

Hotel Re-Entry Program - 2017 Instruction Letter

It is time to gear up for Hurricane Season 2017, and to register your hotel and your Emergency Response Team (ERT) with the Miami Beach Department of Emergency Management (DEM). We continue to follow the emergency management processes and guidelines outlined by Miami-Dade County and the State of Florida. Each hotel and/or management company is requested to follow the steps below in order to be able to re-enter the City after an evacuation.

Emergency management professionals recognize several phases that occur before, during and after a disaster, including hurricanes. For example, preparation takes place year-round, well before a hurricane or other incident even threatens our community. Once there is an active threat, additional preparations are made, such as boarding up windows. After the hurricane has passed, initial response and assessment occurs, after which activities move into extended response and long-term recovery. Participating in the City's Re-Entry Program is solely for the purpose of conducting initial, preliminary assessments to determine extent of property damages, assess special conditions, and to provide information to the City's Emergency Operation Center (EOC) in order to assist in the immediate decision making processes for the first response efforts.

We are a low-lying coastal community and as such, our entire city is vulnerable to storm surge. When storm surge is forecasted to threaten our City, we need to be prepared to evacuate when officials recommend that action. An evacuation plan is vital for the safety of your guests and personnel. When the City is under a mandatory evacuation, please comply and evacuate the island. Re-entry will be determined based on accessibility and, most important, safety conditions in the City.

As part of your planning process, we are asking that you identify up to four (4) key, essential personnel that will function as your Emergency Response Team (ERT). Each hotel is allotted only up to four (4) ERT positions. Please remember that the ERT will be working in a potentially hazardous and dangerous environment, and as such, we encourage you to minimize the number of people who are exposed to the situation, and that the people assigned to the ERT are in good physical health. If re-entry to the City is granted in phases, the ERTs will be asked to provide proper documentation at City check points prior to entering. **Identification must match the information on the forms.** This system is important to ensure safety and accountability during emergency situations. Your designated ERT is responsible for identifying hazards, securing the facility, shutting off utilities, assessing damages and reporting those damages to the EOC using proper and accurate damage assessment forms (to be provided when necessary) in a timely manner so that the City can provide a comprehensive and accurate damage assessment to the County. Damage assessments are a critical component to acquiring resources and assistance needed to respond to and recover from emergencies. Please email damage assessment information and/or completed forms to ReEntry@miamibeachfl.gov.

Please fill out the 2017 Hotel Re-Entry Program Registration and Emergency Response Team (ERT) forms to designate those persons who will serve as the main points of contact for your hotel. Please fill out all sections and all information. The individuals designated on this form will be those who will receive notifications and announcements from the City of Miami Beach regarding the re-entry program and any emergency messages about potential storms or incidents.

Please send the following completed forms to ReEntry@miamibeachfl.gov:

- 2017 Hotel Re-Entry_Registration Form
- 2017 Hotel Re-Entry_Emergency Response Team Form

Following submission of your Registration and Emergency Response Team Forms, you will receive an email confirmation and approved ERT Form from DEM staff at ReEntry@miamibeachfl.gov.

NO FORMS, NO RE-ENTRY – NO EXCEPTIONS.

In order to re-enter the City of Miami Beach, all hotels in the affected area will be required to provide their employees/vendors with a copy of the **Emergency Response Team (ERT) Form** for registration confirmation and parking pass authorization. This **ERT Form** along with a **valid government-issued photo ID** (ex. driver's license, passport) and **Letter of Authorization** will be required for re-entry to the City of Miami Beach. The Letter of Authorization from the employer should state that they are an essential employee and provide contact information for the company's representative, including a 24-hour phone number to verify identity (see attached template) and assist with any safety issues that occur.

Once validated by DEM, the 2017 Hotel Re-Entry Program ERT Form will also serve as a parking pass for ERT members **ONLY**. The ERT Form should be prominently displayed on the dashboard of the authorized vehicle at all times when within the City of Miami Beach. It is strongly advised that the ERT travel into the City in one vehicle or as few vehicles as possible, as the availability of parking may be limited.

The Hotel Registration Form will include a space to identify a main point of contact for the property. We suggest that this person be someone from upper management who needs to be aware of emergency notifications and can make appropriate decisions, as necessary. This point of contact will receive all communications from DEM along with the ERT members. Communications will be made through our CodeRED Emergency Notification System using email, text and phone calls. These notifications will provide necessary information and direction which allow your group to make appropriate decisions on preparedness, response, and recovery measures. You may provide more than one contact to receive the alerts from CodeRED.

After initial assessments are completed, the City may begin allowing emergency contractors/vendors to enter and provide contracted services to start rebuilding the City. Each contractor/vendor should be provided with a Bill of Lading/Work Order that verifies that they need to enter the area for deliveries or services (ex. banks may need to have an agency such as Brinks come and remove money if a branch cannot reopen). This should include 24-hour emergency contact information for your company for safety and verification.

NOTE: Those without proper documentation will not be allowed past the checkpoints. It is each hotel's responsibility to update their authorized ERT personnel forms. **Updates will not be processed during emergency activations.** Please keep information up-to-date and current prior to an emergency situation. It is your responsibility to contact DEM when there are any changes to your team members or contact information.

The City of Miami Beach Department of Emergency Management will be the point of contact for the Hotel Re-Entry Program. Please direct any questions or concerns to our office at 305-673-7736, or feel free to email any questions or concerns to ReEntry@miamibeachfl.gov.

During emergency activations, a Business & Industry Liaison will be located at the Miami Beach EOC as the point of contact for hotel management personnel. That liaison also referred to as "ESF 18" can be contacted at 305-673-7000, ext. 8425. The notice to begin re-entering the City will be sent via the CodeRED emergency notification system using information submitted on the Hotel Re-Entry Program ERT Team and Registration Forms, including the ERT members and the point of contact. Please also continue to monitor local media outlets for general information.

Thank you,

Your Emergency Management Team

