

**FORT LAUDERDALE FIRE RESCUE
ADMINISTRATIVE RULES AND REGULATIONS**

ARTICLE SECTION 1,2,3 DATE REVISED: PAGE 1

EMERGENCY MANAGEMENT COORDINATOR

Section 1 - Appointment

The Emergency Management Coordinator shall be appointed in accordance with the Personnel Rules, Fire Chief or designee and Emergency Manager.

Section 2 - Authority

The Emergency Management Coordinator has the authority to activate the city's CERT members for on-scene assistance or to assist with special events, coordinate CERT members' training with fire-rescue personnel, coordinate non-fire resources on-scene when requested, activate American Red Cross resources including shelter openings if warranted, coordinate the city's Community Readiness Initiative (CRI) team, oversee and expend CERT grant funds and regional Citizen Corps grant funds.

Section 3 - Duties and Responsibilities

A. **General**

1. Responsible for coordination of CERT members on-scene to assist with both Fire personnel and residents affect by disaster.
2. Coordinate CERT members at special events as requested by Fire and/or Police department(s).
3. Coordinate yearly CERT basic training calendar with lead fire-rescue CERT instructor
4. Coordinate and distribute monthly advanced CERT training calendar to members and CERT instructors
5. Identify and coordinate non-fire resources as requested by Incident Command on-scene
6. Assist EMS Battalion Chief with community resources for frequent callers in the community.
7. Coordinate resources for SWAT medics as request by FTL PD SWAT Commander or FTL Fire SWAT Medic Chief
8. Responsible for activation of American Red Cross resources on-scene of a disaster
9. Responsible for activation of American Red Cross sheltering if incident warrants
10. Responsible for coordinating the City's Readiness Initiative Team (CRI)

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ARTICLE SECTION 3 CON'T DATE REVISED: PAGE 2

EMERGENCY MANAGEMENT COORDINATOR

11. Responsible for writing the State CERT and Citizen Corps grant application for funding
12. Responsible for managing the State CERT and Citizen Corps grant funds awarded to city
13. Responsible for attending and representing the city on the Regional Domestic Task Force Emergency Management Working Group, Broward County Emergency Coordinators' Council and United Way Long Term Recovery Coalition.
14. Assist with development of Fire Department Hurricane Emergency Plan
15. Assist with development of Fire Department COOP Plan
16. Assist Emergency Manager with activation of EOC
17. Responsible for assisting Emergency Manager with City's IAP during activation