



## EMPLOYEE EMERGENCY RESPONSE MANUAL

Revised May 2017

**THE EMPLOYEE EMERGENCY HOTLINE WILL BE UPDATED  
PERIODICALLY WITH INSTRUCTIONAL RECORDED MESSAGES**

**321-433-8474**

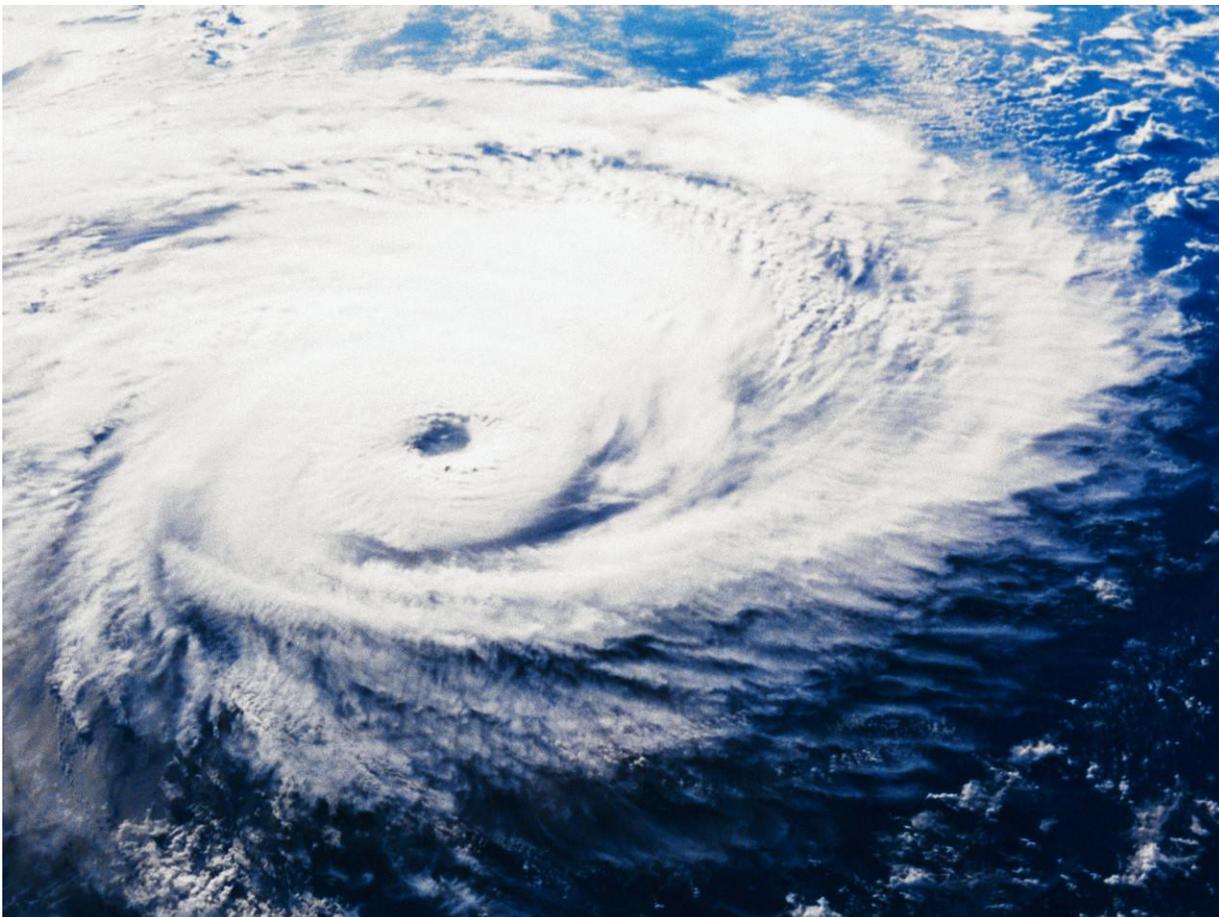
ALL City of Cocoa employees are required to follow Departmental emergency reporting procedures. Specific instructions are provided by your Department Contact.

Dept. Call # \_\_\_\_\_

***PREPARE IN ADVANCE – DON'T TAKE A CHANCE!***

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## Letter from the City Manager

Dear Employee:

When natural or man-made disasters occur in communities across the country, emergency management resources and local governments are relied upon to take charge in the aftermath, as well as head-up any reconstruction efforts.

The City of Cocoa's citizens have the same expectations of our administration and employees, to guide and correct damage caused by a disaster. The City of Cocoa is dependent upon you, the City's employees, to respond quickly and efficiently to the needs of the community.

This manual is designed to assist employees in knowing what will be expected of them following a disaster, as well as help them develop a plan for their own families. Additionally, to aid our employees in being prepared, the City of Cocoa has adopted the National Incident Management System (NIMS) and Incident Command System (ICS) training standards and requires its employees to participate in basic or advanced training, depending on the position the employee holds. This manual includes important information on these programs and offers an overview of what is required. All newly hired employees are required to take two courses within six months of employment. Current employees, if they have not already done so, will be required to take the training as directed by their Department Director.

We are committed to providing excellent services to our community. As the City's most valuable resource, we are relying on you to assist us in the endeavor.

Thank you for your continued dedication to the City of Cocoa.

Sincerely,

John A. Titkanich, Jr., AICP  
City Manager

***PREPARE IN ADVANCE –  
DON'T TAKE A CHANCE!***



## Employee Assignments

**All** City of Cocoa employees must be prepared to assist the citizens of Cocoa in the event of a disaster. Department Directors have a Department Plan separate from the City-wide plan to address specific operations. Department Directors have designated all employees as either “**Mission Essential**” or “**Mission Support**”. Employees will be advised in advance, and in writing of the designation and requirements for his or her position. This designation may change due to promotion, demotion, or operational needs and will be communicated in writing to the employee. The original form will be kept in the Employee’s Personnel File in Human Resources. Employees may be assigned as one of the following types of personnel:

- **Mission Essential** -Mission Essential (ME) personnel must be available to report to duty for emergency preparations, may remain on duty throughout an emergency event and will support maintenance of essential services and/or recovery efforts. ME personnel are required to advise their supervisor of their location and contact information throughout the emergency. It is your responsibility as a ME designated employee to maintain contact with your supervisor or your designated point of contact and to know where and when you must report for duty.
- Before the storm, ME personnel will report to their normal work locations. All ME personnel will receive their post-storm reporting locations prior to leaving to secure their homes. Many ME personnel will remain in designated city locations.
- **Mission Support** - Mission Support (MS) personnel must remain available in the local area (within one hour of your assigned duty location) during an emergency. MS personnel, not already required to report for pre-assigned duties, are responsible for reporting to their supervisor or designated point of contact within 12 hours after an event has occurred (when response activities can take place) and to report for assigned duties.
- An effort will be made to assign MS personnel to specific post-storm tasks and locations before leaving. Keep in mind that city locations or facilities may be unsafe and uninhabitable; therefore, the reporting location may change. If a pre-designated site is not available, information will be provided at the site directing you to the new location. If you are unable to report to a designated site, report to the nearest fire station.

### Personnel Reporting Requirements

- Because every employee will be needed in the aftermath of a storm, you must report to your assigned work area as specifically assigned to you by your department representative. If you cannot report to work because of substantial damage and telephones are working, you must call in to the number given to you by your supervisor. If telephones are *not* working and you cannot get to your normally assigned workplace, you must report to the nearest City of Cocoa Fire Station for instructions.
- You should ensure that you have a current City of Cocoa photo ID card to allow entry into restricted areas or back into the county. Instances of personnel not reporting to work will be

examined on a case-by-case basis by the supervisor afterward. It shall be the general policy that failure to report following an emergency will result in termination.

### **Scheduling**

- During emergency operations, you will be scheduled by your supervisor to work 12-hour shifts as soon as practical. Employees will work 12-hours and have 12-hours off. This scheduling may continue for an extended period of time. Shifts will be implemented at times to allow both shifts daylight time to make repairs or clean-up their homes. Please note: Employees working shift operations, such Fire and Police Departments, will be scheduled according to departmental operational requirements.

### **What to Bring With You**

When reporting for duty during emergency operations, you should consider bringing the following supplies:

- Uniforms for three days (if applicable)
- Comfortable clothing for three days
- Extra shoes and socks
- Rain gear
- Toiletries-toothbrush, soap, deodorant, etc.
- Hand and bath towels
- Flashlight
- Water and snack foods, i.e. crackers, candy, raisins, granola bars, etc.
- Medications
- Insect repellent
- Cash
- Pillow and blanket
- City identification
- Any special dietary foods you may need

### **What You Should Expect**

- It will not be business as usual. You may not be doing the things you usually do at your job. Each department will be assigned specific tasks and that will mean you will be doing whatever is necessary to care for and protect our citizens. Direction will be administered from the EOC (Emergency Operations Center). You should dress appropriately to fulfill whatever role you may be assigned.
- You may be working under a different section of the organization. People to whom you now report may not be the people to whom you are assigned during an emergency. Likewise, if you have supervisory responsibilities, you may have different people under your supervision.
- Residents depend on us to deliver support and service in a timely and organized manner. We will do everything possible to meet those expectations.
- Expect to remain on duty until you are released by your Department Director or designee. This makes it especially important for you to prepare your family to give both you and them peace of mind.

You will not be provided meals until you are:

- Assigned to a shift at the City's EOC
- Assigned to a disaster recovery function and unable to leave assigned task.
- Assigned to shelter (i.e. Paramedics, EMTs and Police Officers).
- Assigned to a recovery/monitoring operation and are unable to leave.

Three meals a day will be served. Please bring any special foods/snacks you may need or want.

Do not come to work and expect a meal at the beginning of your shift. For example, if you are scheduled to begin work at 7:30 a.m., eat breakfast before coming to work. Police officers on shifts beginning at 4 p.m. should eat before coming to work. Only employees beginning work at or before 7 a.m. will be provided dinner at 5 p.m.

### **Prepare Your Home and Train Your Family**

Participate in preparedness training by attending City orientation sessions as well as reading or viewing emergency preparedness materials.

### **Develop a Family/Home Preparedness Plan**

You'll feel better knowing your family is prepared for the storm. Start considering the following right away:

- Stock emergency supplies
- Establish an out-of-state contact; someone that all family members should call should you be separated.
- Prearrange child care with relatives or friends for times you may be called for disaster duty.
- Make sure your home is as secure as possible. Clear your yard of loose objects, and think about where you will place loose objects such as lawn furniture, barbecues, garbage cans, etc.
- Prepare windows, doors, garage doors, and secure or remove awnings. Keep trees trimmed during hurricane season (do not trim immediately before a storm when there is no debris pickup). Pools should not be drained; however, lowering the level by one foot is recommended. Secure your boat early.
- Show a responsible person in your household how and when to shut off water, gas and electricity.
- Plan how your family would stay in contact if separated. Identify two meeting places outside your home where your family would meet. Select a relative or friend out of the area that family members can call if separated. Also keep a list of important telephone numbers with you.
- If you live in an evacuation zone, make sure you have a plan as to where you will evacuate. Be sure to inform your supervisor of a number where you can be reached. Be sure to tell your plan to your neighbor and relatives so that they will know you are safe and how to reach you.
- Should your home be uninhabitable following the storm, plan now for an alternative shelter. This also applies to your child care providers who may be affected by the storm.
- If you or your family are on medication, make sure you have a sufficient supply to last several weeks after the storm. Ask your doctor for an extra prescription during the hurricane season. Following a major storm, it may be extremely difficult to find a local pharmacy which is open

and your doctor may have left town. In addition, if anyone in your household is on oxygen, be sure to prepare for a possible electrical outage and have extra tanks on hand.

- Think about your pets. Pets cannot be taken to most shelters. If you must leave them, make sure they have sufficient food and water and are in a protected part of the house. Check with your vet regarding special animal shelters.
- Read through your homeowner's or renter's insurance. Make sure you know what is covered and what is not covered. Talk to your agent if you have any questions. Finally, make sure your insurance papers are available following the disaster.
- Top off your gas tanks in all personal vehicles.
- Make sure you have extra batteries for your radio and flashlights. Have a supply of such things as nonperishable food, water, insect repellent and other necessities.
- Plan for storage and access to all your personal papers and policies.
- Get cash *before* the event, as ATM machines and/or banks may be closed for some time.

### **If you must evacuate**

- Take your hurricane survival kit with you!
- Take important papers with you, including your driver's license, special medical information, insurance policies and property inventories.
- Let friends and relatives know where you are going.
- See if neighbors are in need of assistance before you leave.
- Lock windows and doors.
- Turn off electricity at the main breaker.



## Employee Support

### Introduction

City employees will execute emergency plans and operations. The City will assist you during emergency operations to the extent possible with the limited resources that may be available. We recommend that you plan ahead and have a family plan in place. There are several locations in and around the City that will open for shelter needs, based on the event. ***Plan in advance – don't take a chance!***

### Sheltering

Below are suggested alternatives for your family:

- Evacuate the area;
- Stay with family and friends;
- Develop a host home program with another employee's family to provide safe shelter in a non-evacuation zone.
- Stay at an evacuation center or a Red Cross shelter close to home.

You must decide where your family will be most comfortable. Evacuation centers and Red Cross shelters will be crowded and noisy. Water supplies and sanitation service will be greatly affected in a storm.

### Paychecks

The Finance Department has a plan to ensure that City employees continue to receive pay, possibly in the form of cash.

***PREPARE IN ADVANCE – DON'T TAKE A CHANCE!***

## What to Bring to an Evacuation Center or Red Cross Shelter

### Food and Utensils

- Eating and drinking utensils (non-breakable)
- Bottle and can openers
- Water, one gallon per day, per person
- Salt, pepper and sugar
- Snacks

### Clothing and Bedding

- At least one change of clothing for each person
- Sturdy work clothes
- Sturdy shoes and extra socks
- Extra underwear
- Outerwear: rain gear, coats, jackets, boots, ponchos

### Communication, Lighting, Safety

- Battery operated radio
- Extra batteries
- Flashlights, candles
- Matches (in waterproof container)
- Work gloves
- Whistle
- Map of area (for locating shelters)
- Compass

### Personal Items

- Washcloth and towel
- Reading and writing materials
- Sewing kit
- Soap, toothbrush, toothpaste, deodorant
- Small toys and books for children
- Hair care items
- Insect repellent and insecticide
- Mirror
- Contact lens solution
- Dentures
- Shaving kit
- Sanitary napkins and tampons
- Extra set of car and house keys
- Medicine dropper
- Sunglasses

### Baby Supplies (if needed)

- Clothes, diapers
- Milk or formula
- Powders, creams or ointments, baby wipes
- Bottles and nipples
- Small toys
- Portable cribs, sheets, blankets, rubber pads
- Medications

### Sanitary Needs

- Paper towels and toilet paper
- Soap, liquid detergent
- Disinfectant

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## Emergency Checklist

### Papers and Valuables

- Social Security cards
- Birth certificates
- Marriage and death records
- Driver's license
- Cash and credit cards
- Wills
- Insurance policies
- Deeds
- Stocks and bonds
- Savings and checking account books and account numbers
- Inventory of household goods (photos preferred)
- Small valuables: cameras, watches, jewelry, etc.

### Medical/First-aid Supplies

- Medication, prescriptions
- Physician's phone number
- Sterile gauze pads
- Hypoallergenic adhesive tape
- 2-inch and 3-inch sterile roller bandages
- Scissors, tweezers, needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Petroleum jelly or lubricant
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (two pair)
- Sunscreen

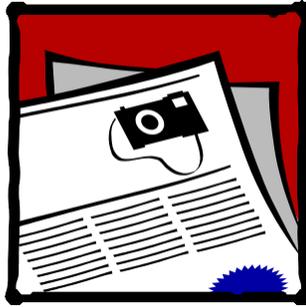
### Non-prescription Drugs

- Pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Syrup of Ipecac (to induce vomiting if advised by Poison Control Center)
- Laxative

### Car Kit

- Battery powered radio and extra batteries
- Flashlight and extra batteries
- Blanket
- Booster cables
- Fire extinguishers (5-pound, A-B-C type)
- First aid kit and manual
- Bottled water and nonperishable high energy foods, such as granola bars, raisins and peanut butter
- Flares





## Emergency Checklist for Those Staying at Home

### Food and Utensils

- Food: Nonperishable, needing little or no cooking; high nutrition type with little waste
- Heating source, such as camp stove or canned heat stove, extra fuel
- Eating and drinking utensils (non-breakable)
- Bottle and non electric can openers
- Water, one gallon per day, per person
- Salt, pepper, sugar
- Snacks

### Clothing and Bedding

- One complete change of clothing for each person
- Sturdy work clothes
- Sturdy shoes and extra socks
- Extra underwear
- Outerwear: rain gear, coats, jackets, boots, ponchos
- Pillow
- Sleeping bag or two blankets per person

### Communication, Lighting, Safety

- Battery operated radio/NOAA Weather radio
- Extra batteries
- Flashlights, candles
- Marches (in waterproof container)
- Work gloves
- Whistle
- Map of area (for locating shelters)
- Compass
- Citizen's band radio
- Fire extinguisher
- Shovel
- Signal flare
- Plastic sheeting
- Booster cables
- Tire repair kit

### Personal Items

- Washcloth and towel
- Reading and writing materials
- Sewing kit
- Soap, toothbrush, toothpaste, deodorant
- Small toys and books for children
- Hair care items
- Insect repellent and

insecticide

- Mirror
- Contact lens solution
- Dentures
- Shaving kit
- Sanitary napkins & tampons
- Extra set of car/house keys
- Medicine dropper

- Sunglasses
- Baby supplies (if needed)
- Clothes, diapers
- Milk or formula
- Powders, creams or ointments, baby wipes
- Bottles and nipples
- Small toys
- Medication

### **Sanitary Needs**

- Paper towels and toilet paper
- Soap, liquid detergent
- Disinfectant
- Garbage can or bucket with tight fitting lid (for emergency toilet)
- Plastic garbage bags

### **Tool Kit**

- Sharp knife
- Large screwdriver
- Large strong plastic bags
- Scissors
- Duct tape
- Hammer
- Pliers
- Crescent wrench

### **Papers and Valuables**

- Social Security cards
- Birth certificates
- Marriage and death records
- Drivers license
- Cash and credit cards
- Wills
- Insurance policies
- Deeds
- Stocks and bonds
- Savings and checking account books and account numbers
- Inventory of household goods (photos preferred)
- Small valuables: cameras, watches, jewelry, etc.

### **Medical/First-aid Supplies**

- Medication, prescriptions
- Physician's phone number
- Sterile gauze pads
- Hypoallergenic adhesive tape
- 2-inch and 3-inch sterile roller bandages
- scissors, tweezers, needle
- moistened towelettes
- antiseptic
- thermometer
- petroleum jelly or lubricant
- assorted sizes of safety pins
- cleansing agent/soap
- latex gloves (two pair)
- sunscreen

### **Non-prescription Drugs**

- pain reliever
- anti-diarrhea medication
- antacid (for stomach upset)

- syrup of Ipecac (to

induce vomiting if advised by  
Poison Control Center)

- laxative

#### **Car Kit**

- battery powered radio/extra  
batteries

- flashlight/extra batteries
- blanket

- booster cables
- fire extinguishers (5-pound, A-B-C type)
- first aid kit and manual
- bottled water and nonperishable high energy foods, such as granola bars, raisins and peanut butter
- maps
- shovel
- tire repair kit and pump
- flares

## **Food, Diet, Power and Water**

### **Food Supply**

Prepare a two-week supply of food. Though it is unlikely that an emergency would cut off your food supply for that long, such a stockpile can relieve a great deal of inconvenience and uncertainty until services are restored. You don't need to go out and buy unfamiliar foods to prepare an emergency food supply. You can use the canned foods, dry mixes and other staples on your cupboard shelves.

Keep canned foods in a dry place where the temperature is fairly cool. To protect boxed foods from pests and extend their shelf life, store the boxes in tightly closed cans or metal containers.

Rotate your food supply. Use foods before they go bad, and replace them with fresh supplies, dated with ink or marker. Place new items at the back of the storage area and older ones in front.

### **Shelf Life of Foods**

Use within six months:

- Powdered milk, dried fruit, crisp crackers, potatoes
- Canned condensed meat and vegetable soups
- Ready to eat and uncooked instant cereals (in metal containers)
- Canned fruits, fruit juices and vegetables
- Peanut butter, jelly, hard candy, chocolate bars and canned nuts

### **May be stored indefinitely (in proper containers and conditions)**

- wheat, corn, soybeans, Vitamin C, salt, white rice, powdered milk (in nitrogen-packed cans)
- vegetable oils, dry pasta
- non-carbonated soft drinks
- bouillon products, baking powder
- instant coffee, tea and cocoa

### **Diet**

Healthy people can survive on half their usual food for an extended period and without any food for many days. Food, unlike water, may be rationed safely. If your water supply is limited, avoid foods that are high in fat and protein, and don't stock salty foods, since they will make you thirsty. Try eating salt-free crackers, whole grain cereals and canned foods with high liquid content.

## **Nutrition**

In a crisis, it will be vital that you maintain your strength. So remember:

- Eat at least one well-balanced meal every day

- Drink enough liquid to enable your body to function properly (two quarts a day).
- Take in enough calories to enable you to do any necessary work.
- Include vitamin, mineral and protein supplements to assure adequate nutrition.

### **Loss of Electricity**

First, use perishable food and foods from the refrigerator. Then use foods from the freezer. To minimize the number of times you open the freezer door, post a list of freezer contents on it.

Food in a well filled, well insulated freezer will usually still have ice crystals in their centers (meaning it is safe to eat) for at least three days.

For emergency cooking, you can use a fireplace, charcoal grill or camp stove outdoors only. You can also heat food with candle warmers, chafing dishes and fondue pots. Canned foods can be eaten right out the can. If you heat it in the can, be sure to open the can and remove the label.

### **Water Supply**

Store at least a two-week supply of water for each member of your family. A rule is to store at least one gallon of water per day, per person. A normally active person needs to drink at least two quarts of water each day. Hot temperatures can double the amount needed. Children, nursing mothers and ill people will need more. In addition, always store extra water for food preparation and hygiene. Never ration water. You can minimize the amount of water your body needs by reducing activity and staying cool.

Store water in thoroughly washed plastic, glass, fiberglass or enamel-lined metal containers; plastic containers such as soft drink bottles are best. Seal your water containers tightly, label and store them in a cool, dark place.

### **Purification**

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause disease, such as dysentery, cholera, typhoid and hepatitis. You should purify any water of which you are uncertain.

There are many ways to purify water, although none are perfect. Often the best solution is a combination of methods. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of clean cloth. Following are three purification methods, all of which kill microbes.

**Boiling** is the safest method of purifying water. Bring water to a rolling boil for 10 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking. Boiled water will taste better if you put oxygen back into it by pouring it between two containers; or add a pinch of salt for taste.

**Chlorination** uses liquid chlorine bleach to kill microorganisms. Use bleach that contains 5.25% sodium hypochlorite and no soap. Some containers warn, "Not for Personal Use." You can

disregard this warning if the label states sodium hypochlorite as the only active ingredient and if you use only the small quantities in these instructions.

Add two drops of bleach per quart of water (four drops if the water is cloudy), stir and let stand for 30 minutes. If the water does not taste and smell of chlorine at that point, add another dose and let stand for another 15 minutes.

If you do not have a dropper, use a spoon and a square-ended strip of paper or thin cloth about one inch by two inches. Put the strip in the spoon with an end hanging down about an inch below the scoop of the spoon.

Place bleach in the spoon and carefully tip it. Drops, the size of those from a medicine dropper, will drop off the end of the strip.

**Purification tablets** release chlorine or iodine. They are inexpensive and available at most sporting goods stores and some drugstores. Follow the package directions. Usually one tablet is good enough for one quart of water. You will want to double the dose for cloudy water.

**Distillation** will remove microbes, heavy metals, salts and most other chemicals. Fill a pot halfway with water, and tie a cup to the handle on the pot's lid so that the cup will hang right side up when the lid is upside down. Put the lid on the pot upside-down, making sure the cup is not dangling into the water, and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.



## Protecting Your Pets

Most evacuation centers and Red Cross shelters will not accept pets, so make arrangements now.

Friends or relatives living outside evacuation areas provide the best possibilities. Most clinics and kennels say they will charge their regular boarding rates and take pets on a first-come, first-served basis. However, some say they will give preference to their regular customers. SPCA shelters won't charge but will accept donations. Pets under medication should go to a veterinary hospital.

The animal should wear an identification collar and be in a carrier or cage. A leash, water bowl, food for at least two days, any necessary medications-all tagged with proper identification-and specific care instructions should accompany the animal. Pet boarders may require proof that rabies, distemper/parvo, bordatella, coronavirus, feline leukemia, rhino-tracheitis/calico virus or paneukopenia vaccines are up to date.

SPCA officials urge pet owners to heed early warnings because shelters will not come to homes to pick up pets.



## After the Storm

### What to Expect

After Hurricane Andrew, the people of south Dade County found themselves under a hot sun without power, water, food or any of the services and businesses we rely on. It could happen anywhere! Immediate response may not be possible, so residents must be prepared to be self-reliant for several weeks. Here is how you can help:

### Re-entry

Be patient. Access to affected areas will be controlled. You won't be able to return to your home until search and rescue operations are complete and safety hazards, such as downed trees and power lines, are cleared. It may take up to three days for emergency crews to reach your neighborhood. It may take two to four weeks before utilities are restored.

Stay tuned to your local radio station for advice and instructions about emergency medical aid, food and other forms of assistance.

Carry a valid ID. Security operations will include checkpoints. A valid ID with your current local address will be required. Also, carry your city ID.

Avoid driving. Debris on roads will puncture your vehicle tires!

Don't sightsee, especially at night. You may be mistaken for a looter.

### For Your Safety

Avoid downed or dangling utility wires. Metal fences may have been "energized" by fallen wires. Be especially careful when cutting or clearing fallen trees. They may have power line tangled in them.

Beware of snakes, insects or animals driven to higher ground by floods.

Enter your home with caution. Open windows and doors to ventilate and dry your home.

If there has been flooding, have an electrician inspect your home or office before turning on the breaker.

Be careful with fire. Do not strike a match until you are sure there are no breaks in gas lines. Avoid candles. Use battery operated flashlights and lanterns instead. Keep grills for cooking outdoors in a well-ventilated area.

Use your telephone only for emergencies to keep lines open for emergency communications.

### Repairs

Make temporary repairs to correct safety hazards and minimize further damage. This may include covering holes in the roof, walls or windows, bracing and debris removal. Only hire licensed

contractors to do repairs. Check with the local building department to ensure the contractor is licensed.

If you hire a contractor, do not pull the permits for them. If the contractor requests that you act as the contractor, this may be an indication that he is not properly licensed and is not entitled to permitting privileges.

### **Generators**

Fueled by gas, generators can run appliances and fans. Sizes range from 750 watts which will run a fan and a light, on up to 8,000 watts, which will practically run a house (except for the air conditioner). Refrigerators require 400 to 1,000 watts.

If you have lost power, don't connect a portable generator to building wiring. (This could injure or kill neighbors or electrical crews.) Plug appliances, etc. directly into the generator; place generator outdoors or in a well-ventilated area. Don't forget to check the oil every time you add gas. Conserve fuel by alternating appliances. For example, refrigerators can be kept cool by supplying power eight hours a day.

### **Clean-up Precautions**

Call professionals to remove large, uprooted trees, etc. Always use proper safety equipment such as heavy gloves, safety goggles, boots, light-colored long-sleeved shirts and long pants. Tie long hair back and wear a hat and sunscreen. Drink plenty of fluids, rest and ask for help when you need it. Lift with your legs, not with your back to avoid strains. If you can't identify something, don't touch it. Be especially wary of downed electrical wires and be extremely careful with a chain saw especially if you are using it for the first time.



## Brevard County Shelters

**NOTE: Not all shelters may be open during an event – Please ensure that shelters are open prior to evacuating there.**

Updated Annually –Last updated on 05/26/2017

<b>Primary Shelters:</b>	
<p><b>(A) Mims Elementary School</b> 2582 US Highway 1, Mims, Florida</p> <p><b>(B) Apollo Elementary School</b> 3085 Knox McRae Dr., Titusville</p> <p><b>(C) Imperial Estates Elementary School</b> 900 Imperial Estates Lane, Titusville</p> <p><b>(D) Walter Butler Community Center</b> 4201 US Highway 1, Cocoa</p> <p><b>(E) Manatee Elementary School</b> 3425 Viera Blvd., Viera</p> <p><b>(F) Sherwood Elementary School</b> 2541 Post Road, Melbourne</p> <p><b>(G) Eau Gallie High School</b> 1400 Commodore Blvd., Melbourne</p>	<p><b>(H) Melbourne High School</b> 74 Bulldog Blvd., Melbourne</p> <p><b>(I) Meadowlane Intermediate Elementary</b> 2700 Wingate Blvd., West Melbourne</p> <p><b>(J) Heritage High School</b> 2351 Malabar Rd., Palm Bay</p> <p><b>(K) Bayside High School</b> 1901 DeGroot Rd. S.W. Palm Bay</p> <p><b>(L) South Mainland Community Center</b> 3700 Allen Ave., Micco</p> <p><b>(M) Space Coast Jr/Sr High School</b> 6150 Banyan St., Cocoa</p> <p><b>(N) Barefoot Bay Community Center</b> Bldg A, Barefoot Blvd. (Not a shelter, only for transportation)</p>
<b>Pet Friendly Shelters:</b>	
<p><b>(A) Port St. John Community Center, 6650</b> Corto Road, Port St. John</p> <p><b>(B) Viera Regional Community Center,</b> 2300 Judge Fran Jamieson Way, Viera</p>	<p><b>(C) Wickham Park Community Center,</b> 2815 Leisure Way, Melbourne</p> <p><b>(D) Ted Witlock Community Center, 1951</b> Malabar Road NW, Palm Bay</p> <p><b>Pet-Friendly shelters are only open to people and pets coming from mandatory evacuation areas.</b></p>

## National Incident Management System (NIMS)

The City of Cocoa participates in the National Incident Management System (NIMS) and Incident Command System (ICS) Training Program. This specialized participation aids city employees in being properly trained with the same training program as other local municipalities in Brevard County, the State of Florida, and on a National level. Employee compliance in this training assists the City in obtaining available grant funding resources, communication ability with other commands, and other opportunities for resources. All City of Cocoa Employees are required to participate in this training program. The training level is based on position title and responsibility. **All newly hired employees are required to take the required courses within six (6) months of employment or position assignment (twelve (12) months if required to take a classroom based class).** The chart below shows the City's minimum requirements; additional training may be assigned at the discretion of your Department Director. Some classes are conducted in a classroom environment and should be scheduled with your Department Director, as needed.

Course ID	Course Title
IS-100.b – (ICS-100)	Introduction to the Incident Command System (ICS)
IS-200.b – (ICS-200)	ICS for Single Resources and Initial Action Incidents
ICS-300/G-300 (Classroom)	Intermediate ICS for Expanding Incidents
ICS-400/G-400 (Classroom)	Advanced ICS
IS-700	National Incident Management System, An Introduction
IS-701	NIMS Multiagency Coordination System
IS-702	NIMS Public Information
IS-703	NIMS Resource Management
IS-800	National Response Framework, An Introduction
G-191 (Classroom)	Incident Command System/Emergency Operations Center (ICS/EOC)
G-402 (Classroom)	ICS Overview for Executives/Senior Officials

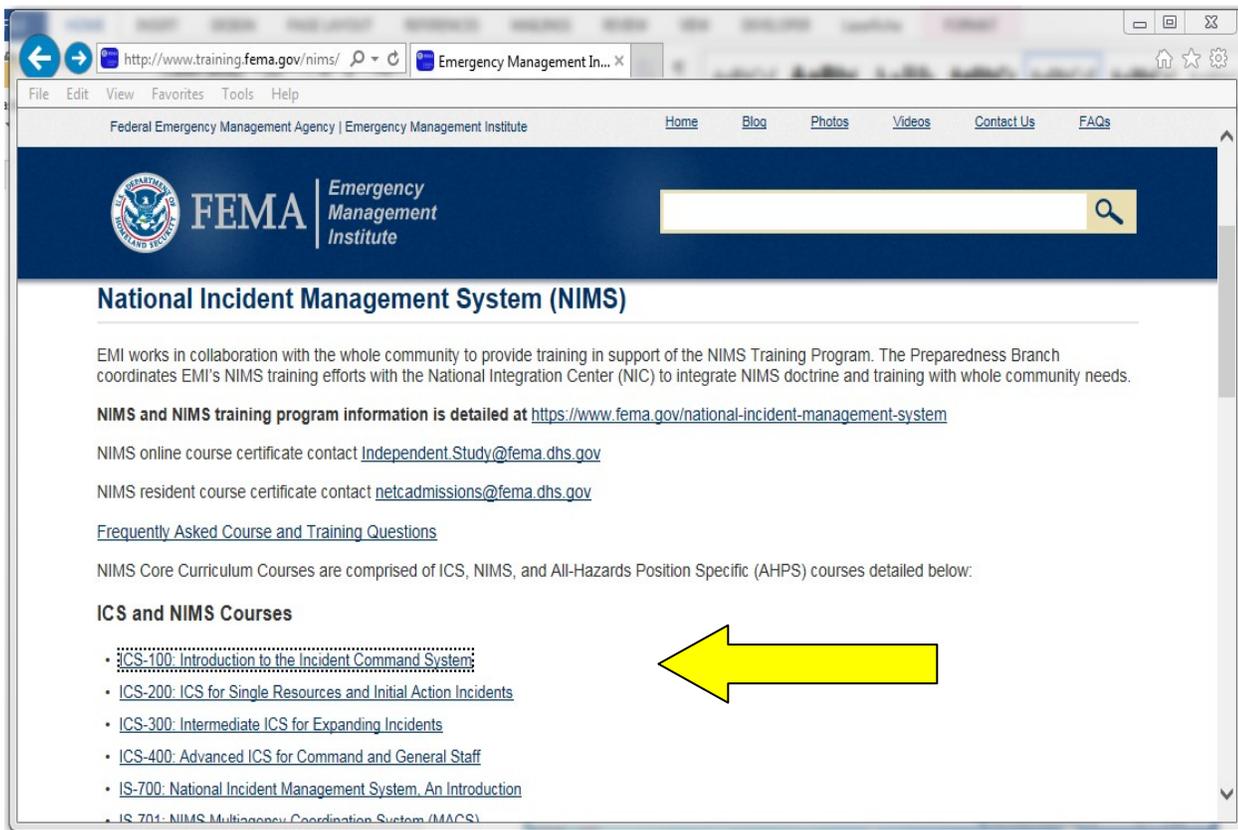
Every Employee	Supervisor/Manager	Police Officer/Firefighter	Police Sergeant/Fire Lieutenant and Higher	Department Directors and EOC Staff	Elected Officials
ICS-100 IS-700	ICS-100 IS-700 ICS-200	ICS-100 IS-700 ICS-200 IS-800	ICS-100 IS-700 ICS-200 ICS-300 IS-800	ICS-100 IS-700 ICS-200 ICS-300 ICS-400 IS-701	G-402

				IS-702 IS-703 IS-800 G-191	
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**How to register and take online course:**

**STEP ONE:** Go to <http://www.training.fema.gov/is/nims.aspx> to find the NIMS training courses located on the upper right hand side of page.

**STEP TWO:** Select the course/courses you are required to take and click on the link. For example, to take the IS-100 course, click on the course titled [IS-100.a - Introduction to the Incident Command System](#).



**STEP THREE:** Once you click on the above referenced course, you will find three options on the right side of this site.

The First Section Titled **“Take this Course”** is the interactive EMI Learning Site. Click on this to take the course you selected on the previous screen.

The Second Section Titled **“Downloads for Classroom”** are useful study materials. Click on this to take you to course study materials.

The Third Section Titled **“Take Final Exam”** is for you to complete the required exam. Click on this link to take the final exam for the course you selected previously.

http://www.training.fema.gov/is/cou... FEMA - Emergency Manag...

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FEMA Emergency Management Institute

Critical Infrastructure Security and Resilience

Curriculum

Frequently Asked Questions

## IS-100.B: Introduction to Incident Command System, ICS-100

**Course Date**  
10/31/2013

**Course Overview**

EMI has revised the ICS 100 course to reflect lessons learned since its release in 2006. This course is NIMS compliant and uses the objectives developed collaboratively by the National Wildfire Coordinating Group, the United States Fire Administration, the United States Department of Agriculture and the Emergency Management Institute.

Note: IS-100.b is an updated version of the IS-100.a course. If you have successfully completed IS-100 or IS-100.a, you may want to review the new version of the course. For credentialing purposes, the courses are equivalent.

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

The Emergency Management Institute developed its ICS courses collaboratively with:

- National Wildfire Coordinating Group (NWCG)
- U.S. Department of Agriculture
- United States Fire Administration's National Fire Programs Branch

**TAKE THIS COURSE**  
[Interactive Web Based Course](#)

**CLASSROOM MATERIALS**  
[Download Classroom Materials](#)

**TAKE FINAL EXAM**  
Please note that the IS Program now requires a FEMA SID to be used instead of your SSN. If you do not have a SID, [register for one here](#).  
[Take Final Exam Online](#)

**NOTICES**  
Test questions are scrambled to protect test integrity

When you start the exam, follow the instructions. When you have successfully completed the exam, you will receive a certificate via the email system. When prompted to do so, make sure you provide a City email address to receive your certificate. The Department may require that you use one email address as a collection point for all certificates of completion. **All certificates should be forwarded to Human Resources to be maintained in your Personnel File.**

## How to register and take classroom course

Training for the required classroom courses can be registered using the State of Florida's SERT TRAC website at <https://trac.floridadisaster.org>. Follow the instructions on the website. If you are required to attend classroom courses such as the 300 and/or 400 classes, please do not procrastinate in registering. These classes are not offered on a regular basis and you may be placed on a waiting list.

## NIMS General Questions

### Q. What is the National Incident Management System (NIMS)?

**A:** NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is intended to:

- Be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity.
- Improve coordination and cooperation between public and private entities in a variety of incident management activities.
- Provide a common standard for overall incident management.

**Q. Why do we need NIMS?**

**A: NIMS training is required under Homeland Security Presidential Directive (HSPD-5) to receive federal funding, grants, training and reimbursement of disaster recovery funds.** NIMS provides a consistent nationwide framework and approach to enable government at all levels (Federal, State, tribal, and local), the private sector, and nongovernmental organizations (NGOs) to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of the incident's cause, size, location, or complexity.

Consistent application of NIMS lays the groundwork for efficient and effective responses, from a single agency fire response to a multi-agency, multi-jurisdictional natural disaster or terrorism response. Entities that have integrated NIMS into their planning and incident management structure can arrive at an incident with little notice and still understand the procedures and protocols governing the response, as well as the expectations for equipment and personnel. NIMS provides commonality in preparedness and response efforts that allow diverse entities to readily integrate and, if necessary, establish unified command during an incident.

**Q. To whom does NIMS apply?**

**A: NIMS is applicable to State, tribal and local governments, private sector organizations, critical infrastructure owners and operators, nongovernmental organizations and other organizations with an active role in emergency management and incident response. Elected and appointed officials, who are responsible for jurisdictional policy decisions, must also have a clear understanding of their emergency management roles and responsibilities to better serve their constituency.**