resources Director Work Together

- resolve HR issues related to the event
- update the Continuity Plan
- communicate with managers regarding HR needs to help continue EFs

Consider continuity guidance on the following:

- Additional Staffing
- Work Schedules and Leave/Time Off
- Premium and Annual Pay Limitations
- Employee Assistance Program
- Employees with Disabilities
- Benefits



**Before**

# Crisis Communication Plan

- Keep customers, employees, and families informed
- HR coordinate communications with emergency management team, public information officer, executive leadership

## Notification Assignments

- HR Management team of the current situation and COOP activation
- Essential staff using personal contact, phone, e-mail, text, etc.
- Coordinate with PIO all internal and external communications
- Within 4-12 hours, essential individuals will assemble at alternate facility
- Agency Emergency Management contact that HR has activated its COOP



Before

# Test, Training & Exercise

- Training Schedule
- Records Maintenance
- Staff Trained
- Courses Completed
- Certifications
- Expiration Dates
- Emergency Command Center (ECC) and HR Employee Roster





Before

# Understanding Alerts

**Plan to Remain Informed**  
How will you relay updates to your team?

## WATCH VS WARNING

-  **WATCH:** We have the ingredients to make tacos.
-  **WARNING:** We're having tacos. **RIGHT NOW!**



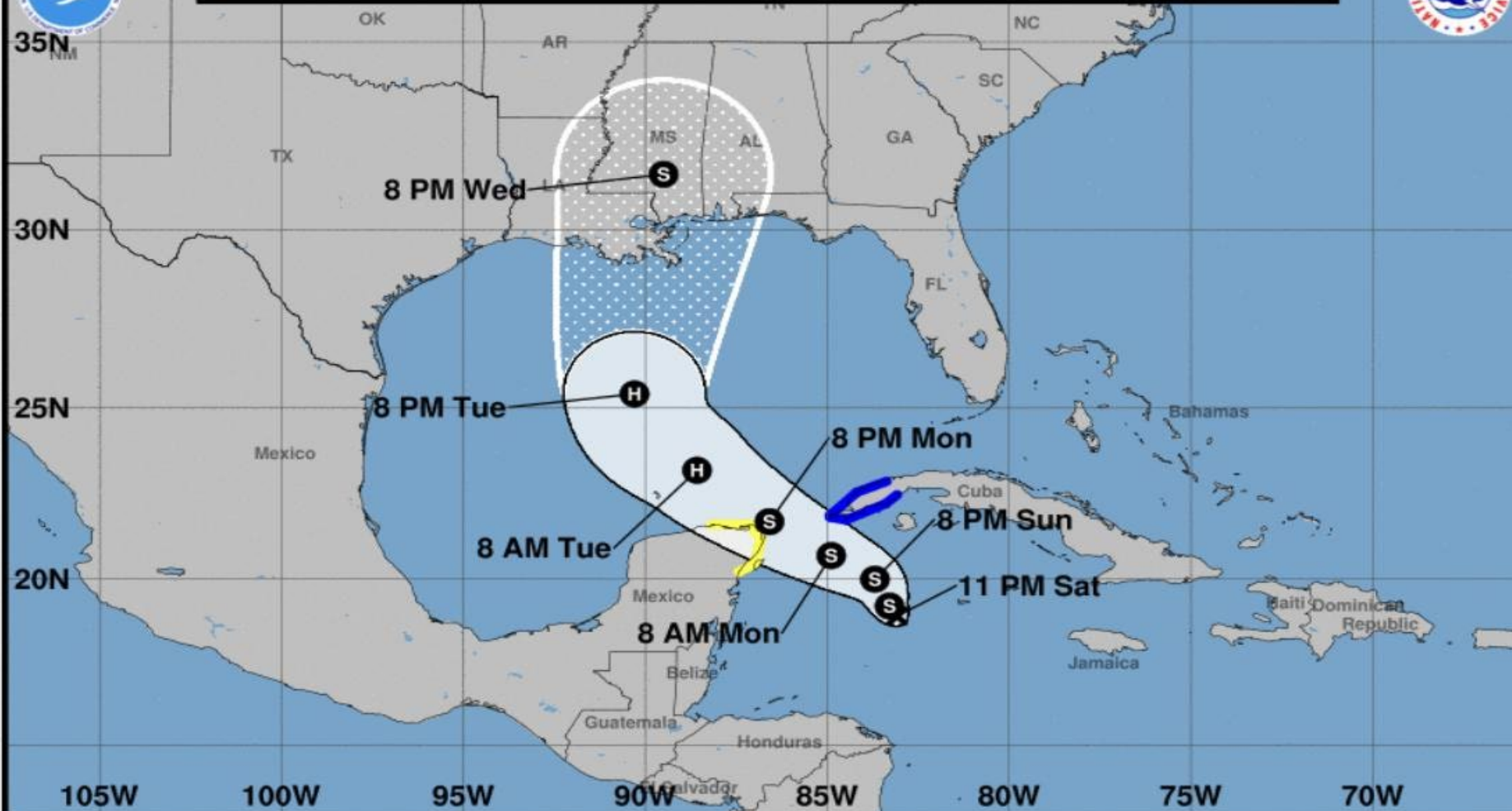
**TACO WATCH**



**TACO WARNING**



**Note: The cone contains the probable path of the storm center but does not show the size of the storm. Hazardous conditions can occur outside of the cone.**



**Tropical Depression Twenty-Eight**  
 Saturday October 24, 2020  
 11 PM EDT Advisory 2  
 NWS National Hurricane Center

**Current information: x**  
 Center location 18.9 N 83.1 W  
 Maximum sustained wind 35 mph  
 Movement: Stationary

**Forecast positions:**  
 ● Tropical Cyclone ○ Post/Potential TC  
 Sustained winds: D < 39 mph  
 S 39-73 mph H 74-110 mph M > 110 mph

**Potential track area:**  
 Day 1-3 Day 4-5

**Watches:**  
 Hurricane Trop Stm

**Warnings:**  
 Hurricane Trop Stm

**Current wind extent:**  
 Hurricane Trop Stm

Before

# Pre-Impact Checklist

- Brainstorm worst case scenarios: high winds = secure & protect; flooding = anchor & elevate (electrical equipment)
- Review Emergency Action Plan
- Communicate assignments
- Shelter-in-place vs evacuate,
- Notify and assist people with disabilities, account for all employees



**Before**

# Pre-Impact Checklist

## Chain of Command

- Coordinator (authorized employees, regular employees)
- Assess situation, start EAP, direct efforts, coordinate with outside agencies
- Monitor alerts, updates and instructions
- Specific tasks: securing area; shutting down critical operations

# DURING (Protect)

## People First

- Alert and notify
- Evacuation vs. Shelter in Place
- Alternate Facilities



**During**

# COOP Implementation

## Two Most Plausible Scenarios

- An incident or event that threatens, diminishes, or incapacitates the Human Resources' Main Office
- An area-wide disaster that significantly impacts Human Resources



**During**

## **Local Resources**

**MyEscambia.com / (850) 471-6400**

**SantaRosa.fl.gov / (850) 983-5360**

# AFTER (Response/Recover)

- Assess: immediate and long-term relief
- Risks: flood waters, falling debris, utilities
- Continue documentation: recovery and funding
- Only return to work when supervisor notifies you it's safe
- After-action Review



# Review



## **BEFORE**

(Plan/Prepare)

“Blue Sky Planning”  
COOP  
Expectations



## **DURING**

(Protect)

Secure & Shelter



## **AFTER**

(Respond/Recover)

Assess & Document

**Before**

# FEMA Continuity Resources



# Tropical Cyclone Names 2023

## Atlantic Basin

Arlene

Gert

Margot

Tammy

Bret

Harold

Nigel

Vince

Cindy

Idalia

Ophelia

Whitney

Don

Jose

Philippe

Emily

Katia

Rina

Franklin

Lee

Sean

\* New names in 2023 replacing Harvey, Irma, Maria and Nate



# Hurricane Info

- Run from water
- Hide from wind
- Remain weather-aware: wind and surge bring flying or underwater debris, power outages, building damage, etc.
- Hurricane season June 1<sup>st</sup> in Atlantic. May 15<sup>th</sup> in Pacific. Ends Nov 30<sup>th</sup>

## 6 inches

Sweep you off your feet  
Stall your car

## 1 foot

Float your car

## Less than 2 feet

Carry car away

# Saffir-Simpson Scale

Category	Sustained Winds	Damage Due to Hurricane Winds
1	74-95 mph	Very dangerous winds will produce some damage
2	96-110 mph	Extremely dangerous winds will cause extensive damage
3 (major)	111-129 mph	Devastating damage: removal of roof decking/gable ends
4 (major)	130-156 mph	Catastrophic damage: loss of most of roof structure
5 (major)	157 mph or higher	Catastrophic damage: total roof failure & wall collapse



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