



# 2022-2025 Integrated Preparedness Plan

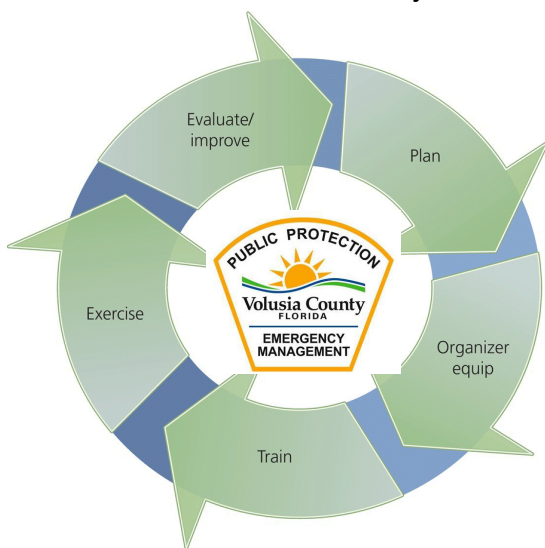
---

Volusia County Emergency Management

## PROMULGATION STATEMENT

The Volusia County *Integrated Preparedness Plan* (IPP) provides a comprehensive framework to build emergency management capabilities and capacity through all-hazards, whole community planning, training, exercising, and improvement planning. It has been developed in conjunction with, and as an annex to, the *Volusia County Five Year Strategic Plan (2022-2027)* with input from over sixty emergency management team partners at three stakeholder engagement meetings in fall and winter of 2021. Together the *Strategic Plan* and the *IPP* represent the combined vision of all emergency management partners to enhance the level of preparedness, prevent and mitigate future disasters, and create a resilient community.

The *IPP* ensures consistency with local, regional, state, federal, private sector, nonprofit and faith-based partner organizations while also establishing compliance with the *State of Florida and Volusia County Comprehensive Emergency Management Plans*, the *National Incident Management System*, the *Emergency Management Accreditation Program*, and state and federal guidance. The plan promotes processes and systems for better communication, coordination, and cooperation across all levels of government and among partners. The *IPP* is a living document and will continue to evolve as lessons are learned from actual disasters, exercises, and new requirements which all provide opportunities to improve the comprehensive emergency management program.



Therefore, as the designated emergency management organization established and empowered with the authority to administer the Emergency Management Program and as the designated individual empowered with the authority to execute the Emergency Management Program (VC Code of Ordinance Sec. 46-141), I, hereby, promulgate the *Volusia County Integrated Preparedness Plan (2022-2025)*.

Helene Wetherington, CEM  
Director, Volusia County Emergency Management Division

## INTEGRATED PREPAREDNESS PLANNING TEAM

**Training and Exercise POC:**

Jill Hemmerlein  
Training and Exercise Coordinator  
Volusia County Emergency Management  
3825 Tiger Bay Rd  
Daytona Beach, FL 32124  
386-254-1500 (office)  
386-473-3868 (cell)]  
[Jhemmerlein@volusia.org](mailto:Jhemmerlein@volusia.org)

**Operations POC:**

Tom Cisco  
Deputy Director  
Volusia County Emergency Management  
3825 Tiger Bay Rd  
Daytona Beach, FL 32124  
386-254-1500 (office)  
[tcisco@volusia.org](mailto:tcisco@volusia.org)

**Budget POC:**

Ashlyn Gamble  
Senior Staff Assistant  
Volusia County Emergency Management  
3825 Tiger Bay Rd  
Daytona Beach, FL 32124  
386-254-1500 (office)  
[agamble@volusia.org](mailto:agamble@volusia.org)

**Planning POC:**

Aubrie Austin  
Emergency Planner  
Volusia County Emergency Management  
3825 Tiger Bay Rd  
Daytona Beach, FL 32124  
386-254-1500 (office)  
[alaustin@volusia.org](mailto:alaustin@volusia.org)

**Recovery & Mitigation POC:**

Kevin Liguori  
Planner  
Volusia County Emergency Management  
3825 Tiger Bay Rd  
Daytona Beach, FL 32124  
386-254-1500 (office)  
[kliguori@volusia.org](mailto:kliguori@volusia.org)

**Health and Human Services POC:**

Yolanda Buckles  
Admin Coordinator II  
Volusia County Emergency Management  
3825 Tiger Bay Rd  
Daytona Beach, FL 32124  
386-254-1500 (office)  
[ybuckles@volusia.org](mailto:ybuckles@volusia.org)

### Emergency Management Advisory Committee

The Emergency Management Advisory Committee, is made up of Key representatives from the program's stakeholders and facilitates a collaborative whole community approach to planning, training, exercising, and improvement planning. The committee integrates resources, organizations, and individuals to identify and achieve program training and exercise goals and objectives. As such, it provides for regular stakeholder input on the implementation, evaluation, and revision of the program.

# TABLE OF CONTENTS

PROMULGATION STATEMENT	2
INTEGRATED PREPAREDNESS PLANNING TEAM	3
Emergency Management Advisory Committee	3
TABLE OF CONTENTS	4
PURPOSE	5
PREPAREDNESS ACTIVITY CONSIDERATIONS	5
Threats, Hazards, and Risks	6
Capability Assessments, Corrective Actions, and Improvement Plans	9
Discussion Based Exercises	9
Operations Based Exercises	9
Overview of Plans Maintenance Process:	10
Training Program	13
Exercise Records	14
Accreditation Standards and Regulations	15
ROLES AND RESPONSIBILITIES	15
Responsibilities	15
PREPAREDNESS PRIORITIES	16
TRAINING AND EXERCISE BUDGETING	17
ATTACHMENT 1: INTEGRATED PREPAREDNESS SCHEDULE 2022	18
INTEGRATED PREPAREDNESS SCHEDULE 2023	19
INTEGRATED PREPAREDNESS SCHEDULE 2024	20
INTEGRATED PREPAREDNESS SCHEDULE 2025	21
ATTACHMENT 2: PLAN UPDATE AND DEVELOPMENT TIMELINE (2022-2023)	22

## PURPOSE

The 2022-2025 Volusia County Integrated Preparedness Plan (IPP) provides a roadmap to develop, implement, and maintain the operational capabilities described in the Comprehensive Emergency Management Plan (CEMP), the Local Mitigation Strategy, and all supporting plans, policies, and procedures. The IPP is an appendix to and integrates with the Volusia County Emergency Management (VCEM) Strategic Plan (2022). The IPP outlines a comprehensive preparedness strategy for integrating whole community planning, training, exercises and improvement planning for Volusia County emergency management partners. The IPP details how the integrated preparedness program develops, maintains, evaluates, and tests the necessary skills, abilities, knowledge and capabilities of all partners to respond, recovery, and mitigate community hazards and threats. Furthermore, the plan provides guidance and procedures for the implementation of this program including the conduct of evaluations personnel, plans, policies, procedures, equipment, and facilities of Volusia County's emergency management program. Finally, the plan helps to ensure that exercises are tailored to the core hazards.

## PREPAREDNESS ACTIVITY CONSIDERATIONS

The Integrated Preparedness Plan (IPP) is an Annex to the Volusia County Emergency Management Strategic Plan and details the preparedness activities required to achieve the Program's vision, mission, and goals. The Strategic Plan is annually developed through a series of stakeholder engagement opportunities including:

- A pre strategic planning session survey
- A full day Strategic Planning Session conducted with over sixty emergency management partners from the municipal, regional, and state governmental agencies; private, non-profit, faith-based partners.
- A post strategic planning session survey
- A workshop discussion at the EM Partner's meeting
- A training course selection and exercise recommendation survey
- Final draft review, edit, and approval by the Emergency Management Partners
- Review, edit, and approval by the Emergency Management Advisory Committee



In addition to the strength, weakness, opportunities, and threat analysis, the emergency management partners also identified gaps in preparedness including training and exercises. The IPP includes a schedule of timeframes in which plans are drafted / edited / reviewed; trainings are administered; and, exercises are performed in a continuous cycle (see Attachment 1). VCEM maintains an After Action / Improvement Plan spreadsheet to track training and exercise gaps. The training needs assessment for Integrated Preparedness Plan

development uses this gap analysis of exercise after action reports, improvement plans, evaluations, and real-world events (including analysis of plans and procedures) to identify gaps where future training and or exercise may be needed. This IPP is a living document that is reviewed and updated annually.

## Threats, Hazards, and Risks

VCEM maintains hazard-specific response and recovery plans and procedures which are developed collectively by the emergency management partners within the County. The Local Mitigation Strategy Hazard Identification sections lists a total of 23 hazards which could potentially impact the County. During the Strategic Planning Workshop, stakeholders identified 9 core hazards based upon not only on the hazard and risk vulnerability assessment, historical occurrences, impact magnitude and scale, but also on the professional opinion and perception of the long-time professional experience. The core hazards are as follows:



### Public Health Emergencies (Pandemic)

Public health emergencies include medical surges (often from mass casualty events) that require hospitals to act beyond normal capacity. Pandemics are included in this category. Volusia County experienced 1 Pandemic; COVID-19

### Tornado

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud extending to the ground. Tornadoes are most often generated by thunderstorm activity (but sometimes result from hurricanes and other tropical storms) when cool, dry air intersects and overrides a layer of warm, moist air forcing the warm air to rise rapidly. The damage caused by a tornado is a result of the high wind velocity and wind-blown debris, also accompanied by lightning or large hail. According to the National Weather Service, tornado wind speeds normally range from 40 to more than 300 miles per hour and are a few yards wide. The most violent tornadoes have rotating winds of 250 miles per hour or more and are capable of causing extreme destruction, carving a path over a mile wide and several miles long and turning normally harmless objects into deadly missiles. The destruction caused by tornadoes ranges from light to inconceivable depending on the intensity, size and duration of the storm. Typically, tornadoes cause the greatest damage to structures of light construction, including residential dwellings (particularly mobile homes). The magnitude of tornadic activity is reported using the Enhanced Fujita Scale.

Volusia County has encountered 86 tornadoes since 1950.

### Flood

A general flood is usually a long-term event that may last for several days. The primary types of general flooding include riverine, coastal, and urban flooding. Riverine flooding is a function of excessive precipitation levels and water runoff volumes within the watershed of a stream

or river. Coastal flooding is typically a result of storm surge, wind-driven waves and heavy rainfall produced by hurricanes, tropical storms and other large coastal storms<sup>14</sup>. Urban flooding occurs where manmade development has obstructed the natural flow of water and decreased the ability of natural groundcover to absorb and retain surface water runoff.

Most flash flooding is caused by slow-moving thunderstorms in a local area or by heavy rains associated with hurricanes and tropical storms. However, flash flooding events may also occur from a dam or levee failure within minutes or hours of heavy amounts of rainfall, or from a sudden release of water held by a retention basin or other storm water control facility. Although flash flooding occurs most often along mountain streams, it is also common in urbanized areas where much of the ground is covered by impervious surfaces.

Volusia County has 18 occurrences of flooding events since 1994.

### Homeland Security

Cyber-attacks include the use of electronic devices to attack, cripple or damage information systems held by governmental or private institutions, as well as individual citizens. Terrorism includes any attempt to attack, cripple or damage public goods, public infrastructure or citizens on a large scale. To date, Volusia County has been fortunate enough to not experience an act of terrorism, however we plan, and train and exercise scenarios to be prepared if an event of this magnitude happens in the future. Civil disturbances can occur due to socio-economic, political or other reasons. These types of events typically occur in public places, including court houses or town civic spaces.

### Wildland fire

A wildfire is any fire occurring in a wildland area (i.e. grassland forest, brush land) except for fire under prescription. Wildfires are part of the natural management of forest ecosystems, but may also be caused by human factors. Nationally, over 80 percent of forest fires are started by negligent human behavior such as smoking in wooded areas or improperly extinguishing campfires. The second most common cause for wildfire is lightning. There are three classes of wildland fires: surface, ground and crown fire. A surface fire is the most common of these three classes and burns along the floor of a forest, moving slowly and killing or damaging trees. A ground fire (muck fire) is usually started by lightning or human carelessness and burns on or below the forest floor. Crown fires spread rapidly by wind and move quickly by jumping along the tops of trees. Wildland fires are usually signaled by dense smoke that fills the area for miles around. Volusia County has experienced over 2000 wildfires since 2001.

### Sea Level Rise

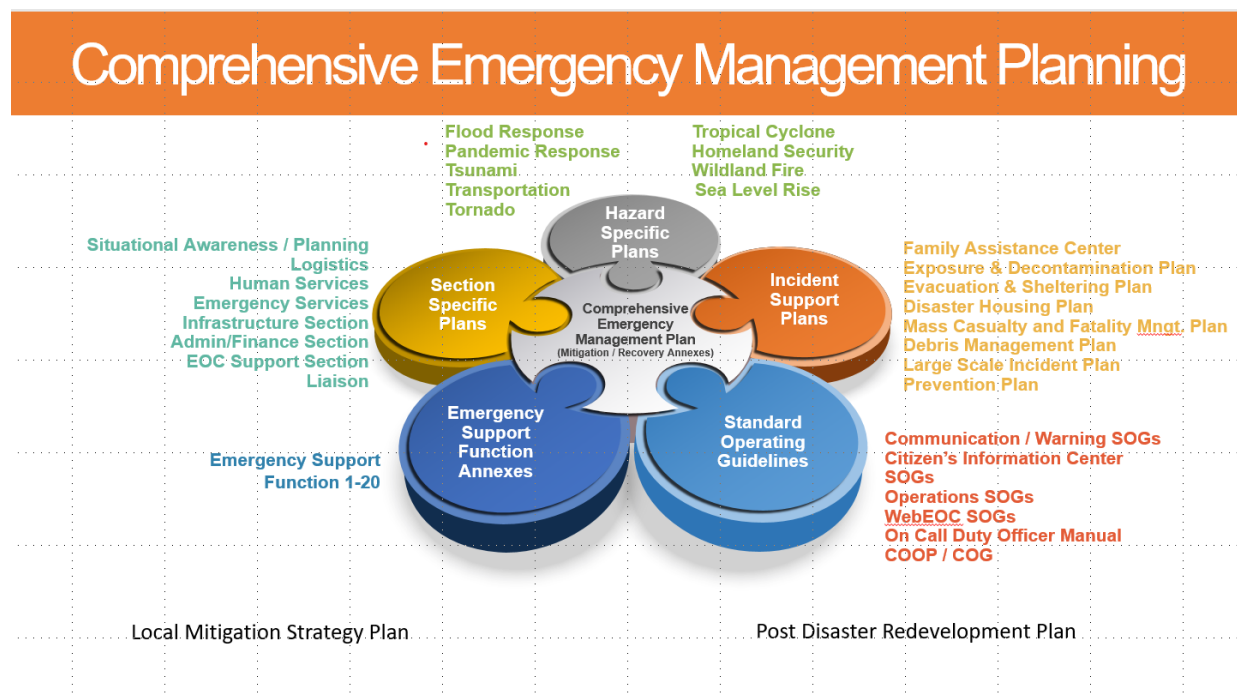
Sea level rise is caused by warming of the earth's climate, the associated thermal expansion of water molecules, and generally impacts coastal, lagoon-adjacent and river-adjacent areas that are hydrologically connected to the ocean. In 2016, a NOAA study found that nuisance flooding frequency was increasing to the north and south of Volusia County (in Mayport, FL; Fernandina Beach, FL; and Key West, FL).

## Tropical Cyclone

Hurricanes and tropical storms are classified as cyclones and defined as any closed circulation developing around a low-pressure center in which the winds rotate counter-clockwise. When they sustained winds exceed 74 miles per hour, the storm is deemed a hurricane and may be accompanied by heavy rain, tornadoes, and storm surge. A storm surge is a large dome of water rising anywhere from four to 20 feet based upon the hurricane's characteristics. Water rise can be very rapid, posing a serious threat to those who have not evacuated flood-prone areas. Such a surge of high water, waves driven by hurricane force winds can be devastating to coastal regions, causing severe beach erosion, property damage, and loss of life. Volusia County has experienced storm surge events associated with hurricanes, nor'easters and tropical storms.

## Transportation Incidents

With two major interstate highways, multiple rail stations, located within the county boundaries, transportation incidents occur on many levels on a daily basis. With two primary interstates traversing the county (I-94 and I-4), and major freight carrying railways, five airports, and marine waterways, the county has become increasingly vulnerable to a range of highly dangerous hazardous materials near vulnerable population centers. Despite the increasing population, the rural county remains isolated with limited critical trauma beds, air transport capability, and hazardous materials response capabilities.



## Capability Assessments, Corrective Actions, and Improvement Plans

In order to assess the core capabilities, identify corrective actions and develop improvement plans, Volusia County Emergency Management will annually develop, host, participate and/or facilitate at a minimum the following exercises with all emergency management partners:

- Two discussion based exercises;
- One tabletop exercise;
- A functional exercise once every three years;
- A full scale exercise once every four years.



*For additional detail see Attachment 1.*

### Discussion Based Exercises

Discussion-based exercises are normally used as a starting point in the building block approach to the range of exercises. Discussion-based exercises include **seminars, workshops, and tabletop exercises (TTXs)**. These typically highlight existing plans, policies, mutual aid agreements (MAAs), and procedures in order to familiarize agencies and personnel with current or expected jurisdictional capabilities.

### Tabletop Exercises

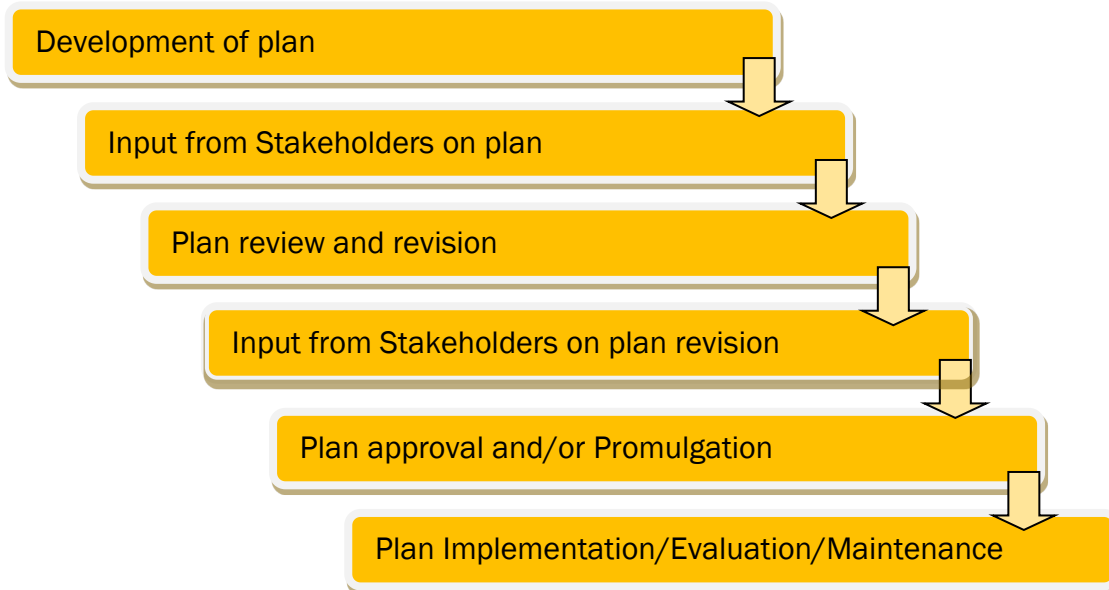
Table Top Exercises (TTXs) involve senior staff, elected or appointed officials, or other key personnel in an informal setting, discussing simulated situations. This type of exercise is intended to stimulate discussion of various issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the prevention of, response to, and recovery from a defined incident or emergency. Players apply their knowledge and skills to a list of problems presented by the leader/moderator; problems are discussed as a group; and resolution is generally agreed on and summarized by the leader.

### Operations Based Exercises

Operations-based exercises represent the next iteration of the exercise cycle; they are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises include **drills, functional exercises (FEs), and full-scale exercises (FSEs)**. They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance. Operations-based exercises are characterized by actual response, mobilization of apparatus and resources, and commitment of personnel, usually over an extended period of time.

### Overview of Plans Maintenance Process:

The process used by Volusia County Emergency Management Division to maintain and improve all plans is illustrated here:



The actions taken to implement this process are coordinated by VCEM, with the assistance and support of the emergency management partners and guided by the Emergency Management Advisory Group.

Actions will vary with the characteristics of the current needs for the specific plan, but updating may include any or all of the following:

#### Input from Stakeholders on Plan Development / Revision

- Input provided by stakeholders via the Manager's Advisory Group and Emergency Management Team, Inter-agency conferences and consultations between state, county and municipal agencies regarding current needs
- Changes in regulations and guidelines applicable to the content or format. Recent experience with hazard mitigation, emergency response, and disaster recovery operations
- Changes in the mitigation, response and recovery capabilities, and resources of the participating agencies and organizations
- Changes in the demographic, social, or political characteristics of the county
- Recognition of additional or modified hazards confronting the county or increased vulnerability to those hazards
- Identified corrective actions from exercise and real world event improvement plans
- Identified lessons learned from events around the country

## Plan Revision and Review

Given the inputs to the plan revision process, the steps in this process will generally involve the Division initiating the process for updating the plan by:

- Establishing the schedule
- Assigning staff/contractors to accomplish the necessary work
- Conducting meetings with stakeholders, or via the Emergency Management Partner's/ Advisory Board meetings
- Reviewing applicable requirements and other changes in the community

Under the direction of the Division, the assigned staff/contractor utilizes the inputs to the planning process to develop a draft of the updated plan for review by all participants

- A schedule for review of the draft is established by the Division and the documents are distributed to the involved participants
- As indicated, meetings between the Division, the assigned staff, may be necessary to discuss modifications to the draft plan
- The assigned staff/contractor modifies the draft plan according to the outcome of the review process and prepares a final draft plan
- If indicated, another review of the final draft plan is conducted by the participating agencies and organizations and a final plan is prepared.
- The final plan is distributed by the division to the participating jurisdictions, agencies, and organizations for final approval
- The CEMP is a designated "four year" update, and the LMS, is a designated "five year" update, both with the Florida Division of Emergency Management (Division), each must be approved by the Division prior to the Volusia County Council adoption

## Plan Approval and/or Promulgation

All plans and procedures are reviewed and updated and suggested changes are incorporated into the plan.

For the CEMP and the LMS, the final update is presented to the Volusia County Council for review and adoption. If requested by the Council, final changes will be made in the CEMP/LMS prior to adoption. The LMS final update is also adopted by all municipal governments within the County. Annexes can be updated and revised as needed followed by the review and approval of the VCEM Advisory Committee.

The Volusia County Council adopts the CEMP/LMS update in accordance with normal procedures. The adoption is documented appropriately and a letter or similar notification of promulgation is included in the plan documents as an Appendix.

Upon adoption, a copy of the CEMP/LMS, if modified, is again made available to all county agencies, municipalities, and involved community organizations. While the CEMP has its own distribution process, all other plans are available to stakeholders by request.

Agencies are advised of plan updates and all primary and support agencies would conduct preparedness actions as needed to maintain readiness to implement the actions prescribed in the plan.

### Plan Implementation and Evaluation

Plans are evaluated on a continuing basis between normally scheduled updates, and such evaluations are used to improve and enhance the effectiveness of the plans during the next update. If indicated, updates to portions of the plan will be made promptly, before the next scheduled update.

The evaluation of the effectiveness of plans is a continuing process, the plan should be viewed as a document in a constant state of change and improvement. Whenever possible, the Division will make changes to the plan and circulate such modifications.

Plan evaluation occurs through the following continuing mechanisms:

- Stakeholder meetings
- “After-action” evaluation of the emergency response to any significant disaster or emergency
- Critique and analysis of training or exercises
- Continuing evaluation of the hazards threatening the community and the vulnerability to those hazards
- Continuing evaluation of the capabilities of the participating agencies and organizations to conduct hazard mitigation, emergency response and disaster recovery operations
- Continuing review by the designated primary during periods between formal updates of the plan
- Review and analysis of the plan and its underlying procedures and information bases by county personnel, outside experts, and state agency personnel
- Any other areas where feedback may be collected from stakeholders

### Plan Improvement

The primary tool for identifying areas of both success and in need of improvement is an After Action Report (AAR). An AAR is completed at the conclusion of any exercise or significant real world incident. Every AAR developed by the Volusia County Emergency Management Division follows all HSEEP guidance, utilizes the same standard format, includes an Improvement Plan and is the responsibility of the corresponding staff position(s) for the noted program. Any major or substantial items identified in the Improvement Plan will also be submitted to the AAR/IP Corrective Actions Matrix for priority attention.

The AAR/IP Corrective Actions Matrix is designed to provide only a snap shot of those priority items and is not intended to be an exhaustive list of every item, issue or project that the Volusia County Emergency Management Division is working to resolve. The matrix simply outlines what the problem is, source used to discover the problem, proposed solution, EM staff responsible for addressing and time-frame for correction implementation.

## Plan Evaluation, Maintenance and Revision Schedule

Plan, Policy, Process or Procedure	Plan Evaluation/ Maintenance Schedule	Revision Years
Comprehensive Emergency Management Plan (CEMP)	Annually	2024, 2028, 2032, 2036
Continuity of Operations Plan (COOP)	Annually	2024, 2028, 2032, 2036
Continuity of Government Plan(COG)	Annually	2022, 2026, 2030, 2034
Emergency Management SOG's	Annually	2022, 2023, 2024, 2025
Emergency Management Strategic Plan	Annually	2022, 2023, 2024, 2025
EOC SITREP, Checklists, Briefings	Annually	2022, 2023, 2024, 2025
Financial Management Procedures	Annually	2019, 2024, 2029, 2034
Local Mitigation Strategy (LMS)	Annually	2015, 2020, 2025, 2030
Integrated Preparedness Plan (IPP)	Annually	2022, 2023, 2024, 2025
Resource Gap Analysis	Annually	2022, 2023, 2024, 2025
WEB EOC Procedures	Annually	2022, 2023, 2024, 2025
VC JIS Plan	Annually	2025, 2030, 2035, 2040
Core Hazard Plans	Annually	2022, 2023, 2024, 2025

## Training Program

Training curriculum are available to county governments from a variety of public, private, non-profit, and faith-based organizations. Volusia County Emergency Management Division evaluates the range of training curriculum from all sources to address the identified training needs. Following is a list of general websites that offer training curriculum generally at no charge to the governmental entities.

- Florida Division of Emergency Management SERT TRAC ([trac.floridadisaster.org/trac](http://trac.floridadisaster.org/trac))
- FEMA Online Training ([training.fema.gov/is/](http://training.fema.gov/is/))
- Energetic Materials Research and Testing Center (EMRTC) ([www.emrtc.nmt.edu/training](http://www.emrtc.nmt.edu/training))
- TEEX Online EM / Public Safety Courses ([teex.org/program/online](http://teex.org/program/online))
- Rural Domestic Preparedness Consortium ([ruraltraining.org/](http://ruraltraining.org/))
- FEMA Emergency Management Institute ([training.fema.gov/emcourses/schedules.aspx](http://training.fema.gov/emcourses/schedules.aspx))
- DHS Center for Domestic Preparedness Training (<https://cdp.dhs.gov/training>)
- Cybersecurity & Infrastructure Security Agency Training ([www.cisa.gov/cisa-training](http://www.cisa.gov/cisa-training))
- National Center for Disaster Preparedness Courses ([www.ncdpcourses.org](http://www.ncdpcourses.org))
- U.S. Fire Administration (<https://www.usfa.fema.gov/training>)
- Security and Emergency Response Training (SERTC) ([sertc.org](http://sertc.org))
- Nevada Test Site (NTS)/Counterterrorism Operations Support (NTS/CTOS) ([www.ctosnnsa.org/](http://www.ctosnnsa.org/))
- National Center for Biomedical Research and Training (NCBRT), Academy of Counter-Terrorist Education at Louisiana State University (LSU) (<https://www.ncbrt.lsu.edu/about/index.php>):

- National Disaster Preparedness Training Center at the University of Hawaii (NDPTC)(<https://ndptc.hawaii.edu/>) :

### National Preparedness Course Catalog

The National Preparedness Course Catalog and a range of other course catalogs is located at the following link: <https://www.firstrespondertraining.gov/frts/nppccatalog?catalog=EMI>

- Center for Domestic Preparedness (CDP) Course Catalog
- Emergency Management Institute (EMI) Course Catalog
- National Training and Education Division Course Catalog
- State and Federal Course Catalog

### Federal Training Standards

VCEM encourages all emergency management partners to explore the FEMA supported professional development curriculum. The original Advanced Professional Series (APS) course lineup was established by the Federal Emergency Management Agency (FEMA) on November 27, 2001, to motivate and challenge students to continue emergency management training. For more information on online Independent Study Courses, visit [www.fema.gov](http://www.fema.gov).

The APS provides Emergency Managers and First Responders the ability to perform essential work in a disaster that requires skills in emergency operations and management. These skills are developed through the series of courses that offers “how to” training focused on practical information. This series emphasizes applied skills in disaster operations, management and coordination.

On December 31, 2018, the Advanced Professional Series program was transferred to states for administration. Each state now issues their State Advanced Professional Series Certificates. For additional information go to <https://www.floridadisaster.org/dem/preparedness/training-and-exercise>.

### Training Monitoring and Reporting

The lead trainer from the organization responsible for training coordination will provide course documentation including a class sign-in rosters, course evaluations, and instructor evaluations. These will be scanned into the emergency management shared folder. Emergency Management Team members should maintain their personal training records and certificates. Maintain records of training (minimum of 25 years), in accordance with county public records retention policies and State of Florida General Records Schedule GSI-SL. Training records will be maintained electronically by VCEM.

### Exercise Records

Copies of documentation for emergency management related exercises will be maintained by the Emergency Management Division. HSEEP Documentation includes, but is not limited to, planning meeting agendas and minutes, participant manuals, after action reports, and improvement plans. All documents will be maintained electronically. In instances where

contractors are employed to develop and/or implement an exercise, scopes of work requirements will include the delivery of copies of these documents electronically to the training and exercise coordinator. When necessary, precautions will be taken to protect sensitive information. Exercise records will be maintained for a period of 25 years.

VCEM will conduct quarterly AAR / IP reviews to update the status of current items and list the priority of new improvement items from exercises and real-world events to ensure corrective actions are being administered where appropriate.

Improvement Items / Gaps will be prioritized using the criteria of Life Safety, Property Protection, and Financial Impact. Track completion of required and recommended training for Emergency Management Team / EOC staff. VCEM will review and update training standards and compliance annually in conjunction with the Integrated Preparedness Plan update.

Evaluate and revise the Integrated Preparedness Plan on an annual basis in accordance with the method and schedule listed in Operations Annex D-35 of the CEMP.

## Accreditation Standards and Regulations

Volusia County Emergency Management is EMAP Accredited and continues to maintain EMAP standards in all aspects of Integrated Preparedness.

## ROLES AND RESPONSIBILITIES

### Responsibilities

No program can meet with success without stakeholder involvement. Involvement is demonstrated when stakeholders at the Federal, State, and local levels provide resources to achieve a common purpose. This chapter defines the roles and responsibilities at the Federal, State, and local levels.

#### U.S. DEPARTMENT OF HOMELAND SECURITY (DHS)

- Provides grant money to the State of Florida through the State Administrative Agent (SAA)
- Provides training, technical assistance, equipment, and exercise support in accordance with the Florida State Assistance Plan and at the request of the State
- Manage National Exercise Schedule (NEXS) System
- Administer Homeland Security Exercise and Evaluation Program (HSEEP)

#### STATE OF FLORIDA

- Designates a State exercise coordinator and a State training coordinator.
- Conducts and collects regional / county training and exercise needs.

- Prioritizes program target capabilities for the State and Regions.
- Prepares a State Training and Exercise Plan (TEP).
- Plans, conducts, and evaluates a Governor's Tabletop Exercise and a Statewide Hurricane Exercise and reports results to Federal, State, and Local partners.
- Coordinates requests for funding and support for training and exercises from Federal agencies, including Federal Emergency Management Agency (FEMA).
- Provides technical assistance and funding to the jurisdictions for exercise planning, conduct, and evaluation.
- Coordinates jurisdictional requests for resources and training.

## LOCAL JURISDICTION

- Request, through the State, funding and assistance for training and exercises to support the State's Emergency Response Plan.
- Participate in the annual Statewide Trainings and Exercises.
- Participate in regional collaboration for exercises and trainings.
- Establishes County-wide priorities for exercise and training development based on past improvement plans from exercises and emergencies / disasters.
- Establish an exercise and evaluation team for each exercise, represented by members of each organization normally expected to respond to disasters and emergencies.
- Plan, conduct, and evaluate local first responder and support agencies training and exercises.
- Follow Homeland Security Exercise and Evaluation Program (HSEEP) protocols and procedures for exercise development and After Action Review (AAR).
- Provide all planning, scenario, evaluation, and corrective action documents to the Florida Division of Emergency Management for each State-supported exercise.

## PUBLIC OFFICIALS

Volusia County Emergency Management (VCEM) recognizes the importance of including key public officials within the needs assessment of the Integrated Preparedness Plan. VCEM has developed a disaster guide for elected officials, as well as a reference pamphlet of laws/statutes pertaining to emergency management, which are presented in detail by the Emergency Manager to all new members of the County Council upon their assuming office.

## PREPAREDNESS PRIORITIES

Based on the above-mentioned considerations, the participants of the Strategic Planning Workshop determined the following priorities will be the focus for the multi-year cycle of preparedness:

Preparedness Priorities
<ul style="list-style-type: none"><li>• <i>Resource Management and Logistics Plan, Training and Exercise</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Transportation Incident Plan, Training and Exercise</i></li></ul>

• <i>Family Assistance Center Plan, Training and Exercise</i>
• <i>Fatality Management and Mass Casualty Plan, Training and Exercise</i>
• <i>Flood Response Plan, Training and Exercise</i>
• <i>Long Term Disaster Housing Plan, Training and Exercise</i>
• <i>Tornado Plan, Training and Exercise</i>
• <i>Homeland Security Plan, Training and Exercise</i>
• <i>Post Disaster Redevelopment Plan, Training and Exercise</i>
• <i>Large Scale Event Incident Plan, Training and Exercise</i>
• <i>Pandemic Plan, Training and Exercise</i>
• <i>Tsunami Plan, Training and Exercise</i>
• <i>Sea Level Rise Plan, Training and Exercise</i>
• <i>Tropical Cyclone Plan, Training and Exercise</i>
• <i>Evacuation and Sheltering Plan, Training and Exercise</i>
• <i>Local Mitigation Strategy/Flood Plain Plan, Training and Exercise</i>

For additional information see the Planning and Training Schedule in Attachment 1 and 2.

## TRAINING AND EXERCISE BUDGETING

Each year the Volusia County Emergency Management Division utilizes grant funding to support preparedness activities including planning, training and exercises. All divisions/agencies are encouraged to budget for training and exercises. Volusia County also maintain a list preapproved vendors to support preparedness activities. For the development of new plans, VCEM through the support of vendors or through the use of internal staff, develops training modules and an exercise to test the plan.

## ATTACHMENT 1: INTEGRATED PREPAREDNESS SCHEDULE 2022

2022 Plan/ Training / Exercise Calendar													
		County: Volusia			Year: 2022								
Organization /Discipline		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Volusia County	Plan Review			Resource Management and Logistics Plan			Transportation Incident Plan		Family Assistance Center Plan		Prevention Plan		Evacuation and Sheltering Plan
Volusia County	Training					Resource Management and Logistics Training			Transportation Incident Training		Family Assistance Center Training	Prevention Training	
	Exercise						Resource Management and Logistics Exercise				Transportation Incident Exercise		Family Assistance Center Exercise (Full
Volusia County	Annual Required Training		G300 (2019 V) Intermediate ICS		WEBEOC Software Training Annual CIC Training ( Internal)	SpNS Exercise/ General Shelter exercise (FUNCTIONAL WITH DOH)	G272 Warning Coordination					G400 (2019V) Advanced ICS	
	Annual Required Exercises		Annual Tornado Drill	Annual Tsunami Exercise		Annual Statewide Exercise							

## INTEGRATED PREPAREDNESS SCHEDULE 2023

2023 Plan/Training / Exercise Calendar													
		County: Volusia			Year: 2023								
Organization /Discipline		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Volusia County	Plan Review		Wildfire Plan		Fatality Management/ Mass Casualty Plans		Flood Response Plan	Decontamination Plan/Exposure Plan		Long Term Disaster Housing Plan		Tornado Plan	
Volusia County	Training		Evacuation and Sheltering Training Course	Wildfire Training Class			Fatality Management/ Mass Casualty Training	Flood Response Training		Decontamination Plan/Exposure Training	Long Term Disaster Housing Training		
	Exercise	Prevention Exercise (DRILL)		Evacuation and Sheltering Exercise		Wildfire Exercise (TTX)		Fatality Management/Mass Casualty Exercise		Flood Response Exercise		Decontamination Plan/Exposure Exercise	Long Term Disaster Housing Exercise
Volusia County	Annual Required Training		G300 (2019 V) Intermediate ICS		WEBEOC Software Training Annual CIC Training ( Internal)	G205 - Recovery from Disaster						G400 (2019V) Advanced ICS	
	Annual Required Exercises		Annual Tornado Drill	Annual Tsunami Exercise		Annual Statewide Exercise							

## INTEGRATED PREPAREDNESS SCHEDULE 2024

2024 Plan/ Training / Exercise Calendar													
		County: Volusia			Year: 2024								
Organization /Discipline		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Volusia County	Plan Review		Homeland Security Plan			Pandemic Plan			Post Disaster Redevelopment Plan		Large Scale Event Incident Plan		
Volusia County	Training	Tornado Training			Homeland Security Training			Pandemic Training			Post Disaster Redevelopment Training		Large Scale Event Incident Training
	Exercise		Tornado Exercise				Homeland Security Exercise			Pandemic Exercise			Post Disaster Redevelopment Exercise
Volusia County	Annual Required Training		G300 (2019 V) Intermediate ICS		WEBEOC Software Training Annual CIC Training ( Internal)		G557 - Rapid Needs Assessment					G400 (2019V) Advanced ICS	
	Annual Required Exercises		Annual Tornado Drill	Annual Tsunami Exercise		Annual Statewide Exercise							

## INTEGRATED PREPAREDNESS SCHEDULE 2025

2025 Plan/ Training / Exercise Calendar													
		County: Volusia			Year: 2025								
Organization /Discipline		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Volusia County	Plan Review	Tsunami Plan	Sea Level Rise Plan			Tropical Cyclone Plan		Local Mitigation Strategy/ Flood plain Plan					
Volusia County	Training		Tsunami Training		Sea Level Rise Training			Tropical Cyclone Training		Local Mitigation Strategy/ Flood plain Training			
	Exercise		Large Scale Event Incident Exercise	Annual Tsunami Exercise			Sea Level Rise Exercise			Tropical Cyclone Exercise		Local Mitigation Strategy/Flood plain Exercise	
Volusia County	Annual Required Training		G300 (2019 V) Intermediate ICS		WEBEOC Software Training Annual CIC Training ( Internal)	G235 - Emergency Management Planning						G400 (2019V) Advanced ICS	
	Annual Required Exercises		Annual Tornado Drill	Annual Tsunami Exercise		Annual Statewide Exercise							

## ATTACHMENT 2: PLAN UPDATE AND DEVELOPMENT TIMELINE (2022-2023)

		2021	2022				2023			
LAST MONTH OF THE QUARTER ----->		DEC	MAR	JUNE	SEPT	DEC	MAR	JUNE	SEPT	DEC
GRANT CYCLE QUARTERS ----->		Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
	Comprehensive Emergency Management Plan									
	Basic Plan									
	Mitigation Annex									
	Recovery Annex									
	Continuity of Operations		MAR							
	Continuity of Government		MAR							
	Post Disaster Redevelopment Plan									
	*Local Mitigation Strategy/Floodplain Plan									
	*Floodplain Management Plan									
	Implementation Plan						JAN			
Planning Section	Maintenance Plan						JAN			
	Prevention Plan					OCT				
	Situational Awareness/ Planning Section			JUN						
	Position Checklists		JAN							
	ESF Annex (5,14,19)		FEB (5)							DEC (14,19)
Logistics Section	Job Aids		MAR							
	Procedures		MAR							
	Checklists		JAN							
	ESF Annexes (1, 7, 11, 13, 18)				AUG(7)		MAR (11)	JUNE (18)		NOV (13)
	Job Aids			JUNE						
Human Services Section	Procedures			JUNE						
	Resource Management and Logistics Plan			JUNE						
	Statewide Mutual Aid Agreements		JAN							
	Checklists		FEB							
	ESF Annexes (6, 8, 15, 20)			JUN (8/20)	JUL (15)		JAN (6)			
Emergency Services Section	Job Aids					NOV				
	Procedures					NOV				
	Checklists		FEB							
	ESF Annexes (4, 9, 10, 16, 17)			MAY(4,9,10)					SEPT (16)	DEC(17)
	Job Aids			APR						
Infrastructure Section	Procedures		MAR							
	Checklists					NOV				
	ESF Annexes (1, 2, 3, 12)									
	Job Aids					NOV				
	Procedures					NOV				
Liaison	Checklist		FEB							
	Procedures		MAR							
EOC Support Section	Checklist		FEB							
	Procedures		MAR							
Administration and Finance	Plan					NOV				
	Procedures					NOV				
Core Hazard Specific Plans	Pandemic Plan									
	Tornado Plan									NOV
	Flood Response Plan							JUN		
	Wildland Fire Plan						FEB			
	Homeland Security Incident Plan:									
	Terrorism,Cybersecurity, Civil Activity,									
	Transportation Incident Plan					NOV				
	Tropical Cyclone Plan									

		2021	2022				2023			
LAST MONTH OF THE QUARTER ----->		DEC	MAR	JUNE	SEPT	DEC	MAR	JUNE	SEPT	DEC
GRANT CYCLE QUARTERS ----->		Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
	Tsunami Plan									
	Sea Level Rise Plan									
Incident Support Plans	Debris Management Plan									
	Evacuation and Sheltering Plan					OCT				
	Exposure & Decontamination Plan								JUL	
	Family Assistance Center Plan					DEC				
	Long Term Disaster Housing Plan									
	Large Scale Incident Plan									
	Mass Casualty and Fatality Management Incident Plan						APR			
Normal Operations Plans and Procedures	Communications Testing Procedure			MAY						
	Computer Replacement Plan									
	Gap Analysis Procedures			MAY						
	Healthcare facility Plan review procedures				SEPT					
	Inventory Procedures (Activation Supplies, Computers, Physical Assets, Radios)		MAR							
	On Call Duty Officer Manual	DEC								
	Social Media/Marketing Plan						JAN			
	Strategic Plan	DEC				DEC				DEC
	Volusia IPP/Training Schedule		FEB				FEB			
Standard Operating Procedures	Budgeting Procedures			APR						
	Building Security Procedures	OCT								
	Citizen's Information Center Plan/Procedures			APR				APR		
	Communication and Warning SOG and CodeRED/IPAWS Manual					DEC				
	EMAP Procedures				SEPT					
	Grant Management Procedures			APR						
	Operating Manual					DEC				
	Operations Procedures					DEC				
	Volusia PIN Procedures									
	WebEOC Manual			APR						