

Sarasota County

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

CEMP

April 2015



**This document is a Security System Plan in accordance with FS 119.071 –
General exemption from inspection or copying of public records.**

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RECORD OF REVISIONS

Plan Copy Number: _____

[illegible]

RESOLUTION NO. 2015-____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF SARASOTA COUNTY, FLORIDA, ADOPTING THE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN AS THE FORMAL GUIDE FOR SARASOTA COUNTY'S EMERGENCY MANAGEMENT ACTIVITIES.

WHEREAS, each county emergency management agency established pursuant to authority in Section 252.38(2) Florida Statutes, shall develop and submit to the Board of County Commissioners for adoption of a County Comprehensive Emergency Management Plan in compliance with the requirements, format and standards contained in Rule 9G-6, Florida Administrative Code; and

WHEREAS, the County Comprehensive Emergency Management Plan will be coordinated and consistent with the provisions of the State Plan; and

WHEREAS, the County Comprehensive Emergency Management Plan will include an evacuation component, a shelter component (risk and host events), and a post-disaster and recovery component and will consist of provisions addressing aspects of preparedness, response, recovery and mitigation; and shall identify and describe pre-emergency warning systems, evacuation and sheltering plans, hazard mitigation and other anticipatory actions as well as post-event response and recovery actions; and

WHEREAS, the County Comprehensive Emergency Management Plan will assign lead and support responsibilities for county agencies and personnel that coordinate with the emergency support functions outlined in the State plan utilizing the National Incident Management System (NIMS); and

WHEREAS, the County Comprehensive Emergency Management Plan shall cover county agencies and resources and should cover applicable municipal agencies and resources, shall interface with plans of contiguous jurisdictions, regional, municipalities and the state comprehensive emergency management plans; and

WHEREAS, the County Comprehensive Emergency Management Plan or supporting operating procedure referred to in the plan shall provide a detailed description of the process to be followed at the local level whenever an emergency or disaster occurs as a result of the many consequences generated by natural, technological or manmade causes, Such emergencies include but are not limited to: tornadoes, hurricanes, flooding, freezes, extreme temperatures, disease outbreaks, wildfires, terrorism, drought, hazardous material releases or spills and civil disturbances; and

WHEREAS, the Sarasota County Comprehensive Emergency Management Plan, has been determined by the State of Florida Department of Community Affairs Division of Emergency Management to be in compliance with Rule 96G-6, Florida Administrative Code.

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF SARASOTA COUNTY, FLORIDA, THAT:

The Sarasota County Comprehensive Emergency Management Plan is adopted with a quorum present and voting this the ____ day of _____, 2015.

ATTEST: Karen E. Rushing
Clerk of the Circuit Court
And Ex-Officio Clerk of the Board of
County Commissioners

BOARD OF COUNTY COMMISSIONERS OF
SARASOTA COUNTY, FLORIDA

By: _____

By: _____
Carolyn J. Mason, Chairperson



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

October 28, 2014

Mr. Edward McCrane, Chief
Sarasota County Department of Emergency Management
1660 Ringling Boulevard
Sarasota, Florida 34236

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Dear Director McCrane:

In accordance with the provisions of Rule Chapter 27P-6 Florida Administrative Code (FAC), the Florida Division of Emergency Management (FDEM) has completed its review of the Sarasota County Comprehensive Emergency Management Plan (CEMP). The review team has determined that your plan meets the CEMP compliance criteria. We hope that the comments and discussions the review team had with you and your staff during the review will assist you in future planning efforts and enhance the update of your CEMP.

The approved plan must now be adopted by resolution by the governing body of the jurisdiction within 90 days in accordance with Rule 27P-6.006(11) FAC. You must forward a copy of the adoption resolution and an electronic copy of the adopted plan to FDEM to complete compliance. Failure to adopt the plan by resolution within 90 days will result in a letter of non-compliance unless an adoption extension is requested in accordance with Rule 27P-6.006(11) FAC.

Director McCrane
October 28, 2014
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If you have any questions or need additional information regarding the plan's approval, please contact your review team leader, Erika Smith, at (850) 413-9906 or by email: Erika.smith@em.myflorida.com.

Sincerely,



for Linda McWhorter, Chief
Bureau of Preparedness

LM/es/md

cc: Charles Hines, Esquire, Chairman of BOCC, Sarasota County
Jim Roberts, DEM – Regional Coordination Team Manager
Patrick Fuller, DEM – Regional Coordinator
John Gibbons, RPC Representative
Evan Rosenberg, DEM – Recovery
Miles Anderson, DEM – Mitigation
Erika Smith, DEM – CEMP Planner

PLAN DEVELOPMENT AND MAINTENANCE

The Sarasota County Emergency Management Chief is mandated to coordinate the development and review of this plan by the officials and agencies involved and will coordinate necessary revision efforts through Sarasota County Emergency Management. This shall include critique of the actions taken in support of the plan following any event necessitating implementation of the plan.

This plan shall be exercised annually in lieu of actual response to real emergency events.

This plan shall be considered a “living plan” and with each use, either by exercise or incident, the plan shall be reviewed by ESF’s agencies and public officials with the intent of improving it.

FORWARD

The jurisdictions in Sarasota County have a responsibility for the safety of their citizens. Their safety and security depends on the continuation of government services, during and following an emergency or disaster.

Sarasota County Government is mandated by federal, state and local laws to ensure that mitigation efforts are enhanced; preparedness is encouraged; responsiveness is assured and recovery is achieved, efficiently and effectively, before, during and after man-made and natural disasters (i.e., fires, hurricanes, tornadoes, chemical spills, floods, domestic and acts of terrorism, etc.) that occur in Sarasota County. Through the County Administrative Code and related policies adopted by the Sarasota County Board of County Commissioners, Sarasota County Emergency Management has assumed the responsibility for countywide emergency management.

One of the primary responsibilities of Sarasota County Emergency Management is to develop a local emergency management plan. This plan addresses, as much as possible, all emergency response functions of local governmental departments and agencies, public officials and other public and private organizations, during emergencies or disasters. The Emergency Management Chief in cooperation and coordination with local municipalities has achieved that objective by developing the Sarasota County Comprehensive Emergency Management Plan. This plan is designed to ensure that jurisdictions in Sarasota County can effectively prepare for, respond to and recover from emergencies and disasters. This plan was developed with input from all local government departments and agencies that play a pivotal and functional role in emergencies or disasters.

SARASOTA COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN ORGANIZATION

Instructions for Use

Overview: The Sarasota County Comprehensive Emergency Management Plan (CEMP) is an all-hazard disaster plan developed using State of Florida guidelines. This plan is divided into five main areas: The Basic Plan, Recovery Annex, The Mitigation Annex, Emergency Support Function Annexes, and Appendices. All or part of the CEMP may be activated during emergencies or disasters depending on the type, magnitude, and duration of the event. Because disasters are dynamic, resource intensive, and unpredictable, this CEMP cannot cover every possibility that could occur. Instead, it covers those common activities needed to respond to and recover from emergencies and disasters.

I. Basic Plan

The Basic Plan details the policies, organization, concept of operations and assignment of responsibilities necessary for Sarasota County's response and recovery operations. The Basic Plan includes attachments and appendices as necessary.

III. Recovery Annex

The Recovery Annex details the procedures for damage assessment, requests for Federal Disaster Assistance, Public and Individual Assistance Programs and Hazard Mitigation.

III. Emergency Support Function Annexes

The Emergency Support Functions (ESF's) are organized into functional sections under the Incident Management System. Each section maintains an annex to the Basic Plan detailing the concept of operations for that section and the ESF's within that section. A standard outline is used for each section and ESF annex in order to ensure continuity of the CEMP and allow for easy reference.

IV. Recommended Department Disaster Preparedness Plans (DDPP) and Operating Guidelines and Procedures (ROG's and ROP's)

Sarasota County Emergency Management will develop Department Disaster Preparedness Plans for all county departments and Recommended Operating

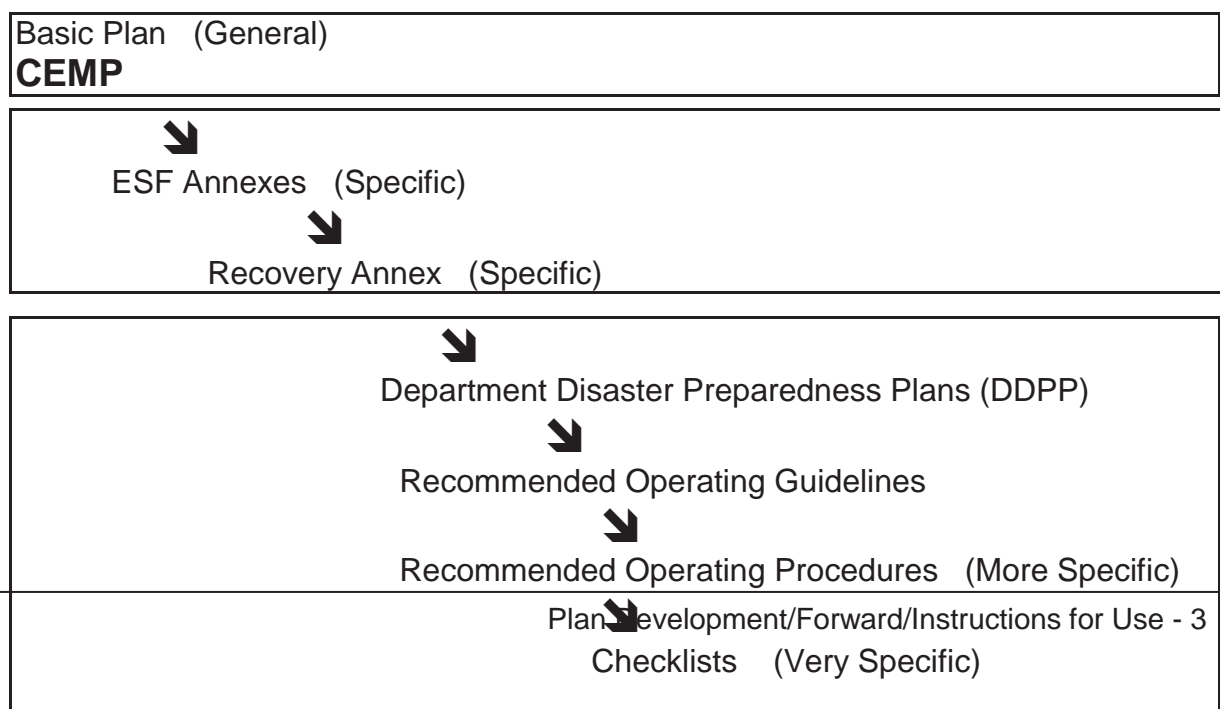
Guidelines/Procedures (ROG's/ROP's) for each ICS staff position, EOC and ESF lead agency to support the implementation of the Sarasota County Comprehensive Emergency management Plan. These ROG's/ROP's will contain, in detail, those actions that are necessary to fulfill the ICS/EOC/ESF functional responsibilities under this plan. Each ROG/ROP should include some generic information such as increased readiness activities, disaster assignments, and resource lists. All ROG's/ROP's will be dated and reviewed/updated annually. Upon completion, each ROG/ROP will become part of this plan as a separate reference but not included in this CEMP.

Emergency Management will review each ROG/ROP for consistency with the CEMP. Inconsistencies or conflicts between departmental actions will be addressed and resolved by the departments/agencies or by the County Administrator or Board, if necessary.

The ROG's/ROP's are provided as guidelines for the ICS staff positions, EOC and ESF's. ICS staff positions, EOC and ESF's members may deviate from ROG's/ROP's to respond to unique needs in a particular response. Major variations from guidelines or procedures must be coordinated with the Incident Commander or designee.

V. Checklists

Detailed checklists are developed to implement ESF annexes and agency ROG's. The checklists are simple, bullet style documents to be used by operational personnel as a reminder for actions to take. Checklists are not included in the CEMP, but are available from the ESF's.



EXECUTIVE SUMMARY

The Comprehensive Emergency Management Plan (CEMP) is an operation-orientated document authorized by Chapter 252, Florida Statutes. The CEMP establishes the framework to ensure that Sarasota County and its Municipalities will be adequately prepared to deal with all hazards threatening the lives and property of Sarasota County citizens. The CEMP outlines the roles, responsibilities and coordination mechanisms of local county and municipal governments, state and federal agencies and volunteer organizations in a disaster. The CEMP also coordinates response and recovery activities with voluntary organizations active in disasters and the business community. The plan unifies the efforts of these groups under the Emergency Support Function (ESF) format with a designated lead agency for a comprehensive approach to mitigation, planning, response and recovery from identified hazards. Sarasota County Emergency Management extends its appreciation to all partner organizations that participated in the planning effort to create this document.

The Plan addresses preparedness, response, and recovery and parallels state activities outlined in the State of Florida CEMP, federal activities set forth in the "National Response Framework (NRF)," and describes how local, state, and federal resources will be coordinated to supplement local response and recovery capability. The CEMP is in compliance with the draft criteria issued for CEMP revisions by the State of Florida Division of Emergency Management (FDEM) on February 20, 2001 and addresses National Incident Management System (NIMS) Compliance.

The CEMP is organized into five (5) essential elements as follows:

1. **The Basic Plan** – outlines the general purpose, scope and methodology of the plan; coordination, control and organizational structure; concept of operations, and identifies responsibilities of all agencies and resources mobilized by the county to assist in recovering from a disaster. The CEMP enables the Sarasota County Board of County Commissioners to discharge their responsibility for providing direction and control during any large-scale disaster.
2. **Annex I – Recovery Functions.** This annex outlines specific tasks or functions that may be carried out before, during and after a disaster and details control, coordination, planning efforts, and policies within Sarasota County designed to facilitate both immediate and long-term recovery after a disaster has occurred. The annex provides for rapid and orderly start of rehabilitation and restoration of persons and property affected by a disaster anywhere in Sarasota County. Specific tasks may be described in Recommended Operating Guidelines/Procedures (ROG's/ROP's) or other operational plans utilized within Sarasota County.

3. **Annex II – Mitigation**

The mitigation annex includes the projects, policies, and programs that support the county's vulnerability reduction strategies from the impact of disasters. Sarasota County has a State and FEMA-approved Local Mitigation Strategy which expires in 2016 and is being updated during the the writing and adoption of this CEMP. The Local Mitigation Strategy is developed by a working group comprised of local organizations. This LMS process and the working group are coordinated through the Emergency Management Chief and specifically through the Emergency Management Officer assigned as the LMS Chair.

4. **Annex III – Emergency Support Functions (ESF's).** These ESF annexes detail by name and organization the lead, support and coordinating entities and their roles and responsibilities in the four phases of an emergency. Each annex outlines specific tasks or functions that may be carried out before, during and after a disaster and/or emergency event. These tasks utilize the Emergency Support Function (ESF) concept of the federal and state plans and can also be applied to specific functions within the Incident Management System (IMS). These specific tasks may be described in Recommended Operating Guidelines/Procedures (ROG's/ROP's) or other operational plans utilized within Sarasota County by Emergency Management or other response and recovery agencies. Each ESF will respond when activated by the Emergency Management Chief.
5. **Appendices.** Appendices are located at the end of the plan and provide additional information associated with the CEMP.

The Sarasota County Comprehensive Emergency Management Plan is considered a "living document" in that it is subject to continuous review and revision based on an ever-changing environment. CEMP participants are encouraged to question the effectiveness of their sections as they strive to provide the most efficient, effective response and recovery procedures possible with the available resources at their command.

TERMS AND DEFINITIONS

Activation Level III, Monitoring Activation – This level will be implemented whenever Emergency Management (EM) receives notice of an incident, which may escalate to threaten public safety.

Activation Level II, Hazard Specific Activation – This level may be implemented by EMD, or upon request of the Incident Commander (or their designees). Only those ESF's impacted by the hazard or involved in the response will be represented at the EOC.

Activation Level I, Full County Activation – This level may be implemented for a major event. All Sections, ESF's, the Policy Group, the Liaison Group and Support Staff will be staffed 24 hours per day.

Advisory – This is a National Weather Service message giving storm location, intensity, movement and precautions to be taken.

Auxiliary Communications Service – This is a volunteer group of amateur radio operators who may be activated by Emergency Management or ESF-2 to provide communications support in times of emergency.

Basic Plan – This plan describes the various types of emergencies, which are likely to occur in the County. It further provides procedures for disseminating warnings, coordinating response, ordering evacuations, opening shelters and for determining, assessing, and reporting the severity and magnitude of such emergencies. The Basic Plan establishes the concept under which the County and municipal governments will operate in response to natural and technological disasters.

Burn Sites – The open areas identified for the collection and open burning of disaster caused debris.

Catastrophic Disaster - An incident that overwhelms the capability of local and state resources and requires federal assistance and/or resources. Examples include a Category four or five hurricane.

Clearance Time - The clearance time is the mobilization, travel and queuing delay time and is based on the number of people required to evacuate, the number of vehicles that may be used, the suitability of the roads (capacity, elevation, location, etc.) and then any special evacuation considerations such as medical facilities and people with special needs.

Coastal High Hazard Area – Area as defined in F.S. 252, as the Category 1 hurricane evacuation area.

Comfort Stations – Stations are managed under ESF 6 to provide basic emergency services to victims such as food and water, health and first aid treatment, relief supplies, information and temporary refuge.

Command Staff - The staff positions consisting of the Public Information Officer, Liaison Officer, and the Safety Officer who report directly to the Incident Commander.

Comprehensive Emergency Management (CEM) - An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, man-made, and attack), and for all levels of government and the private sector.

Comprehensive Emergency Management Plan (CEMP) - The purpose of the CEMP is to establish uniform policy and procedures for the effective coordination of response to a wide variety of natural and technological disasters.

COG Plan – Continuity of Government Plan establishing policy and guidance to ensure the continuation and line of succession for governmental functions.

COOP Plan – Continuity of Operations Plan establishing policy and guidance to ensure the execution of an organization's mission essential functions in any event that requires the relocation of selected personnel and functions to an alternate facility.

County Warning Point – This is the location that the State will contact in case of an emergency. The primary County Warning Point is located in the County Sheriff's Communications Division. It is staffed 24 hrs a day.

Critical Facility – This is a "structure" from which essential services and functions for health and human welfare, continuation of public safety actions and/or disaster recovery are performed or provided.

Damage Assessment - An estimation of damages made after a disaster has occurred which serves as the basis of the Governor's request to the President for a declaration of Emergency or Major Disaster.

Disaster Field Office (DFO) – Office established in or near the designated area to support State and Federal response and recovery operations. The DFO houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

Disaster Recovery Center (DRC) – Center locations set-up for victims to apply for state and federal assistance programs for which they may be eligible. DRC's do not usually provide direct services.

Distribution Points/Sites - Locations where donations of food, water and other supplies received from the State Resource Center will be given directly to residents. Distribution Points may be located in parking lots or open fields in the disaster area, as close to victims as possible.

Drill - An activity that tests, develops or maintains skills in a single emergency response procedure (communication drills, fire drills, emergency operation center drills, etc.). A drill usually involves actual field response, activation of emergency communications networks, equipment and apparatus that would be used in a real emergency.

Emergency Alert System (EAS) – System replaces the Emergency Broadcasting System as the primary relay and notification system for delivering emergency information to residents through the broadcast media.

Emergency Operations Center (EOC) - The site from which local governments exercise direction and control during an emergency.

Emergency Response - An incident is in progress or has occurred requiring local resources only. This includes vehicle accidents, fires, utility losses, etc.

Emergency Support Function (ESF) - A functional area of response activity established to facilitate the delivery of county and/or state assistance required during the immediate response and recovery phases. The concept uses a functional approach to group response actions, which are most likely to be needed, under seventeen Emergency Support Functions (ESF's).

Evacuation Levels - Areas pre-designated by local emergency management officials as requiring evacuation for hazard vulnerability. Hurricane evacuation levels are normally based on salt water, river and lake flooding from storm surge as determined by surge model data.

Federal Coordinating Officer (FCO) - The senior federal official appointed in accordance with the provisions of the Stafford Act to coordinate the overall federal response and recovery activities.

Federal Emergency Management Agency (FEMA) - The lead agency for federal emergency management planning and response.

Field Hospitals/Emergency Clinics - Those sites where Disaster Medical Assistance Teams (DMAT's) or local hospitals/physicians may set-up temporary emergency clinics to provide emergency medical care in the disaster area. The locations are established to supplement the pre-existing medical network.

Full-scale Exercise - An exercise intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the basic elements existing within emergency operations plans and organizations in a stress environment. This type of exercise includes the mobilization of personnel and resources and the actual movement of emergency workers, equipment and resources required to demonstrate coordination and response capability.

Functional Exercise - An exercise intended to test or evaluate the capability of an individual function or complex activity within a function. It is applicable where the activity is capable of being effectively evaluated in isolation from other emergency management activity.

General Staff – Staff in the Incident Command System structure; Section Chiefs are Operations, Planning, Logistics and Finance who report to the Incident Commander.

Governor's Authorized Representative (GAR) – Individual designated as the lead person to represent the Governor in disaster response and recovery.

Hazard Mitigation - The process of potential improvements that would reduce or remove the hazard vulnerability.

Hazardous Material Sites - Sites pre-identified in the County Hazardous Materials Vulnerability Analysis as containing extremely hazardous substances.

Hazard Vulnerability Analysis (HVA) - The process of collecting information about local hazards, risks to those hazards, the extent to which they threaten local populations and the vulnerability the hazards present. An HVA may include mitigation measures required to abate the hazards, priority/goal settings, and funding mechanisms available for hazard reduction.

Hurricane - Tropical weather system characterized by pronounced rotary circulation with a constant minimum wind speed of 74 miles per hour (64 knots) that is usually accompanied by rain, thunder and lightning and storm surge. Hurricanes often spawn tornadoes.

Hurricane Eye - The roughly circular area of comparatively light winds and fair weather at the center of a hurricane. Eyes are usually 25-30 miles in diameter. The area around the eye is called the wall cloud. ** Do not go outdoors while the eye is passing, the intensity of the storm will reoccur in minutes.*

Hurricane Landfall - The point and time during which the eye of the hurricane passes over the shoreline. After passage of the calm eye, hurricane winds begin again with the same intensity as before but from the opposite direction.

Hurricane Season - The six-month period from June 1st through November 30th considered the hurricane season.

Hurricane Vulnerability Zone - Zone defined as the category three hurricane evacuation zone.

Hurricane Warning - Warning issued by the National Hurricane Center 24 hours before hurricane conditions (winds greater than 74 mph) are expected. If the hurricane path changes quickly, the warning may be issued 10 to 18 hours or less, before the storm makes landfall. A warning will also identify where dangerously high water and waves are forecast even though winds may be less than hurricane force.

Hurricane Watch – Watch issued by the National Hurricane Center when a hurricane threatens, the watch covers a specified area and time period. A hurricane watch indicates hurricane conditions are possible, usually within 24 - 36 hours. When a watch is issued, listen for advisories and be prepared to take action if advised to do so.

Incident Command Post (ICP) - The location in the field at which the primary command functions are executed. The ICP may be co-located with another incident facility such as the EOC.

Incident Commander (IC) - The person in charge at the incident, on-scene or in the Emergency Operation Center, who must be fully qualified to manage the incident. He/she sets objectives and priorities for emergency response and recovery. The Incident Commander has overall responsibility for the incident or event.

Incident Management System (IMS) - Organization framework for managing an incident or event. A combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. It is intended to expand as the situation requires larger resources, without requiring new, reorganized command structure. Incident Command System is a form of IMS.

Individual Assistance - Assistance provided to individuals and private business in the form of grants and low interest loans by the Federal government.

Information Checkpoints – Locations where residents and visitors can be directed to get information on the recovery efforts. These may be co-located with distribution points but may also be in additional locations to ensure information is accessible.

Joint Information Center (JIC) - The primary field location for the coordination of all incident related public information and the central point of contact for all news media at the scene of the incident.

Joint Information System (JIS) – System provides for an organized, integrated and coordinated mechanism for providing information to decision makers and the public during an incident.

Landing Zone - Any designated location where a helicopter can safely take off and land. Some heliports may be used for loading of supplies, equipment or personnel.

Local State of Emergency - Declared whenever an evacuation is ordered by the Board of County Commissioners or the County Administrator or Emergency Management Director, normal community functions are severely disrupted, the County Government requires outside assistance or as deemed necessary by the Policy Group.

Logistical Staging Area (LSA) – Area established by the State to receive, classify and account for emergency relief and sustenance supplies and goods solicited by the State and which may, upon request, be distributed to county distribution points.

Long-Term Recovery Phase – Phase that begins within a week of the disaster impact and may continue for years. Long-term recovery activities include: on-going human service delivery; rebuilding the economy, infrastructure, and homes; implementation of hazard mitigation projects, and funds recovery.

Major Disaster - An incident that will likely exceed local capabilities and require a broad range of State and Federal assistance.

Mandatory Evacuation Order – Order that will be issued when there is a definite threat to life safety. Failure to comply with a mandatory evacuation order is a misdemeanor under Florida Statute 252.50.

Mass Feeding Sites - Temporary locations strategically placed near the disaster area where residents can go for a meal. Food may also be distributed to take home from these locations.

Minor Disaster - An incident that is likely to be within the response capability of local government and to result in only minimal need for State and Federal assistance.

Mutual Aid Agreement - Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request by furnishing personnel and equipment.

NFIP Flood Zones - Areas designated by the National Flood Insurance Program (NFIP) as being vulnerable to velocity and/or freshwater flooding based on the 100 and 500 year storms. Flood zones include inland areas.

Post-Impact Response Phase – Phase begins once the disaster occurs and may continue for up to a month. This phase includes the following activities: communications, public information, hazard abatement, search and rescue (SAR), emergency medical service delivery, temporary shelter, impact/needs assessment, security, re-entry, traffic control, debris clearance, resource distribution and volunteer management.

Pre-Impact Response Phase – Phase is the monitoring and preparedness phase before disaster strikes. This phase may begin up to 72 hours before an incident (hurricane) and continues until the disaster occurs. This phase includes hazard monitoring/tracking, incident notification, Emergency Operations Center (EOC) activation, public information and warning, evacuation, sheltering (in-place, risk and host) and communications and coordination activities.

Preliminary Damage Assessment (PDA) – This assessment begins immediately after disaster impact and determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated.

Primary Agency – Agency leading each ESF as its primary agency, which has been selected based on its authorities, resources and capabilities.

Project Worksheet (PW) - Form completed by state and federal teams to document eligible public assistance expenses.

Public Assistance - The reimbursement and emergency assistance provided to State and local governments and private non-profit entities from the Federal government.

Public Information Officer (PIO) – Officer that coordinates media relations and prepares media releases.

Rapid Impact Assessment Team (RIAT) - A state team deployed to assess immediate human needs and the operational status of vital community infrastructure.

Rapid Response Team (RRT) - A set of four types of operations teams established by the State of Florida to provide assistance to impacted counties using personnel from non-impacted counties.

Recommended Evacuation – Order that will be issued when it is determined that the hazard may cause discomfort to residents and minimal damage to property but it is not expected to threaten life safety.

Recommended Operating Guideline (ROG) – A reference for a non-specific rule or principle that provides direction for a preferred or advisable course of action.

Recommended Operating Procedure (ROP) – A set of instructions outlining steps to accomplish a preferred or advisable course of action.

Resource Staging Centers (RSC) – The location in the county where supply donations and volunteers will be received from the Regional Recovery Center for redistribution to County distribution points. RSC's may be used as distribution points. Supplies may also be warehoused at the RSC if space permits.

Regional Recovery Centers (RRC) – The location where all resources from outside of the area will be directed for redistribution to County RSC as requested. The RRC is also known by many other names.

Saffir/Simpson Hurricane Scale – Scale used by the National Hurricane Center to provide a continuing assessment of the potential for wind and storm surge damage.

Intensity	Winds	Storm Surge
Tropical Storm	39-73 mph	up to 5'
Category 1	74-95 mph	up to 9'
Category 2	96-110 mph	up to 14'
Category 3	111-130 mph	up to 18'
Category 4	131-155 mph	up to 22'
Category 5	155 + mph	26' +

Security Checkpoints - Those locations where all traffic will be stopped to check for identification in order to determine access to the disaster area.

Shelter - Temporary emergency shelters activated prior to a disaster impact, operated during the disaster and closed as soon as residents can be returned to their homes or relocated to long-term shelters or temporary housing areas.

Shelter-In-Place – Recommendation that means residents will be advised to remain in their homes with the windows closed and all open air circulation systems turned off. Sheltering-in-place should not be implemented when the sheltering duration is expected

to exceed two hours. If it is determined that sheltering will exceed two hours, it is best to evacuate.

Short-Term Recovery Phase – Phase that may begin immediately after the disaster impact and continues for approximately six months. The Short-Term Recovery Phase includes the implementation of individual assistance programs through Disaster Recovery Centers (DRC's) and Red Cross Service Centers and public assistance programs through damage survey teams and forms completion. Other short-term activities include: long-term sheltering (hotels/motels, mobile homes, tent cities, etc.), on-going human service delivery, debris removal, contractor licensing, permitting and inspections.

Situation Report (SITREP) – The summary of events, actions taken and anticipated in response to an emergency. SITREP's will be issued as needed. As a guide SITREP's should be issued daily during a monitoring activation and at least twice per day during a full activation.

Special Needs Program - The program through which impaired persons who need special assistance in times of emergency, are registered, evacuated and sheltered.

Staging Area - Location near or in the disaster area where personnel and equipment are assembled to coordinate response within the disaster area.

State Emergency Response Team (SERT) – Team that coordinates State of Florida response and recovery functions through 17 Emergency Support Functions.

SERT Liaison Officer (SERTLO) – Officer that provides the communication and coordination link between the SERT in the State Emergency Operations Center and the County EOC Team.

State of Emergency – Order issued by the Governor.

Statewide Mutual Aid Agreement for Disaster Response and Recovery (SMAA) - The chief agreement between counties and the State for providing mutual aid assistance, which details request and reimbursement procedures.

State Warning Point (SWP) - The 24-hour answering point in the State Emergency Operations Center for reports of unusual emergencies and/or requests for State assistance.

Storm Surge - The dome of seawater, often 50 miles across, that is pushed by hurricane winds and sweeps across the coastline inundating the land with water potentially many feet above normal high tide. The ocean level rises as a hurricane

approaches, peaking where the eye strikes land, and gradually subsiding after the hurricane passes. Storm surge, also known as tidal flooding, has historically been responsible for nine out of ten hurricane deaths.

Storm Surge Model Data - Model based on the SLOSH (Sea Lake and Overland Surges from Hurricanes) model that shows those areas expected to be inundated with salt water flooding during a hurricane. All county evacuation levels are based on storm surge model data.

Support Agency – Agency in support for one or more ESF's based on their resources and capabilities to support the functional area.

Tabletop Exercise - An activity in which exercise participants are presented with simulated emergency situations without time constraints. It is intended to evaluate plans and procedures and to resolve questions of coordination and assignments of responsibility. Tabletop exercises are not concerned with time pressures, stress or actual simulation of specific events.

Temporary Housing Areas – Area where tents or mobile home units may be set-up for residents to live before they are able to return to their own homes or until they find a new home.

Temporary Debris Storage Area – A park, open area or landfill space where debris will be held after debris clearance until it can be moved to a landfill, incinerator or other appropriate disposal location.

Terrorism Annex – A guideline plan for preparing emergency management, local law enforcement, fire rescue, health and medical services' response to acts of terrorism that include biological, chemical, incendiary, explosive and nuclear agents.

Tornado - A wind funnel that may be formed by severe thunderstorms, most frequently in the spring and summer. A tornado can travel for miles along the ground, lift and suddenly change direction and strike again. Its impact is generally localized.

Tornado Warning - Warning issued when a tornado funnel is sighted or indicated by radar. You should take shelter immediately. Because tornadoes can form and move quickly, there may not be time for a warning. That is why it is important to stay alert during severe storms.

Tornado Watch - Watch issued when weather conditions are favorable to the formation of tornadoes, for example during severe thunderstorms. During a Tornado Watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

Tropical Storm - Area of low pressure with a definite eye and counter clockwise winds of 39-74 mph. A tropical storm may strengthen to hurricane force in a short period of time.

Tropical Storm Warnings – Warning issued by the National Hurricane Center when winds of 55-73 mph (48-63 knots) are expected. If a hurricane is expected to strike a coastal area, separate tropical storm warnings may precede hurricane warnings.

Traffic Control Points - Key intersections on the road network where staff may be needed to physically control traffic flow.

Transportation Bottlenecks - Those locations identified by transportation planners where traffic back-ups during evacuation or re-entry are expected to occur.

Unified Command - Procedure that allows all agencies with geographical or functional responsibility to establish together a common set of incident objectives and strategies, and a single Incident Action Plan.

Voluntary Evacuation – Order that will be issued when it is determined that the hazard may cause discomfort to residents and minimal damage to property but it is not expected to threaten life safety.

ACRONYMS

AA	Administrative Assistant
ABC	Acting Bureau Chief
AC	Area Coordinator
ACS	Auxiliary Communications Services
AEOC	Alternate Emergency Operations Center
ACLF	Adult Congregate Living Facility
AHCA	Agency for Health Care Administration
ALARA	As Low As Reasonably Achievable
ALF	Assisted Living Facility
AMA	American Medical Association
AOR	Area of Responsibility
APAO	Assistant Public Assistance Officer
ARC	American Red Cross
ARCA	Areas Requiring Corrective Action
ARES	Amateur Radio Emergency Service
ARRL	American Radio Relay League
ASFPM	Association of State Flood Plain Managers
ATF	Bureau of Alcohol, Tobacco and Firearms
BC	Bureau Chief
BCPS	Bureau of Compliance Planning and Support
BFE	Base Flood Elevation
BOAF	Building Officials Association of Florida
BPR	Bureau of Preparedness and Response
BRM	Bureau of Recovery and Mitigation
CAC	Community Assistance Consultant
CAP	Civil Air Patrol
CAS	Chemical Abstract Service
CAT	Crisis Action Team
CAV	Community Assistance Visit
CDBG	Community Development Block Grant
CDC	Center for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Executive Order
CEOC	County Emergency Operations Center
CEP	Civil Emergency Planning – NATO
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CERT	Community Emergency Response Team
CFR	Code of Federal Register
CHMO	County Hazard Mitigation Officer
CIC	Citizens Information Center
CINC	Commander-In-Chief
CIP	Critical Infrastructure Protection
CISD	Critical Incident Stress De-briefing
CO	Central Office / Commanding Officer

COG	Continuity of Government
CoM	Consequence Management
CONUS	Continental United States
COOP	Continuity of Operations
CO-SITREP	County Situation Report
CP	Command Post
CPA	Community Program Administrator / Closest Point of Approach
CPHU	County Public Health Unit
CPI	Consumer Price Index
CrM	Crisis Management
CRS	Community Rating System
CSBG	Community Service Block Grant
CST	Civilian Support Team – National Guard
CWP	County Warning Point
DABT	Division of Alcoholic Beverages & Tobacco
DACS	Department of Agriculture and Consumer Services
DAP	Disaster Assistance Programs
DAT	Damage Assessment Teams
DBF	Department of Banking and Finance
DBPR	Department of Business and Professional Regulation
DCA	Department of Community Affairs
DCE	Defense Coordinating Executive – Department of Defense
DCF	Department of Children and Families
DCG	Disaster Control Group
DCO	Defense Coordinating Officer – Department of Defense
DEM	Division of Emergency Management
DEP	Department of Environmental Protection
DEST	Domestic Emergency Support Team – FBI Team
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office -- Federal
DH	Department of Health and Rehabilitative Services
DHSMV	Department of Highway Safety & Motor Vehicles
DLES	Department of Labor and Employment Security (dissolved)
DLS	Disaster Legal Services
DMA	Department of Military Affairs
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Response Team
DMS	Department of Management Services
DNR	Department of Natural Resources
DO	Duty Officer
DOB	Duplication of Benefits / Date of Birth
DOC	Department of Corrections
DOD	Department of Defense
DOE	Department of Energy
DOEA	Department of Elder Affairs
DOF	Division of Forestry
DOH	Department of Health

DOI	Department of Insurance
DOJ	Department of Justice
DOMS	Director of Military Support
DOPG	Duty Officers Procedure Guide
DOS	Department of State
DOT	Department of Transportation
DPIG	Disaster Preparedness Improvement Grant
DPPC	Disaster Preparedness Planning Committee
DRC	Disaster Recovery Center
DRF	Disaster Response Force
DRM	Disaster Recovery Manager
DRO	Disaster Recovery Operations
DSCO	Deputy State Coordinating Officer
DTMF	Dual Tone Multi Frequency
DTP	Direct To Point
DUA	Disaster Unemployment Assistance
EADB	Emergency Authorities Database – Department of Defense
EAS	Emergency Alert System
ECC	Emergency Communications Center
ECCS	Emergency Command and Control System
ECO	Emergency Coordinating Officer
EEI	Elements of Essential Information
EEO	Equal Employment Opportunity
EHS	Extremely Hazardous Substance
EIE	Emergency Information Exchange
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Director
EMI	Emergency Management Institute
EMPA	Emergency Management Preparedness and Assistance Trust Fund
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EMTC	Emergency Management Training Center
ENC	Emergency News Center
EO	Executive Order
EOC	Emergency Operations Center
EOF	Emergency Operations Facility
EOG	Executive Office of the Governor
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-To-Know Act
EPG	Executive Policy Group
EPLO	Emergency Preparedness Liaison Officer
EPP	The Directorate for Emergency Preparedness Policy – Department of Defense
EPZ	Emergency Planning Zone
ERT	Emergency Response Team – Federal
ERT-A	Emergency Response Team – Advance Element
ESATCOM	Emergency Satellite Communications System

ESF	Emergency Support Function
EST	Emergency Support Team – National Guard
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETO	Exercise Training Officer
F.S.	Florida Statute
F-SERT	Forward State Emergency Response Team
FAA	Federal Aviation Administration
FAB	Florida Association of Broadcasters
FAC	Florida Administrative Code
FasT	Federal Assessment Team – Federal
FAX	Facsimile
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCG	Florida Coordinating Group
FCIS	Florida Crime Information Service
FCN	Florida Communities Network
FCO	Federal Coordinating Officer
FCT	Florida Communities Trust
FDEM	Florida Division of Emergency Management
FDLE	Florida Department of Law Enforcement
FECA	Florida Electrical Cooperative Association
FEIL	Florida Emergency Information Line
FEMA	Federal Emergency Management Agency
FEPA	Florida Emergency Preparedness Association
FERT	Federal Emergency Response Team
FFAMIS	Florida Fiscal Accounting Management Information System
FFCA	Florida Fire Chiefs Association
FG&FWFC	Florida Game & Fresh Water Fish Commission
FHFA	Florida Housing Finance Agency
FHMO	Florida Hazard Mitigation Officer
FHP	Florida Highway Patrol
FIRM	Flood Insurance Rate Map
FLDOT	Florida Department of Transportation
FLSASP	Florida State Agency for Surplus Property
FMAP	Flood Mitigation Assistance Program
FMHO	Federal Hazard Mitigation Officer
FMP	Florida Marine Patrol
FNARS	Federal National Radio System
FNATS	Federal National Teletype System
FNAVS	Federal National Voice System
FNG	Florida National Guard
FmHA	Farmer's Home Administration
FP&L	Florida Power and Light
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FRMAP	Federal Radiological Monitoring and Assessment Plan

FRP	Federal Response Plan n/k/a National Response Plan
FSA	Farm Services Agency
GAR	Governor's Authorized Representative
GENSET	Generator Set
GIS	Geographic Information System
GR	General Revenue
GSA	General Services Administration
HAZMAT	Hazardous Materials
HAZMIT	Hazard Mitigation
HCD	Housing and Community Development
HES	Hurricane Evacuation Study
HF	High Frequency
HFA	Housing Finance Agency
HLS	Hurricane Local Statement
HLT	Hurricane Liaison Team
HM	Hazard Mitigation
HMEP	Hazardous Materials Emergency Preparedness
HMGP	Hazard Mitigation Grant Program – Federal
HMIS	Hazardous Materials Information System
HMO	Hazard Mitigation Officer
HP	Hurricane Program – FEMA
HQUSACE	Headquarters, U.S. Army Corps of Engineers
HSO	Human Services Officer – Same as an Individual Assistance Officer
HUD	Department of Housing and Urban Development
HURREVAC	Hurricane Evacuation Tracking Program
HVA	Hazard Vulnerability Analysis
IA	Individual Assistance or Impact Assessment
IAO	Individual Assistance Officer
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IEMS	Integrated Emergency Management System
IFG	Individual and Family Grant
IG	Inspector General
IMS	Incident Management System
IO	Infrastructure Officer – same as a Public Assistance Officer (PAO)
IPC	Ingestion Pathway County / Initial Point of Contact
IPU	Information Processing Unit
IPZ	Ingestion Pathway Zone
IRAP	Interagency Radiological Assistance Plan
IRS	Internal Revenue Service
ISS	Information System Services
JCC	Joint Coordination Center – Federal
JIC	Joint Information Center
JSAC	Joint State Area Command
KAPP	Key Asset Protection Program
KW	Kilowatt

LBR	Legislative Budget Request
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LGR	Local Government Radio
LHMO	Local Hazard Mitigation Officers
LIHEAP	Low Income Housing Energy Assistance Program
LIS	Land Information System
LMS	Local Mitigation Strategy
LSA	Logistical Staging Area
LTR	Long Term Redevelopment – DCA
MAA	Mutual Aid Agreement
MACDIS	Military Assistance for Civil Disturbances – DOD
MACS	Multi-Agency Coordination System
MBE	Minority Business Enterprise
MCI	Mass Casualty Incident
MCU	Mobile Communications Unit
MEO	Managing Emergency Operations
MEOW	Maximum Envelope of Wind / Water
MERL	Mobile Emergency Radiological Laboratory
MERS	Mobile Emergency Response System
MERVS	Mobile Emergency Response Vehicles
MHA	Multiple Hazard Analysis
MIC	Meteorologist In Charge – NWS
MMRS	Metropolitan Medical Response Team – Federal
MOA	Memorandum of Agreement
MOM	Maximum of the Maximums
MOU	Memorandum of Understanding
MRE	Meals Ready-to-Eat
MSCA	Military Support for Civil Authorities
MSDS	Material Safety Data Sheet
MSU	Medical Support Unit
NAWAS	National Warning System / National Attack Warning and Alert System
NBC	Nuclear, Biological, Chemical
NCEP	National Center for Environmental Prediction
NCP	National Contingency Plan
NDMS	National Disaster Medical System
NECC	National Emergency Coordination Center – FEMA
NEMA	National Emergency Management Association
NEPA	National Environmental Policy Act
NEST	Nuclear Emergency Support Team – DOE
NETC	National Emergency Training Center – FEMA
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Association
NHC	National Hurricane Center
NICP	Nuclear Incident Contingency Plan – FEMA
NIMS	National Incident Management System

NOAA	National Oceanic Atmospheric Administration
NOFA	Notice of Funding Availability
NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRP	National Response Plan f/k/a Federal Response Plan
NRCS	National Resource Conservation Service
NRT	National Response Team
NSEP	National Security Emergency Preparedness
NTC	National Teleregistration Center
NTSB	National Transportation Safety Board
NWR	National Weather Radio
NWS	National Weather Service
OJCS	Office of the Joint Chiefs of Staff – DOD
OMB	Office of Management and Budget – Federal
OMC	Operations Management Consultant
OPB	Office of Planning and Budgeting – State
OPCOM	Operational Command
OPCON	Operational Control
OPS	Other Personal Services
OSC	On-Scene Commander
OSHA	Occupational Safety and Health Administration
PA	Public Assistance / Public Affairs
PAC	Public Assistance Coordinator
PAG	Protective Action Guide
PAO	Public Assistance Officer
PAR	Protection Action Recommendation
PBPB	Performance Based Program Budgeting
PDA	Preliminary Damage Assessment
PDD-39	Presidential Decision Directive 39 – U.S. Policy of Counter Terrorism
PFO	Principal Federal Officer
PIO	Public Information Officer
PNP	Private Non-Profit
POA	Point of Approach
POC	Public Officials Conference
PSA	Public Service Announcement
PSAG	Public Safety Advisory Group
PSC	Public Service Commission
PSI	Pounds per Square Inch
PSN	People with Special Needs
PW	Project Worksheet
RC	Recovery Centers
RCMP	Residential Construction Mitigation Program
RCRA	Resource Conservation and Recovery Act
RDSTF	Regional Domestic Security Task Force
REEF	Radiological Emergency Evaluation Facility
REM	Roentgen Equivalent Man
REP	Radiological Emergency Preparedness

RERO	Radiological Emergency Response Operations
RFA	Request For Federal Assistance
RFP	Request For Proposal / Request For Payment
RIAT	Rapid Impact Assessment Team
RIS	Resource Identification Strategy
RMEC	Regional Military Emergency Coordinator
RO	Radiological Officer
ROC	Regional Operations Center – FEMA
ROG	Recommended Operating Guideline
ROP	Recommended Operating Procedure
RPC	Regional Planning Council
RPM	Resource Planning Management
RQ	Reportable Quantity
RRC	Regional Relief Centers
RRT	Rapid Response Team – State / Radiological Response Team – Federal
RSO	Radiation Safety Officer
SA	Salvation Army
SALEMDUG	State and Local Emergency Management Data Users Group
SAMAS	State Accounting and Management System
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act – SARA Title III
SBA	Small Business Administration
SCM	Survivable Crisis Management
SCO	State Coordinating Officer
SEABEES	United States Navy Construction Battalion
SEOC	State Emergency Operations Center
SEP	Supplemental Environmental Project
SEPLO	State Emergency Preparedness Liaison Officer
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SFHA	Special Flood Hazard Area
SFRT	Shelter Feasibility Review Team
SHMART	State Hazard Mitigation and Recovery Team
SHMO	State Hazard Mitigation Officer
SHO	State Health Office
SHOESOC	State Health Office Emergency Support Operations Center
SIC Code	Standard Industrial Classification Code
SITREP	Situation Report
SLA	State and Local Assistance
SLEMACC	State Law Enforcement Mutual Aid Command Center
SLOSH	Sea, Lake and Overland Surges for Hurricanes
SMAA	Statewide Mutual Aid Agreement
SMART	Strategic Metropolitan Assistance and Recovery Teams
SMRAP	Southern Mutual Radiological Assistance Plan
SNAPS	State Negotiated Agreement Price Schedule
SNTF	Special Needs Task Force
SOO	Statement of Objectives

SOW	Scope of Work
SPITFIRE	Systematic Program Identification Team – DCA
SPURS	Statewide Purchasing System
SREMAC	Southern Regional Emergency Management Assistance Compact
SST	Sea Surface Temperature
STARC	State Area Command
SWP	State Warning Point
TAG	Technical Advisory Group / The Adjutant General
TDD	Telephone Device for the Deaf
TDR	Technical Data Report
TLD	Thermo-Luminescent Dosimeter
TO	Training Officer
TPQ	Threshold Planning Quantity
TQM	Total Quality Management
UC	Unemployment Compensation
UHF	Ultra High Frequency
UPS	Un-interruptible Power Supply
USAR	Urban Search and Rescue
USACE	United States Army Corps of Engineers
USAF	United States Air Force
USCG	United States Coast Guard
USDA	U.S. Department of Agriculture
USGS	United States Geological Service
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USMM	United States Merchant Marine
USN	United States Navy
VA	Veterans Administration
VHF	Very High Frequency
VOAD	Volunteer Organizations Active in Disasters
VRG	Virtual Rain Gauge
WATS	Wide Area Telephone Service
WCM	Warning Coordination Meteorologist – NWS
WMD	Water Management District / Weapons of Mass Destruction
WRSAME	Weather Radio Specific Area Message Encoder
WSO	Weather Service Office
WWW	World Wide Web

Sarasota County

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

BASIC PLAN

April 2015



**This document is a Security System Plan in accordance with FS 119.071 –
General exemption from inspection or copying of public records**

I. INTRODUCTION

Sarasota County is vulnerable to a variety of natural, technological, and human-caused hazards that threaten its population, businesses and the environment. The Comprehensive Emergency Management Plan (CEMP) establishes the framework, as authorized by Chapter 252, Florida Statutes, to ensure that Sarasota County is prepared to respond and recovery from these hazards. The CEMP emphasizes action within the four phases of the Emergency Management cycle: Preparedness, Response, Recovery and Mitigation. The CEMP outlines the Concept of Operations and defines the roles and responsibilities of primary and support agencies in Sarasota County's disaster organization. The CEMP provides a comprehensive, all-hazard approach to preparing for and responding to the consequences of disasters.

The CEMP is divided into five sections: The Basic Plan, Recovery Annex, Mitigation Annex, Emergency Support Functions and the Appendices. The following describes each section:

- A. The Basic Plan** – outlines the general purpose, scope and methodology of the plan; coordination, control and organizational structure; concept of operations, and identifies responsibilities of all agencies and resources mobilized by the county to assist in recovering from a disaster. The CEMP enables the Sarasota County Board of County Commissioners to discharge their responsibility for providing direction and control during any large-scale disaster.
- B. Annex I – Recovery Functions.** This annex outlines specific tasks or functions that may be carried out before, during and after a disaster and details control, coordination, planning efforts, and policies within Sarasota County designed to facilitate both immediate and long-term recovery after a disaster has occurred. Thus, providing for efficient and effective start of rehabilitation and restoration of persons and property affected by a disaster anywhere in Sarasota County. Specific tasks may be described in Recommended Operating Guidelines/Procedures (ROG's/ROP's) or other operational plans utilized within Sarasota County.
- C. Annex II - Mitigation and Preparedness Activities**
The mitigation annex includes the projects, policies, and programs that support the county's vulnerability reduction strategies from the impact of disasters. Sarasota County has a State and FEMA-approved Local Mitigation Strategy which expires in 2015. The Local Mitigation Strategy is developed by a working group comprised of local organizations. This process and the working group are coordinated through the Emergency Management Chief or Emergency Management Officer assigned as the LMS Chair.

D. Emergency Support Functions (ESF's). These ESF annexes detail by name and organization the lead, support and coordinating entities and their roles and responsibilities in the four phases of an emergency. Each annex outlines specific tasks or functions that may be carried out before, during and after a disaster and/or emergency event. These tasks utilize the Emergency Support Function (ESF) concept of the federal and state plans and can also be applied to specific functions within the Incident Command System (ICS). These specific tasks may be described in Recommended Operating Guidelines/Procedures (ROG's/ROP's) or other operational plans utilized within Sarasota County by Emergency Management or other response and recovery agencies. Each ESF will respond when activated by the Sarasota County Emergency Management Chief.

E. Appendices. Appendices are located at the end of the plan and provide additional information associated with the CEMP.

The CEMP is both a planning and an operations-based document that provides guidance for all aspects of emergency management including: disaster preparedness; evacuation and sheltering; warning and notification; public education and information; resource management; mutual aid; Special Needs Program; impact and damage assessment; debris management; training and exercises; and post-disaster recovery programs.

1. Purpose

The CEMP establishes a framework for an effective system of comprehensive emergency management for the purpose of:

- a. Reducing loss of life, injury and property damage and loss resulting from natural or man-made emergencies;
- b. Preparing for prompt and efficient response and recovery activities to protect lives and property impacted by emergencies;
- c. Responding to emergencies with the effective use of all relevant plans and resources deemed appropriate;
- d. Recovering from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and properties affected by emergencies; and
- e. Assisting in awareness, recognition, education, prevention and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

2. Scope

- a. The CEMP establishes the basic policies, assumptions and strategies for a comprehensive all-hazards countywide emergency management program.
- b. The CEMP is countywide in scope and encompasses coordination with its municipal jurisdictions and other special.
- c. The CEMP provides an all-hazard organizational structure to emergency operations.
- d. The CEMP establishes basic direction and control for all levels of disasters creating a consistent unified approach to emergency management.
- e. The CEMP is functional in a multi-jurisdictional setting where cross coordination is required.
- f. The CEMP assigns specific functional responsibilities to appropriate local departments and agencies, as well as private sector groups and volunteer organizations, and defines means of prioritizing and coordinating with municipal, state, and federal partners to maximize resource utilization.
- g. The CEMP prioritizes protection of human life as a first priority, with the preservation and protection of property being the second priority.
- h. The CEMP provides a format for the shift of focus of the EOC from Response to Recovery and Mitigation. Long-range recovery and mitigation is addressed by the ability of the EOC to continue operations in a modified form, after the response phase has been terminated.
- i. The CEMP establishes an effective format for emergency management by identifying the types of hazards that can occur within the County; determining the County's vulnerability to various types of disasters, and identifying the most threatening so that appropriate preparedness, mitigation and planning steps can be taken and addressing each phase of the emergency management cycle:

Preparedness: Preparedness actions utilize lessons learned and best practices from previous disasters, locally and elsewhere, to determine what is likely to occur during particular types of and intensity of disasters. Typical community needs can be identified and prioritized. Adequate planning pre-determines the best utilization of resources in responding to needs. Identification and training of personnel for roles and responsibilities during the

disaster is included in this phase. It involves working with the private sector, residents and volunteer organizations to assist them in pre-disaster education and planning activities to lessen the impact of disasters.

Response: The response phase is the operational implementation of the CEMP. The county responds to emergencies by activating its plan, incrementally increasing response as needed, giving direction and control to the emergency management effort and looking ahead to recovery. Response actions are conducted in accordance with the National Incident Management System. During response, decision-making will be implemented utilizing the county's emergency response organizational structure found in the Concept of Operations in this plan.

Recovery: The recovery phase begins after life safety and property preservation have been addressed. Recovery actions can occur simultaneously during the response phase. The emergency management organization initiates procedures to assess needs and resources, establish priorities, review state and federal aid criteria and coordinate with representatives from both levels of government. Once the extent of the recovery effort is determined, the appointed recovery team members determine how best to manage the specific activities, what resources and personnel will be required and what other actions are needed to return the impacted areas to normal operations as quickly as possible. Assessment of both short and long-term mitigation measures takes place during this phase and the "after action" evaluation process is conducted.

Mitigation: This phase involves identifying preventative and/or corrective measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters. It includes policy issues as well as structural projects within government and the private sector. A separate Local Mitigation Strategy serves as the guidance document for both pre-disaster mitigation planning and post-disaster recovery.

3. Methodology

a. Planning Process

The CEMP is a dynamic document that adapts to changes in local policies, state and federal guidance, and after action recommendations from exercises and real world incident. Sarasota County considers the CEMP to be a living document and as such

the plan is to be regularly updated to reflect these changes and to ensure compliance with the State of Florida and the National Incident Management System. The County Administrator shall determine whether changes to the plan reach a level of significance to require Board review and approval. The CEMP will be presented to the Board of County Commissioners for approval at every update cycle required by the Florida Division of Emergency Management which are typically every four years. Local ordinances, state and federal statutes, regulations and priorities provide the foundation for the CEMP. Development is further guided by best practices and lessons learned. Public and private entities participating in the development of this plan include:

- Sarasota County Departments
- Sarasota County Board of County Commissioners
- Sarasota County Clerk of Court
- Sarasota County Property Appraiser
- Sarasota County School Board
- Sarasota County Sheriff's Office
- Sarasota County Supervisor of Elections
- Sarasota County Tax Collector

Refer to the Sarasota County Organizational Chart for a complete listing of these departments.

Other governmental stakeholders include:

- City of North Port
- City of Sarasota
- City of Venice
- Florida Division of Emergency Management
- Myakka River Management Coordinating Council
- National Estuary Program
- National Weather Service
- Peace River/Sarasota Regional Water Supply Authority
- Sarasota Memorial Hospital
- Sarasota-Manatee Airport Authority
- Sarasota-Manatee Metropolitan Planning Organization
- Southwest Florida Regional Planning Council
- Southwest Florida Water Management District
- Town of Long Boat Key
- West Coast Inland Navigation District

Private sector and volunteer organizations, which participated in creating this plan, include:

- American Red Cross
- Doctor's Hospital of Sarasota
- Emergency Response Educators and Consultants Inc.
- Englewood Community Hospital
- Friendship Volunteer Center
- Salvation Army
- Sarasota County Humane Society
- Sarasota County Organizations Active in Disasters
- Sarasota County Volunteers
- United Way of Sarasota County
- Venice Regional Bayfront Health

b. Implementation Process:

Implementation of the CEMP involves the following actions:

- A promulgation letter from the Chairperson of the Board displayed at the front of this document.
- Signed Concurrence acknowledging and accepting plan responsibilities displayed at the front of this document.
- A distribution list of the Comprehensive Emergency Management Plan, displayed at the front of this document.
- The Emergency Management Chief is responsible for ensuring that all changes have been distributed to recipients of the CEMP. The distribution list, displayed at the front of this document is used to verify that all appropriate persons/offices are copied.
- A Record of Changes Log, displayed at the front of this document is used to record all published changes as those holding copies of the CEMP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.
- A master copy of the CEMP, with a master Record of Changes Log, is maintained in Emergency Management. A comparison of the master copy with any other will allow a determination to be made as to whether or not the copy in question has been posted to it with all appropriate changes.

II. SITUATION

This section of the CEMP describes the potential hazard considerations, geographic characteristics, support facilities, land use patterns, economic profiles and demographics of Sarasota County. It also describes specific planning assumptions regarding preparedness, response, recovery and mitigation that

were taken into consideration during the development of this plan. Information is also available in the Hazards Expected Appendices and the Sarasota County Local Mitigation Strategy.

A. Hazards Analysis

This section details the man-made and natural hazards to which Sarasota County is vulnerable

1. Tropical Cyclone Events

Level of Vulnerability: High probability and major impact

The proximity of the County to the coast is likely to cause major wind and water damage from any category of tropical cyclone event. Hurricane season extends from June 1st through November 30th. Coastal areas are more vulnerable to the impacts of hurricanes, although wind and water damage could extend inland in Sarasota County. Any category hurricane that impacts Sarasota County could prompt an evacuation order, due to high winds, rain induced flooding and tornadoes. The greatest threat from wind and tornadoes will be to those living in structurally unsound housing and mobile homes. Storm surge is associated with hurricanes but also with the Myakkahatchee Creek, Peace or Myakka Rivers which can be tidally influenced. Extensive damage to residential and commercial areas and infrastructure would be anticipated. Further specific information regarding hazard vulnerability and risk assessment can be found in the Sarasota County unified Local Mitigation Strategy. Primary threats from this type of event include: **tornadoes, storm surge and fresh water flooding from heavy rainfall, and extensive wind damage.**

Storm surge details are available in Chapter II - Regional Hazard Analysis¹ of the Statewide Regional Evacuation Study developed by the Southwest Florida Regional Planning Council. Information on storm surge inundation that may impact Sarasota County can be found in that document. This report includes the most current information regarding the region's evacuation population estimates, evacuation clearance times, and public shelter demand. The evacuation utilized the SLOSH methodology for modeling storm surge, as per Florida Statute 163.3178(2)(d).

Consequences:

- notification and warning
- law enforcement and traffic control

¹ Chapter II SWFRPC Regional Hazard Analysis:

http://www.swfrpc.org/content/Emergency_Mgmt/sres2010/V1_C2_Hazards_Analysis.pdf

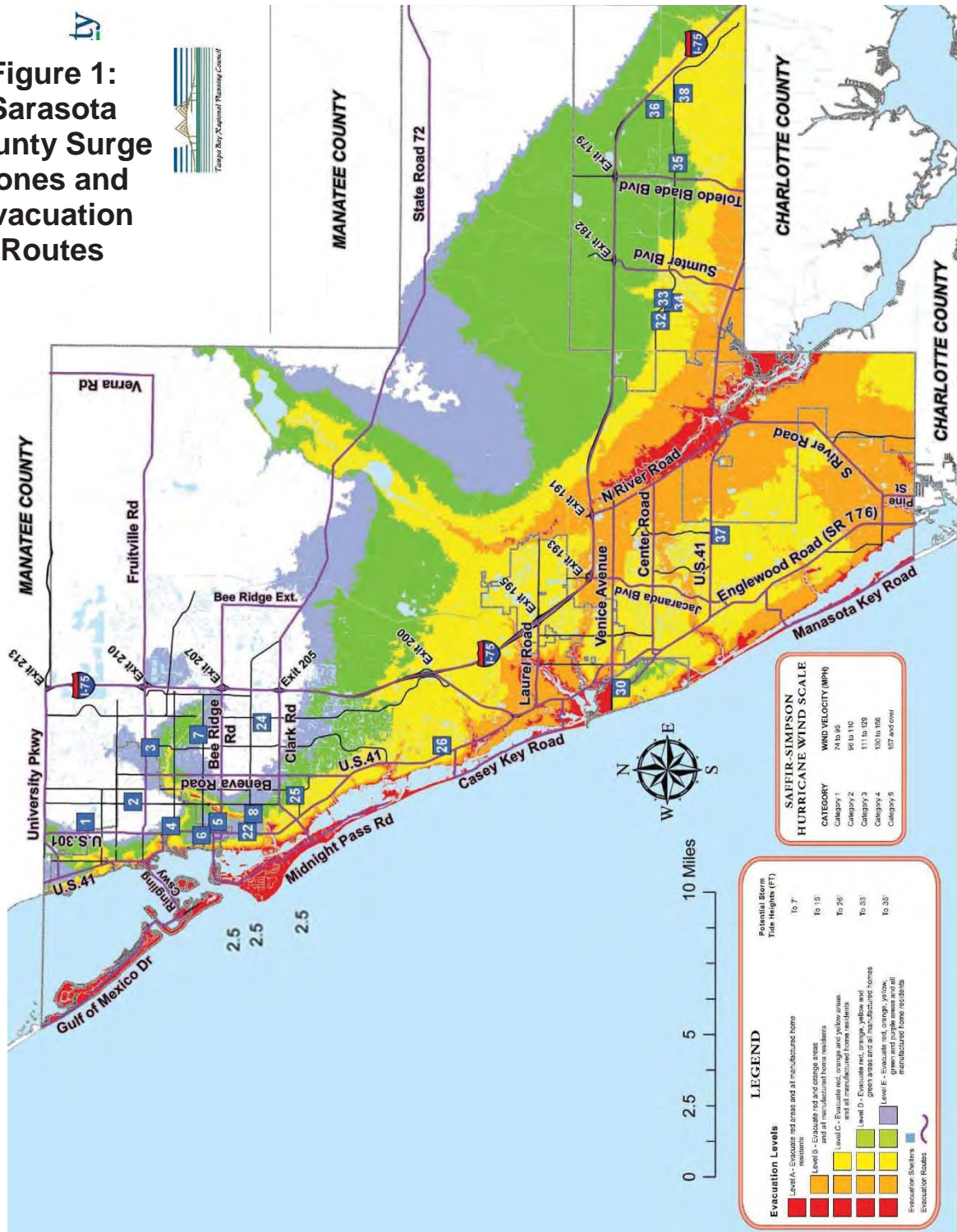
- mass evacuation and re-entry
- mass care (pre and post event)
- public health
- infrastructure damage
- property damage/loss
- debris clearance
- animal issues
- long-term economic impacts
- recovery assistance programs
- economic and social disruption
- widespread psychological impacts

TABLE 1: SAFFIR / SIMPSON HURRICANE SCALE

Type Storm	Wind Speed	Surge Depth
Tropical Storm table	39 to 73 MPH	2 to 4 foot Surge*
No real damage to building structures. Damage to shrubbery and trees. Minor coastal flooding.		
Category 1	74 to 95 MPH	4 to 5 foot Surge*
Minor damage to building structures. Damage primarily to unanchored mobile homes, shrubbery and trees. Some coastal road flooding and pier damage.		
Category 2	96 to 110 MPH	6 to 8 foot Surge*
Roofing material, door and window damage. Considerable damage to vegetation, mobile homes and piers. Coastal and low-lying escape routes flood 2 to 4 hours before arrival of hurricane center. Small craft at unprotected anchorages break moorings.		
Category 3	111 to 130 MPH	9 to 12 foot Surge*
Structural damage to residences and utility buildings with some curtain wall failures. Mobile homes are destroyed. Flooding near the coast destroys small structures with larger structures damaged by floating debris. Terrain lower than 5 feet above sea level flood inland as far as 6 miles.		
Category 4	131 to 155 MPH	13 to 18 foot Surge*
Extensive curtain wall failures with some complete roof failure on residences. Major erosion of beach areas. Major damage to lower floors of structures near shore. Terrain lower than 10 feet above sea level flooded requiring evacuation of residential areas inland as far as 6 miles.		
Category 5	156 MPH or greater	18 to 24 foot Surge*
Complete roof failure on residences and many industrial buildings. Some complete building failures with small utility buildings blown away. Major damage to lower floors of all structures less than 15 feet above sea level. Evacuation of low-lying areas up to 10 miles of the shore line may be required.		
* = Surge values vary considerably depending on coastal configurations and forward speed and direction of the hurricane.		
SOURCE: UNIVERSITY OF FLORIDA		

The map on the following page illustrates storm surge zones and evacuation routes areas in Sarasota County.

**Figure 1:
Sarasota
County Surge
Zones and
Evacuation
Routes**



2. **Severe Weather**

Level of Vulnerability: High probability and major impact
Forces associated with weather-generated events are categorized under Severe Weather. While each force has specific characteristics and effects, they often occur in conjunction with one another, thereby increasing and intensifying the effects. Historically, Sarasota County has experienced impacts from tornadoes and storm wind incidents. Most incidences occur in the summer although lightning storms have occurred at any time throughout the year. The primary hazards included under this category are: **lightning, heavy rains, flash floods, hail, damaging winds, freezes, tornadoes and winter storms.**

a. **Severe Thunderstorms**

Severe thunderstorms may occur throughout the year. Severe storms can be accompanied by high wind, hail, flooding and dangerous lightning. Severe storms may cause power outages and destruction or damage to buildings and can result in loss of life. The State of Florida has the highest number of lightning fatalities. Thunderstorms can affect a large portion of the county's population. Minor damage occurs from thunderstorms each year. From 1950 to April 2013, there have been one hundred twenty one (121) severe thunderstorms reported in Sarasota County.

b. **Tornadoes**

Tornadoes are characterized by violent and destructive winds as well as hail, flooding and lightning. The most common, least destructive tornadoes are warm weather tornadoes that occur between May and August. Cool season tornadoes are the most destructive, occurring between December and April. Sarasota County is vulnerable to these hazards due to the population residing in manufactured or mobile homes. A tornado or a series of tornadoes could affect 20% of the population if they should occur in a highly populated area. Tornadoes in Sarasota County normally travel from southwest to northeast. Damage has occurred from tornadoes in the county. From 1950 to April 2007, there have been seventy three tornadoes reported in Sarasota County.

TABLE 2: Enhanced Fujita Scale for Tornado Damage

FUJITA SCALE			DERIVED EF SCALE		OPERATIONAL EF SCALE	
F Number	Fastest 1/4-mile (mph)	3 Second Gust (mph)	EF Number	3 Second Gust (mph)	EF Number	3 Second Gust (mph)
0	40-72	45-78	0	65-85	0	65-85
1	73-112	79-117	1	86-109	1	86-110
2	113-157	118-161	2	110-137	2	111-135
3	158-207	162-209	3	138-167	3	136-165
4	208-260	210-261	4	168-199	4	166-200
5	261-318	262-317	5	200-234	5	Over 200

*** **IMPORTANT NOTE ABOUT ENHANCED F-SCALE WINDS:** *The Enhanced F-scale still is a set of wind estimates (not measurements) based on damage.*

c. Winter Storms

Severe winter weather and below freezing temperatures pose threats to the resources of citizens, business, and agriculture. Freezing conditions can render the roads impassable having a dramatic effect on local emergency response agencies. Below freezing temperatures can cause electrical power outages leaving many homes without heat. Low income residents, elderly residents, special needs populations, and those in substandard housing are particularly vulnerable to the effects of extreme cold and winter storms. The need for emergency shelters could exist. Personal injury or death due to freezes is not considered a hazard except indirectly through fire caused by incorrect or careless use of space heaters, etc. If temperatures reach freezing levels extended periods of time, combined with other climatic factors, crop damage could occur. The last significant winter storm to occur in the county was the “no name” storm in March 1993. Significant wind damage was caused by the storm.

Consequences:

- power outages
- infrastructure damage (road/culvert washout)
- erosion
- property damage/loss from wind, water and fires
- fresh water flooding
- storm surge flooding (winter storms)

- evacuations (day/night, road congestion)
- agricultural damage/loss
- economic loss
- debris

3. **Environmental Hazards**

Level of Vulnerability: High Probability and minor to major impact

Environmental hazards are those that are a result of natural forces. Some of these hazards may or may not be a result of land use and planning decisions in a local community. For example, if development is allowed to occur in an identified flood plain, you could be faced with a potential life threatening and property destroying disaster. In addition, these hazards can be affected by other hazards. For example, should there be a prolonged drought the water table will recede thus contributing to an increased incidence of sinkholes. In addition, should an area in drought also suffer the effects of a severe freeze, the potential for wildfires, because of the dead vegetation, is greatly increased. The primary hazards associated with this category include: **drought, freshwater flooding, wildfires, sinkholes, ice storms and freezes.**

a. **Flooding**

Flooding may cause a severe impact in areas of the County that are prone to flood. Bank overflow and ponding are the most common due to the number of small lakes and swampy areas along waterways. Detailed information regarding areas of flooding concern, including flood maps, are listed in the Local Mitigation Strategy. Approximately 45% of the county lie within the 100-year flood plain. Lack of individuals and businesses carrying flood insurance could result in large uninsured losses due to rising waters. Flooding can affect approximately twenty- five (25) to thirty-three (33) percent of the county's population.

b. **Brush fires, Wildfires and Forest Fires**

Wildland fires cause significant annual losses to timber, agriculture and wildlife. Approximately fifty (50) percent of the land acreage in the county is forest lands. While large portions of the County are used for tree farms, other portions are transforming from a rural area to an area with characteristics more urban in nature, with a large percentage of the land area still covered in natural forest. The most

vulnerable areas are those generally located at the urban/wild land interface, primarily located in the western portions of the County. Large amounts of dry underbrush require only an ignition course which can be from a fireplace, trash burn, cigarette, lightening or even the wheels of passing train. Due to the concentration of residents in rural wooded areas of the county, additional threats to life and property exist therefore requiring increased mitigation efforts. Recent years have indicated an increase in wildfire activity. Since 1998 more than 15,000 Florida wildfires have devastated over one million acres and destroyed more than 750 structures. Historically, a major forest fire has occurred at least once every five years in Sarasota County. It should be noted that the majority of the forest land acreage is privately owned by timber companies. Florida's typical "fire season" is from January through May. **Table 3** below illustrates the primary causes of forest fires in Sarasota County in 20097.

Table 3: Forest Fires By Cause 2009

Source	Fires (Total #)	Percent (Average)	Acres (Total #)	Percent Acres (Average)
Lightning	42	28	107	105
Campfires	1	1.33	1	.1
Smoking	2	2.67	3.7	.36
Debris	2	2.67	9.2	.9
Incendiary	11	14.67	61.2	6
Equipment	8	10.67	37.6	3.69
Rail Road	0	0	0	0
Children	6	8	.7	.07
Unknown	16	21.33	795.1	77.99
Miscellaneous	8	10.65	4	.4
Total	75		1,019.5	
<i>Source: Sarasota County 2010 Local Mitigation Strategy</i>				

c. Drought

Sarasota County can experience particularly damaging droughts which can have significant impacts on agricultural industry in the county as well as increase the risk of wildfires. Consequences of drought include reduced supplies of potable water for domestic use. The county is located in the jurisdiction of the Southwest Florida Water Management District. The entire population of the county has the potential to be affected by a drought or water shortage. Florida in general has suffered from droughts in the last several years.

d. Sinkholes

Sinkholes occur naturally in Florida and when they strike in densely populated areas or at critical facilities they can be disastrous and become disruptive to a point of creating a state of emergency. Sarasota County has not had sinkholes in the past although each year there are several reports of sinkholes occurring. Most sinkholes are small and cause only minor disruptions. Some small sinkholes have occurred mostly after an increase in the rain amount in the area. Fluctuations in the river levels can also trigger sinkholes.

Consequences:

- notification and warning
- law enforcement/traffic control
- fire/rescue
- evacuation and re-entry
- property damage/loss
- economic disruption/loss
- agricultural loss
- mass care (short and long term)
- feeding evacuated population
- public health (contamination of water supply)
 - infrastructure damage/loss (water distribution and treatment systems)
- animal issues (relocation, feeding)
- economic recovery assistance programs

4. Terrorism

Level of Vulnerability: Low probability and minimal to moderate impact

Any violent or dangerous act done to intimidate or coerce any segment of the general population (i.e. government or civilian population) for political or social objectives constitutes terrorism. Historically, there had been few successful acts of terrorism committed in the State. However, with the heightened level of

domestic terrorism incidents, and because of the number of facilities within the State associated with tourism, the military, government, cultural, academic, and transportation, the potential is considered to be high nationwide. In Sarasota County, terrorism assessments have identified facilities that have the potential for being targets for terrorist attacks with the intent of causing catastrophic levels of loss of life, injury, and property and environmental damage. Terrorist acts may also take the form of other hazards when the particular action induces such things as the release of hazardous and biological materials.

Consequences:

- infectious disease control/treatment
- mass casualty/fatality
- mass panic
- inadequate law enforcement/fire/rescue resources
- large-scale contamination/decontamination issues
- large-scale evacuation
- large-scale sheltering
- search and rescue
- public information
- economic and social disruption
- psychological needs
- re-entry
- law enforcement/security

5. Mass Migration/Civil Disturbance

Level of Vulnerability: Low probability and minimal to minor impact

Sarasota County had a moderate history of civil disorder in the 1960's and no mass migration. No local conditions are in place which could lead to such a scenario today however, Florida's proximity to Cuba presents a slight risk/low probability of a small landing. There have been some landings in neighboring counties. Mass migration is not anticipated but would be handled in cooperation and with assistance from state and federal resources. With respect to civil disturbance or institutional emergency within the jail system, coordination with State authorities may be required. However, the probability is very low and the Sheriff's Office has plans in place to address this hazard.

Consequences:

- transportation/traffic control- public health/quarantine
- law enforcement/security issues
- impact to social services
- impact on jail and detention facilities

6. **Biological**

Level of Vulnerability: Low probability / minor to moderate impact
Biological hazards are those associated with any insect, animal or pathogen that could pose an economic or health threat. They are a pervasive threat to the agricultural community. The possibility exists for the importation of pathogens that could have a widespread effect on the livestock industries. In addition, there is the remote possibility of an adverse effects to the general population through naturally occurring pathogens (i.e. influenza, emerging infectious diseases or by way of a terrorist action).

Exotic Pest and Diseases – Sarasota County's agricultural areas are vulnerable to exotic pests and/or diseases. The Sarasota County Agricultural Extension Agent will assist in this area. Refer to the Sarasota County Local Mitigation Strategy for details regarding risk and vulnerability data.

Disease Outbreaks – The majority of Sarasota County's population is located in the municipal areas. However, any part of Sarasota County may be vulnerable to disease outbreaks. Sarasota County Health and Human Services will identify and handle any outbreaks with assistance from State resources.

Consequences:

- economic loss
- mass casualty/fatality
- infectious disease control
- disposal of diseased livestock/agricultural stock
- need for mass feeding
- mass care
- quarantine of people and/or livestock
- large number of treatment agents

7. **Technological**

A technological hazard is one, which is a direct result of the failure of a manmade system or the exposure of the population to a hazardous material. There is the potential for specific technological hazards to affect a large segment of the population and/or interfere with critical government, law enforcement, public works and public health/medical functions. There is an even greater problem when this technological failure results in a direct health and safety risk to the population. A number of things could occur daily in Sarasota County, including a hazardous material spill, or failure of the electrical power grid, which could constitute a threat to the population or produce widespread unmet needs. Each of these

potential hazards would require a coordinated and speedy response, as well as attention to the short and long term effects. The primary hazards associated with this category include:

- hazardous materials spill
- mass communication failure
- major power disruption
- critical infrastructure disruption/failure
- release of a radioactive isotope into the environment

Sarasota County's vulnerability to various hazardous materials incidents is described below:

- a. **Surface transportation spills** – The occurrences of railway and highway accidents do pose a major threat to Sarasota County. Sarasota County has five major highways: I-75, US 301, US 41, SR 72 and River Road. These roadways pass through heavily populated areas and pose the greatest risk of critical casualty, hazardous materials incidents and disruptions of vital evacuation routes and pose a threat. It is estimated that approximately twenty (20) percent of the residents of the County could be affected by a transportation accident involving hazardous materials. Railway lines pass through adjacent Manatee, DeSoto, and Charlotte Counties. Among the hazardous materials transported by road and rail are gasoline, propane, chlorine and ammonia.

Level of Vulnerability: Moderate to high probability/minor to moderate impact

- b. **End Users** - Sarasota County has identified facilities that report under Section 302 that contain at anytime an Extremely Hazardous Substance (EHS) over the threshold planning quantity. The analysis is based upon an on-site visit of the facility. A listing of sites is maintained in Emergency Management and Sarasota County Fire Department Special Operations. Any release from the fixed station facilities would affect less than ten (10) percent of the County's population. Several minor incidents, mostly fuel spills occur in the County each year.

Level of Vulnerability: Probability of Release is low/Severity of Consequences is medium to high.

- c. **Natural gas** – Sarasota County has a high-pressure natural gas transmission owned by Florida Gas Transmission

Company in the western section of the county running north and south.

Level of Vulnerability: Probability of Release is low/ Severity of Consequences is medium.

- d. **Non-commercial Hazardous Materials** - Some of Sarasota County is rural residential or agricultural. Many properties have sheds, barns and storage buildings, which contain a mixed group of chemicals. Paints, insecticides, fertilizers, petroleum products, lubricants and other common household or agricultural products may be found in the possession of many residents. While it can be assumed few people store and dispose of these items in full compliance with the law, most materials are in such small quantity as to minimize concern of a full “hazmat” incident

Level of Vulnerability: Probability of Release is low and Severity of Consequences is medium.

- e. **Nuclear Power Plants**— There are no nuclear facilities within Sarasota County. A single-unit, 838-MW Crystal River Nuclear Plant is located near Crystal River, Florida, on a site that also includes four coal-fired generating units that generate 2,302 MW. Sarasota County is not within the arc for nuclear reactor and nuclear weapon accidents. Should an incident occur, evacuation and food supply protection could be implemented depending on the nature of the event, wind direction and duration. It is possible that the county could serve as a mass care site for evacuees from areas near a nuclear facility. In addition to shelter, planning concerns include medical and public health issues related to contamination and exposure of evacuees.

Level of Vulnerability: Probability of Release is low to moderate/ Severity of Consequences is minimal to moderate.

- f. **Aviation Disaster** - Sarasota County has several private airstrips located in the county. In case of an airport incident, it is doubtful that the resources of the responding agencies would be depleted due to the probability that the crash would involve only small aircraft. There are several airports within the county including Venice Airport, Sarasota-Bradenton International Airport, and Buchan Airport. In addition, many commercial and military aircraft use the airspace over

Sarasota County, and therefore the potential does exist for a large air crash. In the event of such an incident, additional resources from outside the county would be required. Only a small segment of the population would normally be affected.

Level of Vulnerability: Moderate to low probability/minor to moderate impact

- g. Coastal Oil Spills** –Although there are no nearby offshore oil rigs, major oil rig disasters, such as the BP oil spill can pose a threat to coastal areas of the county as a result of currents in the Gulf of Mexico. Shipping near Coastal Sarasota in the Gulf of Mexico is relatively light. The greatest threat comes from the Gulf Coast. With the large volume of waterborne traffic, a spill is possible. Time, distance and currents are favorable to Sarasota County's planning effort. Large spills would be beyond the scope of Sarasota County's response capabilities and would require assistance from state and federal authorities. Sarasota County's efforts would center on warning, recovery and mitigation.

Level of Vulnerability: Probability of Release is low
Severity of Consequences is medium.

Consequences:

- evacuations
- notification and warning
- public information
- mass care
- mass casualty/fatality
- law enforcement/traffic control
- large scale contamination issues
- mass decontamination
- overcrowded hospitals
- contaminated land and/or water
- animal issues (relocation, medical)
- environmental damage/loss
- psychological needs
- communications failure
- civil unrest

h. Special Events-Sarasota County has numerous Special events that draw large crowds of people. The venues include: High School Football Stadiums (5) with 4000 seats each; the Annual Super boat Grand Prix races with an estimated 100,000 viewers along the shores of Lido Beach., the Chalk Festival with 5,000 visitors daily. Ed Smith Stadium is the spring training home of the Baltimore Orioles and seats 8000; The Benderson Park Rowing facility has year-round events with 2,000 to 5,000 visitors daily and has been selected as the venue for the 2017 Rowing World Cup. The Polo Grounds in Lakewood Ranch hold large sports events in addition to Polo with 1000 plus participants. Sarasota County is home to 3 major 4th of July fireworks events with one on Siesta Key (attracting close to 25,000 viewers along the beaches), a holiday parade along Main Street in downtown Sarasota that attracts at least 5,000 viewers., Fireworks on the Bayfront in Sarasota and Fireworks on the beach in Venice. The festival grounds at the Venice Airport is the site of numerous festivals throughout the year drawing 5-10,000 people on a weekend such as the April BBQ & Bluegrass Festival.

Level of Vulnerability: Moderate to high probability/minor to moderate impact

Consequences:

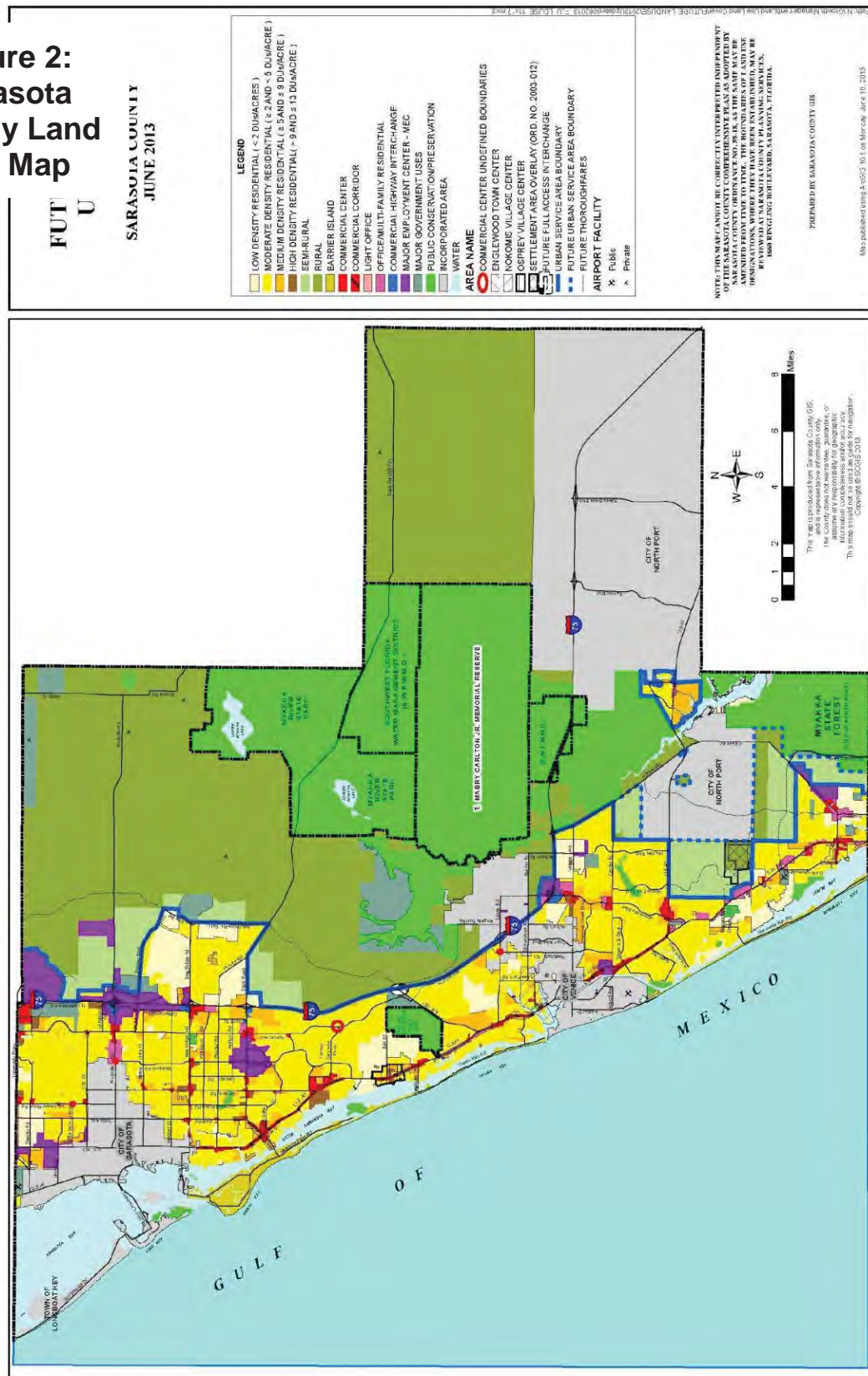
- mass casualty/fatality
- mass panic
- inadequate law enforcement/fire/rescue resources
- evacuation
- search and rescue
- public information
- economic and social disruption
- psychological needs
- re-entry
- law enforcement/security
- transportation disruption
- fire rescue needs

B. Geographic Information and Land Use

1. Sarasota County is located on the west coast of Florida. Elevations vary throughout the county and range between 1 to 2 feet along the coast to 18 feet above sea level further inland. It is bordered to the north by Manatee County, the east by DeSoto County, to the south by Charlotte County, and to the west by the Gulf Coast. See LMS for further information.
 - a. Land Area: 571.55 Water Area: 153.63 (in square miles)
 - b. Topography: Sarasota County's generally flat topography is characterized by isolated swamps and marshes, which connect into sloughs and meandering streams. The topography ranges in elevation from mean sea level along the coast and the lower Myakka River to a height of 95 feet in the Northeast corner of the County near Verna Road.
 - c. Land use patterns are influenced by the waterways and road system. The primary land uses in these areas are agricultural and forest which are subject to disaster caused by weather phenomenon or wildfire, and consist of wildlife and water management areas which are ecologically sensitive
 - d. Drainage patterns: In Sarasota County, floodplains are associated with the Manatee and Myakka Rivers, their many tributaries such as Cooper, Big Slough, Cow Pen Slough, Alligator, Howard, and Phillippi Creeks.
 - e. Environmentally sensitive areas: Sarasota County has several wetland areas, which are environmentally sensitive. These are primarily the low land areas near the lakes and rivers. Further maps and details are available from the SW Florida Water Management District and SW Florida Regional Planning Council.
 - f. Flood prone areas in Sarasota County are identified as those areas within the 100-year floodplain, and other areas subject to repetitive flooding along the rivers and creeks. In addition, flooding occasionally occurs in localized areas as a result of inadequate drainage. See LMS for further information.

The following page displays a map of the county's current land use.

**Figure 2:
Sarasota
County Land
Use Map**



2. Some geographic areas of Sarasota County are more vulnerable to impact from specific hazards than others. The following describes these areas and the hazards to which they are vulnerable:
 - a. Major Development Adjacent to Waterways
All Shorelines, Areas Adjacent to the Coastal Waterway, and Areas in and around the City of Sarasota, Town of Longboat Key, City of North Port; and the City of Venice along with the Barrier Islands are highly developed and areas along the County's major waterways are particularly vulnerable to the effects of tropical cyclone, environmental and technological events including:
 - storm surge
 - wind damage from hurricane-force winds
 - winter storms
 - oil spills/hazardous materials
 - drought
 - b. Major roadways (I-75, US 301, US 41, SR 72, River Road)
All major transportation systems in the County receive use by passenger and commercial traffic. These roadways pass through the County's most densely populated areas as well as environmentally sensitive lands. I-75 runs generally north and south through the county. East and west travel is primarily along SR 72 through the county. Other major highways include US 301 and US 41. In addition, the major roadways serve as primary hurricane evacuation routes through the county from coastal areas. Hazards impacting these areas could include:
 - hazardous materials spills
 - mass casualty/fatality incidents
 - hurricane evacuation traffic congestion
 - host sheltering/mass care

a. Demographics

1. Sarasota County is experiencing a steady rate of growth.
 - a. Sarasota County's current population is 386,147 according to the 2012 U.S. Census Bureau, American Community Survey.
 - b. The population density in Sarasota County is 682.6 persons per square mile. Approximately 14% of the County's population resides in its county seat.
 - c. The median age for Sarasota County is 52.6 years of age. The County's population by distribution is as follows:

- Less than 5 years of age: 3.7%
 - Less than 18 years of age: 15.3%
 - Greater than 65 years of age: 32.5%
- d. According to the U.S Census, approximately 14.8% of the County's population has a disability. The Special Needs population varies but is approximately 2,200 registered primarily located throughout the county. In addition, there is a large number of elderly persons receiving care in nursing homes, assisted living facilities or home health agencies. Special needs registration is coordinated through Sarasota County Emergency Management. The Special Needs registry is maintained by the Emergency Management Special Needs Coordinator/Operations Chief. This information is obtained from individuals, health and medical providers, and other sources. Home health agencies are required to assist their clients in registering for the Special Needs Program if the clients wish to participate. The potential for persons with special needs that may require assistance in a major disaster event may be substantial.
- e. According to 2012 Census estimates, approximately 12.6% of the population speaks a language other English, with only 4.9% speaking English less than "very well."
- f. Approximately .3% of the workforce is employed in the agriculture/fishing industry.
- g. The average number of tourists/seasonal visitors to Sarasota County is 200,000 per calendar year quarter. The average length of stay is between six and seven days. Peak visitation is usually during the first quarter of the year.
- h. The hearing-impaired population is not a significant number (mostly elderly) and will be handled by the dispatch center through the TDD equipment as needed.
- i. Transient populations including travelers, is very high as Sarasota County has more than 15,000 hotel/motel beds available in the county.
- j. There are 67 mobile home parks in the County. . Additionally, there are a large number of mobile homes in the rural areas of the County numbering approximately 22,000 mobile homes.
- k. Sarasota County Sheriff's Office has a jail which can house approximately 1,026 inmates at capacity.
2. Population in Vulnerable Areas: The greatest concentration of population in Sarasota County exists in the areas most vulnerable to impact from specific hazards, such as hurricanes and

transportation accidents/hazardous material spills. This is addressed in the Sarasota County LMS, which identifies vulnerable areas and population, and recommends specific mitigation projects to avoid, minimize or reduce damage. Awareness of potential population in vulnerable areas assists in planning for response and recovery.

C. Economic Profile

The following is an economic profile of the County:

1. Employment by sector- **Table 4** illustrates a breakdown of employment by sector according to the 2012 U.S. Census American Community Survey.

Table 4: Employment by Sector

INDUSTRY	Estimate	Percent
Agriculture, forestry, fishing and hunting, and mining	518	0.3%
Construction	11,947	7.9%
Manufacturing	7,526	5.0%
Wholesale trade	2,823	1.9%
Retail trade	20,827	13.8%
Transportation and warehousing, and utilities	4,575	3.0%
Information	2,629	1.7%
Finance and insurance, and real estate and rental and leasing	11,940	7.9%
Professional, scientific, and management, and administrative and waste management services	19,874	13.2%
Educational services, and health care and social assistance	33,941	22.5%
Arts, entertainment, and recreation, and accommodation and food services	19,708	13.0%
Other services, except public administration	9,434	6.2%
Public administration	5,321	3.5%
Civilian employed population 16 years and over	151,063	

2. Employment Information- Table 5 illustrates unemployment numbers.

Table 5: August 2013 Employment Statistics

Category	Value
Labor Force	171,056
Employment	151,063
Unemployment Level	19,798
Unemployment Rate	11.6%

Source: 2012 US Census Bureau, American Community Survey

3. The per capita income is approximately \$32,764 (2012) and a median household income of approximately \$48,900 (2012).
4. Property Values - **Table 6** illustrates property values for Sarasota County.

Property Type	# of Parcels	% of Parcels	Total Value	Avg Value
Residential	254,103	95.96%	\$54,766,433,861	\$ 215,528
Commercial	4,681	1.77%	\$ 7,041,026,404	\$1,504,171
Industrial	1,641	.62%	\$ 1,380,481,243	\$ 841,243
Agriculture	833	.31%	\$ 130,315,764	\$ 156,441
Public	1,465	.55%	\$4,550,102,367	\$3,105,871
Miscellaneous	2,090	.79%	\$ 448,393,720	\$ 214,542

D. Emergency Management Support Facilities

The following facilities support emergency management operations and resources:

1. Essential services and functions for victim survival, continuation of public safety actions, and disaster recovery are performed or provided. They also include “life-line” infrastructure essential to the mission of critical facilities such as water, power and sewer. Sarasota County Emergency Management maintains the critical facilities database. Data is updated annually, included in the *Sarasota County Local Mitigation Strategy* and provided to the State of Florida, Division of Emergency Management. A complete listing is available from Emergency Management.
2. The Logistical Staging Areas in Sarasota County are listed in the table below. Detailed information regarding the sites is on file with Sarasota County Emergency Management.

Logistical Staging Areas

(Primary, alternate, and tertiary locations are event driven)

Sarasota – Bradenton International Airport 6000 Airport Circle Sarasota, Florida 34243 Lat/Long- 27-22-55.9N / 082-33-09.2W	Twin Lakes Park 6700 Clark Road Sarasota, Florida 34241 Lat/Long- 27-16-08.2N / 082-26-18.2W
Robart's Arena 3000 Ringling Boulevard Sarasota, Florida 34237 Lat/Long- 27-20-10.2N / 082-30-32.4W	PGT Commercial Park 1070 Technology Drive North Venice, Florida 34275 Lat/Long- 27-08-35.4N / 082-24-28.8W
Sarasota County Environmental Services Building 1001 Sarasota Center Boulevard Sarasota, Florida 34240 Lat/Long- 27-21-00.8N / 082-24-19.3W	Laurel Nokomis Middle School 1900 Laurel Road Nokomis, Florida 34275 Lat/Long- 27-08-13.8N / 082-25-35.9W
Sarasota County Solid Waste Building 8781 Bee Ridge Road Sarasota, Florida 34241 Lat/Long- 27-17-55.6N / 082-23-43.7W	RaceTrac Gas Station 2995 Executive Drive Venice, Florida 34292 Lat/Long- 27-06-22.3N / 082-23-01.2W
Sun Coast Technical Institute 4748 Beneva Road Sarasota, Florida 34233 Lat/Long- 27-17-03.5N / 082-30-00.6W	Venice Municipal Airport 150 E Airport Avenue Venice, Florida 34285 Lat/Long- 27-04-42.7N / 082-19-02.2W
Sarasota County Area Transit 5303 Pinkney Ave Sarasota, Florida 34233 Lat/Long- 27-16-28.2N / 082-28-58.5W	Taylor Ranch School 2500 Taylor Ranch Road Venice, Florida 34293 Lat/Long- 27-02-44.3N / 082-21-30.6W
George Mullen Community Center 3001 City Center Boulevard North Port, Florida 34286 Lat/Long- 27-04-25.1N / 082-12-23.3W	Manatee Community College 8000 Tamiami Trail Venice, Florida 34293 Lat/Long- 27-02-43.6N / 082-19-02.2W

3. Emergency Helicopter Landing Zones i.e. for Rapid Impact Assessment Teams or other purposes include:

Primary- Sarasota Department of Fire-Rescue East Side Heliport
FAA Id No-6FL6 Lat/Long-27-20-20.165N/82-29-47.34W

Alternate- Sarasota Memorial Hospital Heliport
FAA Id No-FA23 Lat/Long-27-19-04.167N/82-31-47.35W

Tertiary Mosquito Control Heliport
FAA Id No- FA33 Lat/Long-27-16-21.000N/82-21-58.00W

4. The EOC serves as the Multi-Agency Coordination Center (MACC) for response and recovery operations as well as for requests for additional resources. In the event that the EOC is threatened, an Alternate EOC will be activated. The locations of the primary and secondary EOC are listed below:

Primary: Sarasota County Emergency Operations Center
6050 Porter Way
Sarasota, Florida 34232
Lat/Long: 27.322079, -82.449281

Alternate: Sarasota County Administration Center
1660 Ringling Blvd
Sarasota, Florida 34236
Lat/Long: 27.334451, -82.537022

Tertiary: Sarasota County Health & Human Services Building
2200 Ringling Blvd
Sarasota, Florida 34237
Lat/Long: 27.33507, -82.525998

III. CONCEPT OF OPERATIONS

A. General

Florida Statute 252.38 requires County government to organize and plan for the protection of life and property from the effects of an emergency or disaster. The organization and operations required by this plan follows the tenants of the National Incident Management System (NIMS) and uses the Incident Command System for operational resource and support management in the various phases of emergency management.

The plan further incorporates the National Preparedness System by recognizing each component in building a stronger overall system of capability. As a community, Sarasota County actively identifies and assesses the risk through various mechanisms including an active Local Mitigation Strategy working group as well as other assessment tools.

Through risk assessment, emergency management is better able to estimate capabilities across all jurisdictions and disciplines. This risk recognition allows for the construction and sustainment of the capabilities. Identified weaknesses in capabilities define target requirements for training and resources necessary to build a stronger community.

As the central component to building community strength is planning, the sum of the risk against the capability allows the central partners to plan for appropriate delivery based on capability. Capability validation occurs through active exercising and an active feedback mechanism in reviewing and updating system needs.

Sarasota County uses five phases of comprehensive emergency management in designing and implementing the emergency management program. These phases are:

Prevention – Prevention methodologies can be nebulous and somewhat diverse. The Emergency Management Division and supporting organization provide prevention through education. Specifically, measures targeting observations and feedback to successfully prevent disastrous circumstances. These methods are particularly necessary in human caused events.

Preparedness – Through vulnerability recognition, the County, its partners and municipal agencies prepare for potential disasters. Consistent with NIMS, the County offers training and support to all agencies. Each maintains responsibility for ensuring their responders have adequate training to carry out assigned functions. Many residential and business community programs offered by the

Emergency Management Division help them prepare. These include printed materials and public education programs. Members of the public are informed and urged to prepare for disaster through the Public Communications Office in partnership with Emergency Management and via the local media.

Response - When disaster occurs, the County, its partners and municipal agencies respond either as direct assistance to the disaster area or as support agencies to on-scene responders. The response agencies act within their scope of training and call upon outside resources as needed to mitigate further impact and damages. The Sarasota County Emergency Operations Center acts as a Multi-Agency Coordination Center (MACC) and facilitates response through strategic planning by employing various response, logistical, financial support and executive policy guidance.

Recovery - After the immediate short-term emergency needs of an area are controlled, the community partners begin a recovery process that may take several days to many months or years. The Sarasota County MACC facilitates various strategic initiatives to enhance recovery efforts therefore improving resiliency. Many times this effort overwhelms the jurisdiction and assistance is required from state and federal government.

Mitigation - Through planning, floodplain management and building inspection programs, the County use codes, ordinances and standards to minimize impact on residential and commercial areas. This effort helps prevent sub-standard building construction and other nuisance processes, which can exacerbate disaster impact. Public education about potential disaster effects also prevents injury and death from disasters. Public participation in preparedness exercises also prevents injury and death from disasters.

B. Organization

1. Daily Operation:

- a. Sarasota County provides many emergency services to the citizens on a daily basis. Some of the services overlap into city government jurisdictions. While the cities within the County provide many services to their citizens, they also depend on Sarasota County for services such as social services, health, sheltering of

evacuees, and Emergency Management.

- b. The statutory function of Emergency Management occurs within the Emergency Management Division. Florida Statute 252.38 and all Sarasota County Ordinances codify the Emergency Management Division. Sarasota County Government has established an Executive Policy Group and follows a “one team” concept which establishes that all employees have an emergency function during times of emergency or disaster. Employees are required to register their emergency role in the ERole data base on the county intranet.
- c. An Emergency Management Working Group has been established through an Administrative Directive from the County Administrator. The purpose of the Emergency Management Working Group is to engage the Emergency Support Functions to identify stakeholders and provide strategic level support in disaster planning.
- d. The Emergency Management Chief leads the Emergency Management Division under the direction of the Emergency Services Director as delegated emergency management authority. This delegation occurs by way of the Board of County Commissions delegating day-to-day activity through the County Administrator. The County recognizes and supports that Emergency Management is every employee’s responsibility.
- e. The day-to-day structure of the Emergency Management Division is organized as demonstrated in Figures 3 & 4:

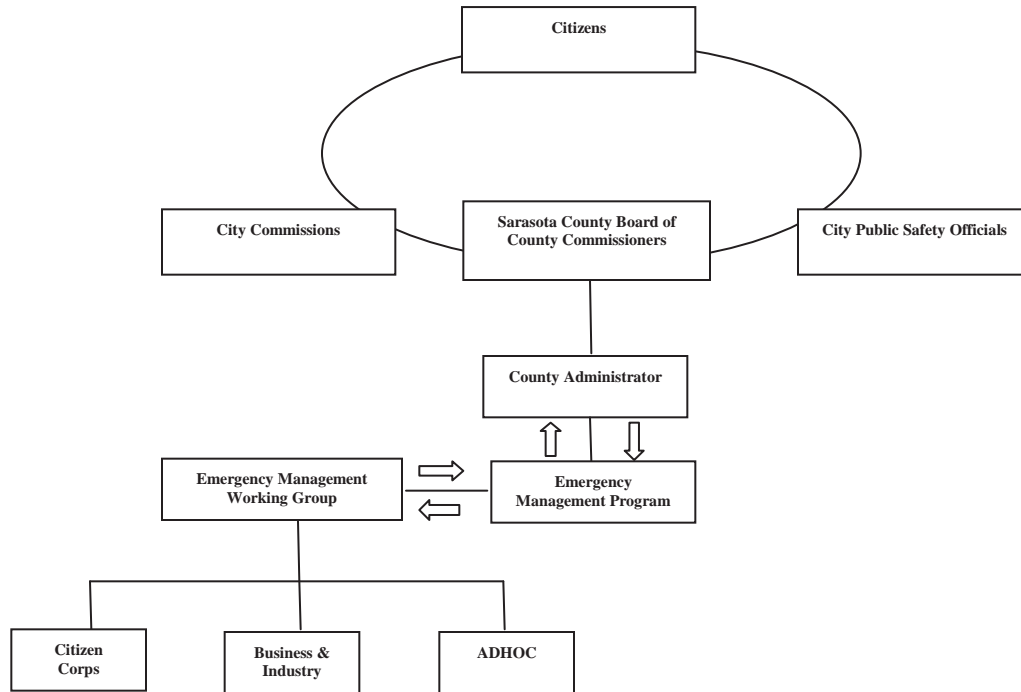


Figure 3

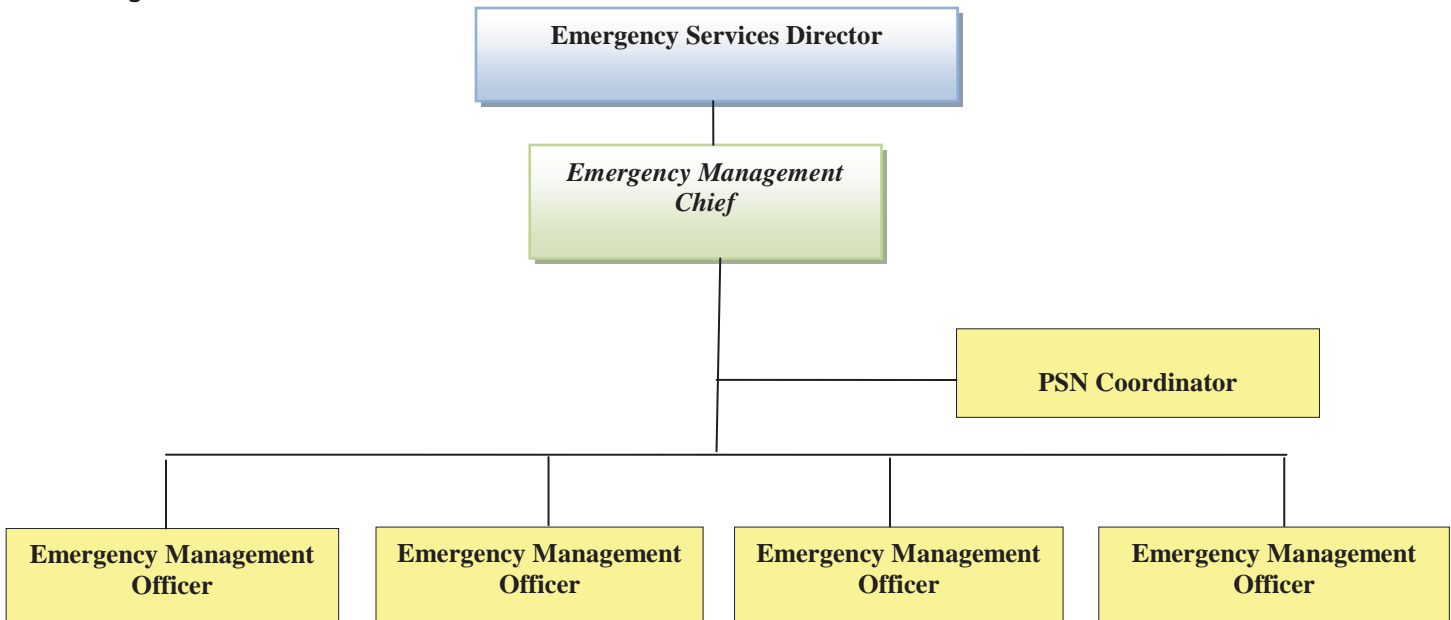


Figure 4

2. Emergency Management:

Emergency Management is responsible for the execution of all duties as stipulated within Florida Statute 252. These duties may be delegated and shall be consistent with the Incident Command System which includes:

- Set priorities on available resources and implement resource controls to restore essential services.
- Perform assigned duties according to state statutes and local policy to include serving where necessary or delegated for all disaster operations.
- Responsible for developing, coordinating, and updating the Comprehensive Emergency Management Plan in accordance with federal, state and local guidelines, coordinating emergency operations within the County, and coordinating emergency activities with adjoining jurisdictions.
- Establish and equip the County Emergency Operations Center (EOC) to include primary and backup radio communications (fixed and mobile), and provide for operations on a continuous basis.
- Ensure development and implementation of an information messaging system (including internal messages) pertaining to an emergency for dissemination to other levels of government and the private sector.
- Acquire maps, status boards and other display devices for the Emergency Operations Center, which identify high hazard areas and pre-selected control/monitoring points.
- Provide for acquisition/stocking of food, water supplies, and other equipment necessary for the effective operation of the Emergency Operations Center and Staff.
- Develop a schedule for testing, maintaining and repairing Emergency Operations Center and other emergency equipment, as well as, coordinate exercises and tests of the emergency systems and plans within the jurisdiction.
- Alert staff and activate Emergency Operations Center (for 24-hour coverage if necessary) when notified of potential/emergency situations.

- Ensure that Emergency Operations Center staff acknowledge and authenticate reports.
- Establish and maintain coordination with other jurisdictional Emergency Operations Centers as appropriate.
- Maintain situational awareness and create a common operating picture through the flow of information into actionable intelligence for policy level guidance.
- Provide for adequate coordination of recovery activities among private, state, and federal agencies and organizations.
- Plan for, identify and maintain current inventories of available resources for emergency purposes including vital facilities.
- Maintain administrative records as required.
- Receive requests for assistance from municipalities within the County and facilitate the coordination of aid to areas where needed.
- Prepare authentication charts and devices for use during an emergency.
- Develop procedures to warn areas not covered by existing warning systems.
- Coordinate warning resources with neighboring counties.
- Develop and maintain a public information and education program for disaster preparedness.
- Direct and assist the Public Information Officer in disseminating public information during emergencies.
- Identify potential evacuation areas in accordance with the County's hazard analysis.
- Develop evacuation procedures.
- Identify population groups requiring special assistance during evacuation (e.g., senior citizens, Special Needs Clients, nursing homes, prison populations, etc.).
- Monitor the progress of evacuations and modify evacuation procedures when needed.

- Establish and equip Disaster Recovery Centers (DRC's) or Essential Service Centers along with the State and FEMA when appropriate.
- Identify shelter facilities for short-term use, which have lodging and mass feeding capabilities.
- Develop procedures to activate and deactivate shelters and ensure that American Red Cross or county departments provide appropriate personnel and equipment.
- Designate shelter facilities with the shortest commuting distance to the hazard area for essential workers and their families.
- Initiate the return of the population as soon as conditions are safe at the direction of the Board of County Commissioners or County Administrator.
- Assign a Damage Assessment Branch Director to coordinate overall damage assessment operations.
- Provide damage assessment training.
- Maintain sufficient quantities of needed equipment, software, forms and supplies for damage assessment teams and other departments/agencies assisting with assessment/recovery operations.
- Secure resources to support and assist with damage assessment activities (maps, parcel data, cameras, identification, etc.).
- Assist with direction in the recovery phase facilitating the support to ensure communication, financial and essential services return to normal.
- Facilitate development of to reentry plan for barrier island residents all evacuation areas, and businesses through the support of local law enforcement.
- Develop mutual aid agreements for use of resources.
- Develop procedures to alert key officials.
- Analyze personnel and equipment requirements to meet potential hazards and maintain a resource manual.

- Develop procedures to activate the Emergency Alert System.
- Identify critical resources, establish priorities and allocate resources under emergency and recovery conditions through appropriate stakeholders. Develop and maintain a system to protect critical resources (i.e., essential personnel and equipment).
- Provide for the storage, maintenance, and replenishment/replacement of essential equipment and materials (medical supplies, food and water, radiological instruments, etc.).
- Request additional resources in those cases where County resources cannot meet response or recovery requirements.
- Develop a flood warning system for areas in the County subject to frequent flooding.
- Additional duties are found in the various Annexes and Procedures.

3. Disaster:

- Response to disaster is organized consistent with the Incident Command System. Many supporting agencies maintain separate operations centers facilitating the demands of the disaster. These agencies may provide representation to the EOC ensuring continuity with the overall objectives as prioritized and supported by the County Administrator/Executive Policy Group.
- Many departments within the local governments have emergency functions and protective actions in addition to their normal duties. Each department is responsible for developing and maintaining Departmental Disaster Preparedness Plans (DDPP), checklists and procedures as outlined in Administrative Directive 9.19.
- This Plan contains specific responsibilities as outlined under the section entitled “Responsibilities”. Certain organizational responsibilities that are not a part of local government are also presented, because these agencies provide a vital function in disaster operations.

- An Executive Policy Group is established providing specific policy direction during a declared “state of emergency” or disaster. (See Appendix A for specific Policy Group membership).
- Continuous leadership authority and responsibility during an emergency or disaster, regardless of the magnitude is outlined in the Sarasota County Emergency Operations Center Operational Guide.
- Figure 5 demonstrates the basic organizational chart however, the detailed emergency and disaster emergency management organizational system may be found in the Sarasota County Emergency Operations Center Operational Guide. These systems are used regardless of the phase or magnitude.

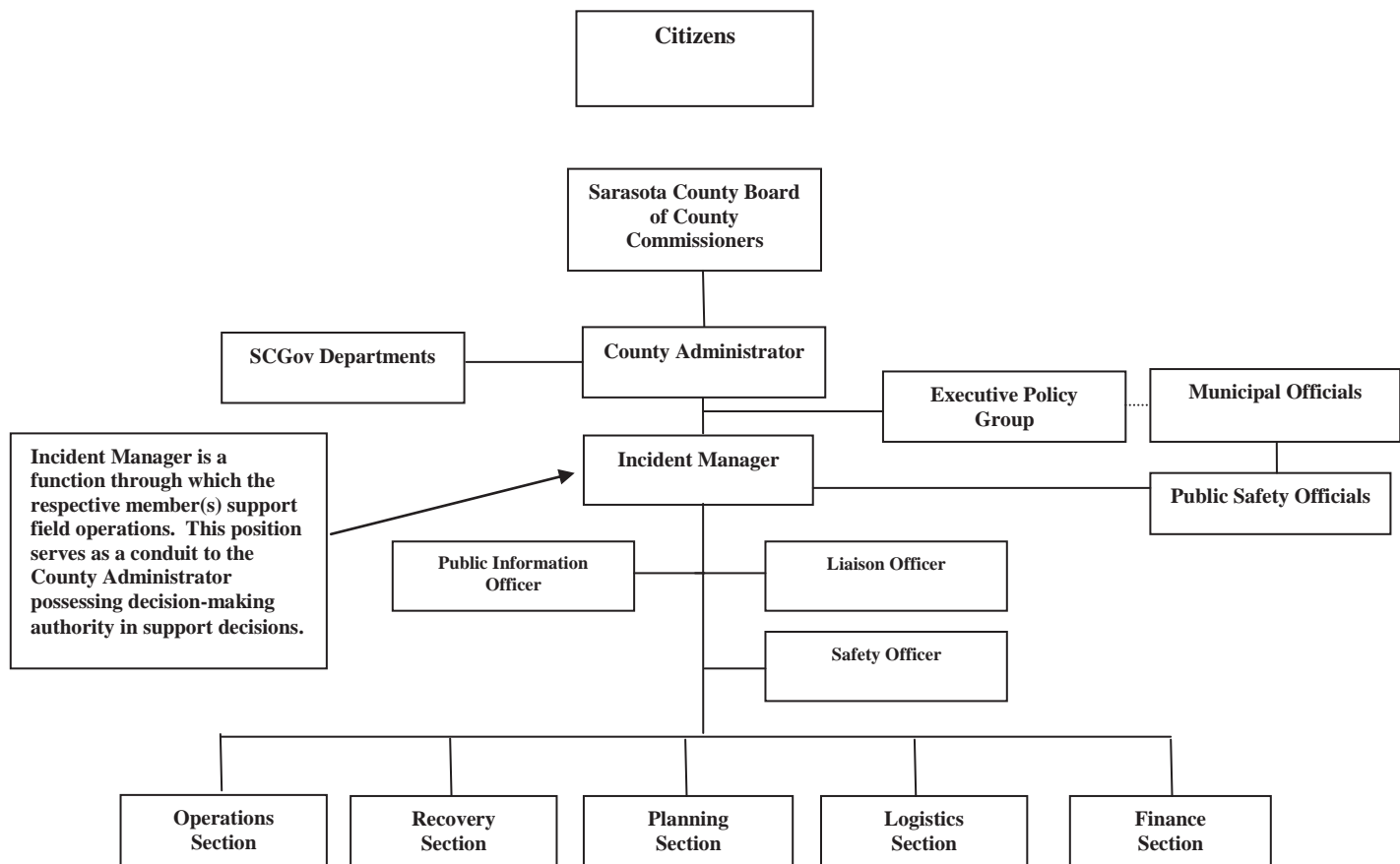


Figure 5

Sarasota County Comprehensive Emergency Management Plan

April 2015

ICS POSITION/FUNCTION		ESF	FUNCTION	PRIMARY AGENCY
COMMAND				
	Liaison		Community Relations	Sarasota County External Affairs
	Safety		Risk & Safety	Sarasota County Risk & Safety Office
	PIO	14	Public Information	Sarasota County Communications
OPERATIONS				
	Public Works/Engineering Branch	3	Public Works/Debris Mgmt	Sarasota County Public Works
	Fire EMS Branch	4	Firefighting	Sarasota County Fire Department
	Public Health Medical Branch	8	Health/Medical	Sarasota County Health Department
	Search & Rescue Unit	9	Search & Rescue	Sarasota County Fire Rescue & Sheriff's Office
	Hazardous Materials Unit	10	Hazardous Materials	Sarasota County Fire Department
	Utilities Unit	12	Energy	Sarasota County Public Utilities/FPL
	Law Enforcement Branch	16	Law Enforcement	Sarasota County Sheriff's Office
	Animals Unit	17	Animals	Sarasota County Animal Services
LOGISTICS				
	Transportation Unit	1	Transportation	Sarasota County Area Transit (SCAT) & Fleet
	Comm Unit	2	Communications	Sarasota County Information Technology
	Supply Unit	7	Resource Supply	Sarasota County Procurement
	Mass Care Unit	6	Mass Care / Housing	Sarasota County Human Services/American Red Cross
	Food & Water Unit	11	Food & Water	American Red Cross/Salvation Army/Food Bank
	Military Support Unit	13	Military Support	Florida National Guard
	Volunteers & Donations Unit	15	Volunteers & Donations	Sarasota County Health & Human Services
PLANNING				
	Intel/Situation Unit	5	Information/Plans/GIS	Sarasota County Emergency Management
	Resource Unit		Resources	Sarasota County Emergency Management
	Documentation Unit		Documentation	Sarasota County Planning & Development Services

Sarasota County Comprehensive Emergency Management Plan

April 2015

	Advanced Planning Unit		Future plans	LMS Working Group
FINANCE/ADMIN				
	Finance Branch		Finance	Office of Financial Management
	Reimbursement Unit			Office of Financial Management
	Cost Unit			Office of Financial Management
	Time Unit			Office of Financial Management
	Claims Unit			Risk Management/ Human Resources
	HR Policy Unit			Human Resources
	Admin Support Unit			Human Resources
RECOVERY				
	Damage Assessment Branch			Sarasota County Emergency Management
	Debris Management Branch			Solid Waste & Contractors
	NPOD Branch			Sarasota County Employees
	Temporary Housing Branch			Sarasota County Health & Human Services
	Re-Entry Branch			Sarasota County Emergency Management and Local law Enforcement

1. Responsibilities: Table C 2 lists responsible support agencies by ICS function:

The listed agencies provide a resource pool of trained, qualified individuals to serve in a position of leadership or as a representative to the designated function. (See Sarasota County EOC Operational Guide for specific job descriptions)

Table C 2

A. Incident Manager: Serves to direct the support efforts of the entire operation during the disaster.		
ESF	Responsible Agencies	Position
	Sarasota Sheriff's Office Sarasota County Fire Rescue Department of Health Emergency Management	Incident Manager: Develops the event, disaster specific objectives for the operational period. The Executive Policy Group, established by the institution of the "state of emergency" declaration, governs decisions required to prioritize the objectives. Responsible for all support operations during disaster. Specific tasks and functions are recognized as delegated by the flexibility of the incident command system; May be unified, from a NIMS concept, based on type/scope of incident.
B. Command Staff: The Command Staff serves the Incident Manager directly. Staff functions to serve as the Liaison, Public Information Officer and Safety Officer.		
ESF	Responsible Agencies	Position
	Public Communications Office* Sarasota Sheriff's Office Sarasota County Fire Rescue Sarasota Police Department Town of Longboat Key Sarasota Police Department City of Sarasota City of North Port City of Venice All Agency Stakeholders Sarasota Memorial Hospital Sarasota County Human Services Sarasota County School District	Public Information Officer: This position is responsible for the composition of all public media releases during the emergency or disaster through the approval of Command. Also responsible for the utilization of the County Contact Center. Responsible for the monitoring of social media trends and messages referring to conditions within the community. EAS activation messages are formulated in concert with the Intel/Situation Branch in the Planning Section.
14	Sarasota County Government Sarasota Sheriff's Office Sarasota Police Department Town of Longboat Key Sarasota Police Department City of Sarasota City of North Port City of Venice SRQ Airport	Liaison Officer: This position serves to connect agency representatives who may not have an assignment in the EOC but may require or request a presence. This includes governmental and non-governmental agencies.
	Sarasota County Safety & Risk Sarasota Sheriff's Office Sarasota County Fire Rescue	Safety Officer: The Safety Officer is responsible for the welfare and safety of all operational components in the EOC as well as various field operations during a disaster. Security is included in the responsibilities as well.
* Operates through the Joint Information System (JIS)		

Table C 2

C. Operations Section: The Operations Section is responsible for connecting or in direct contact with affected areas. In the EOC, the Operations Section works to support field response operations. This provides a focal point to execute the incident objectives as established by the Incident Manager.		
ESF	Responsible Agencies	Position
16/9 4/10 3 12 12 8	Emergency Management Sarasota Sheriff's Office Sarasota County Fire Rescue Sarasota County Public Works Florida Power and Light Energy Sarasota County Utilities Department of Health SRQ Airport SWFWMD FLDOT	Operations Section Chief: This position of leadership directs the Operations section. These agencies provide the primary personnel and staffing contained within the Operations Section. Branch Directors, Group/Division Supervisors & Unit Leaders: Functional positions of leadership within the Operations Section.
D. Logistics Section: The Logistics Section provides resources and services to support the entire operation including affected areas.		
ESF	Responsible Agencies	Position
1 2 6 6 7 13 15 11	Sarasota County Fire Rescue Sarasota County Public Works Sarasota County Area Transit Public Safety Communications American Red Cross Sarasota School District Sarasota County Procurement Sarasota County Human Resources Salvation Army All Faiths Food Bank Florida National Guard COAD ACS (HAM Radio) EIT Verizon Cox radio Motorola Air Bus	Logistics Section Chief: This position of leadership directs the Logistics section. These agencies provide the primary personnel and staffing contained within the Logistics Section. Branch Directors, Group Supervisors & Unit Leaders: Functional positions of leadership within the Logistics Section.

E. Planning Section: The Planning Section provides varying services to the organization. These include; advanced planning, intelligence and information gathering, technical specialties and documentation services. The Situation Unit and Resource Unit provide connectivity from the EOC to the State.		
ESF	Responsible Agencies	Position
5	Sarasota County Fire Rescue Sarasota Property Appraiser Department of Health Sarasota County Building Department Sarasota County Planning & Development Services / GIS Local Mitigation Work Group Emergency Management Community Development	Planning Section Chief: This position of leadership directs the Planning section. These agencies provide the primary personnel and staffing contained within the Planning Section. Branch Directors, Group Supervisors & Unit Leaders: Functional positions of leadership within the Logistics Section. Emergency Management Specialist's and the Operations Coordinator are members of the Planning section -Technical Services Branch. They are dispersed throughout the operational organization to ensure plan accessibility, technical expertise, and continuity.

F. Finance/Administration Section:		
ESF	Responsible Agencies	Position
18 7	Sarasota County OFM Sarasota County Procurement Economic Development Sarasota Building Department Sarasota Housing Office Emergency Management Sarasota County Human Resources	Finance / Admin Section Chief: This position of leadership directs the Finance / Administration section. These agencies provide the primary personnel and staffing contained within the Finance / Administration Section. This section provides direction and responsibility for all Recovery aspects through the Recovery Branch Director. Branch Directors, Group Supervisors & Unit Leaders: Functional positions of leadership within the Finance Administration Section.

F. Recovery Section:		
ESF	Responsible Agencies	Position
3 7 16	Sarasota County Solid Waste Sarasota County Environmental Services Procurement Economic Development Sarasota Building Department Sarasota Housing Office Emergency Management Sarasota County Health and Services	Recovery Section Chief: This position of leadership directs the Recovery section. These agencies provide the primary personnel and staffing contained within the Recovery Section This section is responsible for Damage Assessment, Debris Management, NPODS, Temporary Housing and Re-entry. This section provides direction and responsibility for all Recovery aspects through the Recovery Section Chief Branch Directors, Group Supervisors & Unit Leaders: Functional positions of leadership within the Recovery Section.

Table C 2

2. Agency Roles

- a. The Emergency Management Division uses a hybrid emergency operations structure. The resulting structure employs the ICS principles and practice in the management of disaster response operations while incorporating the Emergency Support Functions (ESF) in strategic emergency management planning.
- b. The EOC Operations Guide delineates an expansive operational system.
- c. The above listed tables represent the stakeholders that make up the expected structure within the EOC through the disaster evolution cycle.
- d. The Primary Agency responsible will differ depending on the type event. The organizational structure melds to support the incident through the varying management positions in the EOC. Each position is filled according to the supporting needs.
- e. The specific agency responsibilities are outlined in the EOC Operations Guide.

3. General Sarasota County departmental responsibilities (External agencies adopting this plan shall commit to compliance as applicable)

- a. Identify emergency tasks establishing departmental and individual responsibilities.
- b. Work with other departments/agencies to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
- c. Develop site-specific plans for department facilities as necessary.
- d. Create an internal emergency management organization and develop standard operating guidelines and establish a Department Operations Center (DOC) if practical or required.
- e. Train staff and volunteers to perform emergency duties and tasks.
- f. Identify, categorize and inventory all available county departmental resources consistent with the National Incident Management System.

- g. Develop procedures for mobilizing, employing, and deploying additional resources.
- h. Ensure communication capabilities with the EOC.
- i. Staff positions in the emergency organization in accordance with County Policy and this plan. (or similar Agency policy)
- j. Prepare to provide internal logistical support to department operations during the initial emergency response phase.
- k. Upon receipt of an alert or warning, initiate notification actions to alert employees and volunteers.
- l. Suspend or curtail normal business activities.
- m. Recall essential off-duty employees and provide a safe, protected site during the event to support immediate deployment when conditions are safe.
- n. Release non-essential employees.
- o. Evacuate departmental facilities if appropriate.
- p. As requested, augment the EOC's effort to warn the public through use of vehicles equipped with public address systems, sirens, employees going from door to door, etc.
- q. Inform the EOC of field activities, and maintain a communications link to the EOC.
- r. Activate the Department Operations Center (DOC) to support and facilitate department tactical level response and recovery activities, maintain events log, and collect information.
- s. Report damages and status of critical facilities and infrastructure to the EOC.
- t. Provide strategic level leadership to the EOC in support of operations as identified through the establishment of objectives in the Incident Action Plan (IAP).
- u. Ensure staff members tasked to work in the EOC has the authority to commit resources and set response policies.

- v. Coordinate with the EOC to establish protocols for interfacing with state and federal responders including private and non-profits.
 - w. Submit reports to the EOC detailing departmental emergency expenditures and obligations.
 - x. Specific persons and agencies are responsible for fulfilling obligations as presented in the Basic Plan including the Sarasota County Emergency Operations SOG (Appendix A).
 - y. Each department/agency is required to develop Standard Operating Guidelines (SOG's) and Storm Timelines for use during all phases of disaster.
- 4. Board of County Commissioners (BOCC)
 - a. Proclaim/declare a countywide "state of emergency"/disaster when necessary.
 - b. Delegate policy and direction, including authority to declare a countywide emergency/disaster, to the County Administrator ensuring continuity of government, one-voice decisions and unified community support as requested.
 - c. Issue enforceable emergency rules and orders supporting the Executive Policy Group decisions as necessary.
 - d. Appropriate funds meeting disaster expenditure needs.
 - e. Extend or terminate emergency/"state of emergency" disaster declarations as required.
 - f. Enforce/support any and all County Emergency Ordinances and the Comprehensive Emergency Management Plan.
- 5. Policy Group
 - a. Act in accordance with any and all Emergency Ordinances providing policy decisions and prioritizing incident response and resource allocation.
 - b. Ensure the County, municipalities and its partners function in a unified manner to implement administrative policy and rule/order decisions.

- c. Advise jurisdictions on decision priorities based on the established objectives.

C. Preparedness Activities

In accordance with the National Incident Management System, the Sarasota County Emergency Management Division provides various training and exercising activities for personnel expected to operate during a disaster or emergency. The Training Appendix contains complete details. (See Appendix B)

1. General Activity

- a. The Emergency Management Division is responsible for the development and maintenance of the Sarasota County Comprehensive Emergency Management Plan. These responsibilities include preparation, coordination, publication and distribution.
- b. The Planning Section Chief is responsible for preservation of all documentation before, during and after a disaster. This is accomplished through the Documentation Unit contained in the Planning Section.
- c. Special Needs Client Program and Registration:

The Special Needs Program is accomplished through invaluable partnerships with agencies such as the Florida Department of health and the School District of Sarasota County.

The registration system used to advertise for potential clients is a multi-faceted system. Potential clients are informed of the Special Needs program as set forth. The concept is to deliver transportation, temporary care and sheltering through an organized, systematic approach from registration to sheltering and through recovery. Persons requiring special needs assistance can call the Sarasota County Emergency Management, People with Special Needs Office at 941-861-5000 for the necessary forms and registration information. Information regarding the program is located on the Sarasota County website at <https://www.scgov.net/AllHazards/Pages/PSN.aspx>.

- i. Clients are notified for registration in the following manner.
 - a. Advertisement through local media.
 - b. Enclosures in utility billing.
 - c. Information distributed through Home Health Care agencies and the Department of Health.

- d. Sarasota County Health Department client contacts
 - e. Directly through Sarasota County Office of Emergency Management.
 - f. Florida Statute requires utility companies to notify customers twice annually on the availability of the Special Needs registration program. Notification is to occur in January and again in May. New customers shall receive notification on instituting a new account.
- ii. Client tracking is accomplished by the following means.
 - a. Registration forms are sent annually to clients and returned after completion.
 - b. Client information is accumulated year round and stored in a database.
 - iii. Client notification of impending / potential action.
 - a. A Code Red Telephone notification is initiated as a to advise all clients of the potential for protective action measures and evacuation.
 - b. Clients that are in the projected impact or threat area will receive a call from a member of the PSN Call bank team to determine if they need assistance with transportation to the shelter.
 - c. An additional call may be required to provide details.
 - iv. Activity Coordination
 - a. The Special Needs Unit Leader will coordinate with the other associated support through the appropriate use of the Incident Command System (Logistics Section)
 - 1) Transportation
 - 2) Mass Care/Sheltering
 - 3) Food and Water
 - v. Program Maintenance and Annual Follow-up
 - a. The Special Needs Program Coordinator ensures that the registration list is current by providing an annual survey mailing postcard to all registrants, checking with care givers and reviewing the monthly death registry from the Florida Department of Health.

2. Public Education and Awareness

- a. The Emergency Management Division releases Public Service Announcements throughout the year.

These announcements contain information about coming preparedness events as well as specific safety topics such as: hazardous weather, wildfire conditions, flooding concerns and hurricane preparedness topics. Shelter information is released with specific language directing the public to confirm openings prior to an event.

Additionally, topics related to specific times of year, particularly the holidays, hurricane season, and severe weather awareness week, serve as reminders of associated risks.

- b. Disaster recovery information is delivered to the public through various means. These methods include:

- o Radio
- o Television
- o Contact Center – 941-861-5000
- o Mass Notification Systems (Code-Red)
- o Access Sarasota (Cable Channel 19)
- o Newspapers
- o Internet sites, such as <http://www.scgov.net>
- o Social Media sites such as Facebook & Twitter

Additional resources for the distribution of public information may include emergency vehicle loudspeakers, canvassing of specific areas and electronic road signs.

- c. Evacuation zones and routes are included in the Public Information messaging.
- d. The Sarasota County Emergency Management Division participates in annual events in preparing for hurricane season. These events, as well as various public speaking events, are methods by which the public are informed of hazards and vulnerabilities that exist within the community at large. Additional methods are:
- o Radio
 - o Television
 - o Newspapers
 - o Internet

3. Exercises

- a. The following agencies can be identified as participants in the County's exercise program:

- Sarasota County Fire Rescue
- Sarasota County Sheriff's Office
- Sarasota County Public Works
- Sarasota County Public Utilities
- Sarasota County Departments
- Sarasota County Human Services
- Sarasota Memorial Hospital
- Sarasota Bradenton Airport
- Municipal Fire Departments/Districts
- Municipal Police Departments
- Municipal Public Works
- UF/IFAS Extension
- Florida Power & Light
- Local Hospitals
- American Red Cross
- Salvation Army
- All Faiths Food Bank
- Verizon
- Auxiliary Communications Services (HAMS)
- Florida Department of Health
- Florida Department of Agriculture
- Florida Department of Transportation
- Florida Forrest Service
- Southwest Florida Water Management District
- COAD Strike Teams
- Farm Bureau

- b. Provisions made for interagency exercising are based upon the subject material and portion of the plan to be exercised.

Additionally, each agency is responsible for carrying out individual exercise requirements to ensure a continued ready state.

- c. Quarterly exercises are scheduled and may include various partners within the system. A single multiple agency exercise is scheduled annually to exercise this plan. See the Training Appendix (Appendix B) for additional information.
- d. The Training Appendix (Appendix B) delineates the required steps for identification of system deficiencies.

4. Training

- a. Training of all county personnel and stakeholders will be conducted in accordance with Sarasota County Administrative Directive 9.18. The required training for each assignment is listed in table C3 below. The Emergency Management Chief or designee is responsible for the coordination of the current training and exercising program.

Sarasota County Emergency Management NIMS/ICS Training Guidelines			
Position	ICS TRAINING-Basic	ICS TRAINING-Advanced	POSITION SPECIFIC TRAINING
County Commissioners	IS700	ICS-402	
County Administrator/ACA's/Directors	IS100, IS200, IS700, IS800	ICS 300, 400, 402	
All Sarasota County Employees	IS100, IS700		
All Frontline Supervisors	IS100, IS200, IS700, IS800		
NIMS SPECIFIC ROLES & ASSIGNMENTS (As assigned by EM)			
EOC – Command & General Staff: Incident Manager PIO Safety Liaison Planning Section Chief Finance Section Chief Logistics Section Chief Operations Section Chief	IS100, IS200, IS700, IS800.	ICS 300,400,IS775	L950 All Hazard Incident Commander L967 All Hazard Logistics Section Chief L958 All Hazard Operations Section Chief L973 All Hazard Finance Section Chief L952 All Hazard Public Information Officer L954 All Hazard Safety Officer L956 All Hazard Liaison Officer
Field Assigned NIMS Positions: Assistant Branch Directors, Division/Group Supervisors, Unit/Task Force/Strike Team Leaders	IS100, IS200, IS700, IS800	ICS 300	Finance: • L975 Unit Leader Operations: • NPODs: IS26 • Damage A:IS559 • Debris: G202 • Div/Group:L960 • Evac/Re Entry:G358 Logistics: • Comm Unit: L969 • Supply Unit:970 • FacilitiesUnit: L971 Plans: • Sit Unit:L964 • Resource:L965

Table C 3

Sarasota County Emergency Management NIMS/ICS Training Guidelines			
Position	ICS TRAINING-Basic	ICS TRAINING-Advanced	POSITION SPECIFIC TRAINING
EOC Assigned NIMS Positions:	IS100, IS200, IS700, IS800	ICS 300, G191, IS775	Finance: <ul style="list-style-type: none"> • L975 Unit Leader Operations: <ul style="list-style-type: none"> • Div/Group:L960 Logistics: <ul style="list-style-type: none"> • Comm Unit: L969 • Supply Unit:970 • FacilitiesUnit: L971 Plans: <ul style="list-style-type: none"> • Sit Unit:L964 • Resource:L965 IS 801 Transportation IS 802 Communications IS 803 Public Works IS 804 Firefighting IS806 Mass Care IS807 Logistics IS808 Public Health & Medical IS809 Search & Rescue IS810 Hazmat IS244 Developing & Managing Volunteers

D. Mutual Aid Agreements and Memoranda of Understanding

1. Sarasota County maintains inter-local agreements with the municipal agencies within the County as well as mutual aid agreements with surrounding counties. Day-to-day mutual aid requests and delivery are coordinated through the Public Safety Communications Dispatch Center which also serves as the County Warning Point. .
2. Hazard specific agreements are established with organizations, which have the capability to deliver services, and resources not found within the jurisdictions. These may include:
 - Hazardous Material Response Operations
 - Technical Rescue / Special Operations
 - Aircraft Crash Expertise
3. Sarasota County is a signatory of the Statewide Mutual Aid Agreement and the Emergency Management Assistance Compact (EMAC) as coordinated through the state EOC. Requests and delivery are coordinated through the State Watch Office. During a statewide or regional emergency, all requests are coordinated first in the County EOC and then in the SEOC through mission tasking on EM Constellation.

E. Warnings & Notification

1. The Sarasota County Emergency Management Division has developed criteria in accordance with Florida Statute 252 for appropriate notification through the County Warning Point. The Sarasota County Sheriff's Office Emergency Operations Bureau operates the 911 Communications Center which is designated as the County Warning Point. (Physical address withheld for critical infrastructure protection)
 - a. County Warning Point
 - i. The Sarasota County Warning Point is co-located with the Sarasota County Emergency Operations Center creating a common space for key officials providing appropriate input during emergency and disaster situations.
 - ii. The Sarasota County Emergency Management Division provides additional monitoring and support for the County Warning Point. During disasters and other emergencies, the active Emergency Operations Center and functional components provide additional warning and alert capability.
2. Emergency warnings may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means.
3. The County recognizes the availability and effectiveness of social media. In recognizing such, the Emergency Management Division coordinates the use of this information methodology in times of emergency and disaster as well as day-to-day preparedness. During EOC activations the Communications department takes over management of the emergency management social media pages.
4. The County further recognizes that social media is not the primary warning information delivery system, rather an enhancement to traditional methods. As an enhancement of paramount importance, it is understood social media may be one of the primary methods by which some of the public receives a timely alert or notification.
5. Sarasota County uses the following systems for receipt and dissemination of warnings and information:
 - a. National Alerts and Warning System (NAWAS)
 - b. National Weather Service (NWS) National Oceanic & Atmospheric Administration Weather Radio Service – NWS Melbourne
 - c. ESATCOM – Emergency Satellite Communication
 - d. Emergency Alert System (EAS)

- e. Local government radios (County Warning Point)
 - f. Sirens, horns, or mobile public address systems
 - g. Telephones
 - h. Email
 - i. Internet systems
 - j. Social Media Outlets
6. Receipt and Dissemination of Warnings
- a. The Florida Division of Emergency Management (FDEM) operates the State Warning Point through the State Watch Office located in Tallahassee, FL. The office receives NWS alerts as well as other alerts and warnings from federal agencies and occasionally from the public.
 - b. The County Warning Point receives alerts and warnings from the State Warning Point. The County Warning Point also receives information from the response community, Public Safety Answering Points (PSAPs) as well as the public.
 - c. Notification of governmental officials and emergency response personnel, including Emergency Management, from the County Warning Point follows the established Sheriff's E 911 Communications procedures.
7. Dissemination of Warnings to the general public for major emergencies and disasters occurs through the following mechanisms with shared responsibility from Emergency Management and the 911 Communications Center:
- a. Subscription Mass Notification & 911 Database
 - b. Emergency Alert System (EAS)
 - c. NOAA Weather alert radios (NWS)
 - d. Social Media (Twitter, Facebook etc.)
 - e. Amateur Radio
 - f. Email
 - g. Mobile public address systems as appropriate
 - h. House-to-house alert by emergency personnel
8. The Emergency Management Division through the State Watch Office is responsible to activate the Emergency Alert System (EAS) providing primary operational public warning capability from the local government to the public.

9. Dissemination of Warnings to Special Populations

- a. Hearing impaired, special needs groups, persons in group quarters and non English speaking groups are notified by the most expedient means possible, generally through NOAA All-Hazards Radio and EAS.
- b. Public schools, hospitals, large industry such as industrial parks, art museums, large occupancy theaters and other special warning locations generally contain internal warning and alert methodologies and systems. The County Warning Point may provide assistance with notification through alert generation.

10. Social Media Alerts & Warnings

- a. The Public Information Officer provides Social Media monitoring and alerting by way of the County Contact Center (CCC) and the Joint Information Center (JIC). Operators monitor and distribute official information in the approved format as assigned.
- b. A special group of computers established in the JIC act as the gateway in monitoring and transmitting approved information.
- c. An information aggregator gathers information sources ensuring requests for information is truly local and valid.

F. Plan Activation

When emergency that will require multi-agency coordination has occurred or is imminent, the Emergency Management Chief may advise the County Administrator to request a local state of emergency and issue a formal request for state assistance. If the County Administrator is not present the line of succession will be the County Administrator, followed by the Deputy County Administrators and then Emergency Services Director. The line of succession is further detailed in the Continuity of Government (COG) plan. In the absence of a local state of emergency, the Emergency Management Chief may activate portions of this plan in accordance with the appropriate levels of mobilization to facilitate response readiness or monitoring activities.

- a. **Level III – Monitoring Activation** – Monitoring is a constant process conducted by the 9-1-1 Consolidated Communications Center and Emergency Management staff. During Level III activation, Emergency Management disseminates information to the EOC team via email, alpha paging, telephone notification and radios.

- b. **Level II – Hazard Specific Activation** - Level II activation may be implemented by the County Administrator, Emergency Management Chief, or their Designee upon an imminent threat. The Emergency Management Chief utilizes the National Incident Management System (NIMS) to identify the needed partners to facilitate and coordinate requests for the specific type of incident or emergency. NIMS is a systematic, proactive approach to help departments and agencies at all levels of government, along with non-governmental organizations and the private sector to work together and manage incidents involving all types of threats and hazards.
- c. **Level I – Full Activation** – Level I activation (Full County) may be implemented for a major event or disaster exceeding the scope and resources available within the county. These types of events require multi-agency coordination to ensure an effective response and recovery for the citizens and visitors to Sarasota County. Additionally events of this nature often include a “State of Emergency”, which provides a conduit to request assistance from the state and FEMA. As in a level II activation, the Emergency Management Chief identifies the needed partners required for EOC staffing, which includes all components of operational, logistical, financial, recovery and planning coordination.

G. Protective Actions

1. Evacuations

Evacuation operations in Sarasota County call for a coordinated effort by county, municipal and the various emergency response agencies in the preparation and movement of evacuees from threatened areas into safe areas. Many evacuations will be localized and require only selected assistance from county resources. However, during large-scale or regional evacuations, close coordination with surrounding jurisdictions will be required and shall be accomplished through the EOC. Evacuation, not only Sarasota County, but the entire Tampa Bay Region may require the use of all pertinent municipal and county resources as well as the coordinated efforts of surrounding counties and state agencies. Sarasota County will actively pursue full regional coordination during hurricane response activities.

Evacuation for a Localized Disaster

- Any evacuation during a localized disaster will be dictated by the situation and by the decision of the incident commander based upon the threat to the areas adjacent to the disaster site. The decision and order to evacuate will be made within the jurisdiction by the appropriate authority. In this event, coordination will be established with the Emergency Operations Center which will be activated to the level II to facilitate and coordinate as necessary.

Large Scale Evacuation

- When in the judgment of the County Administrator or designee an approaching hurricane or other potential large-scale emergency presents a threat to Sarasota County, the Executive Policy Group (EPG) will be convened. If deemed appropriate, the EPG will recommend to the Board of County Commissioners that a Declaration of a State of Local Emergency be issued.
- If necessary during an impending disaster, the Sarasota County School Board, or if designated by the Board, the Superintendent of Schools, will order the closing of public schools. Public schools will be closed based on consultation with the County Administrator or designee.
- Responsibility for closing of businesses during actual or impending disasters rests with individual business management. However, businesses located within an area ordered to be evacuated by the Executive Policy Group, or an incident commander for a localized disaster, must be evacuated.

Evacuation Areas

- Those in areas directed to evacuate should depart to a safe location at homes of friends or relatives, hotels/motels, out of the county entirely or to a designated public shelter.
- For hurricane evacuation purposes, the county is divided into 5 evacuation levels (Level A- E) corresponding to the potential height of storm surge inundation from hurricanes: (e.g. Evacuation level A (Red) = storm surge up to 7 feet), Evacuation level B (Orange) = storm surge from 7 to 15 feet, Evacuation level C (Yellow) = storm surge from 15 to 26 feet.. Evacuation level D (Green) from 26 to 30 feet and Evacuation level E from 33 to 35 feet.
- The Sarasota County hurricane evacuation map and guide which

is published annually provides color coded representation of the 5 evacuation levels and zones.

- The evacuation clearance times from the 2010 Southwest Florida Regional Hurricane Evacuation Study will be utilized as a the primary timing tool along with guidance from the National Hurricane Center and the Tampa Bay National Weather Service Office.
- Residents of all mobile homes must evacuate for any level of hurricane.

2. Sheltering

The opening of general population shelters is a responsibility of the Mass-Care Unit Leader and coordinated with the Logistics Section Service Branch Director.. The opening of special needs shelters is the responsibility of The PSN Unit in coordination with the Logistics Section Service Branch Director further outlined in the Special Needs Shelter Recommended Operating Guideline.

The Executive Policy Group meet to discuss the need for the opening of emergency shelters, the impact of closure on the school year and possible reopening dates. For a hurricane evacuation the Policy Group will make a request to the Superintendent of Schools to close all schools so that they can be used as evacuation shelters.

During a major evacuation for an impending hurricane, there may be evacuees that waited too long and become stranded in their vehicles as the storm is approaching. During these situations emergency responders will follow the “run from the water, hide from the wind” theory and locate refuges of last resort to be used for temporary and minimal sheltering for evacuees who cannot make it to a designated shelter in time. Law enforcement and fire rescue personnel will make every attempt possible to move these evacuees to public shelters as soon as possible. Sources of refuge would include church buildings, service club buildings, and community centers. Unoccupied office buildings, warehouse or other types of building may also be utilized depending on the severity of the storm. A map of the evacuation route and shelter locations is located in the Emergency Operations Center Guide at the EOC and will be released to the media by the PIO upon activation and is also located in the annual disaster planning guide.

H. Response and Relief Operations

Once the emergency has passed, coordination of relief operations will begin such as search and rescue operations, mass casualty activities, provision of emergency supplies, preliminary damage assessment, emergency debris removal, and emergency restoration of utilities. The EOC will continue to assess the situation and provide situational awareness in order to develop a common operating picture. The EOC Command will establish response priorities and allocate available resources.

The primary initial local coordinating agency for requesting resources and relief from State and Federal sources and allocating such supplies within the County will be the Emergency Operations Center. State and Federal Emergency Response Teams may be established and sent as soon as possible after the emergency. Ideally, these Emergency Response Teams will be located in Sarasota County at or near the Emergency Operations Center and will carry out all State coordination and assistance functions until the Joint Field Office (JFO) is established.

The municipalities will make requests for immediate relief supplies and resources that they are not able to acquire on their own to the EOC. The EOC will consolidate all city requests into a County request for immediate relief resources. The County request for outside resources will be made to the State EOC through the use of EM Constellation, the FDEM resource request portal.

IV. Mitigation and Preparedness Activities

Sarasota County has a State and FEMA-approved Local Mitigation Strategy which expires in 2016. The Local Mitigation Strategy is developed by a working group comprised of local organizations. This process and the working group are coordinated through the Emergency Management Planning Section Chief. The working group is comprised of the following:

- American Red Cross
- City of North Port
- City of Sarasota
- City of Venice
- Town of Longboat Key
- Ringling Museum
- Sarasota County Government
- Sarasota County School Board
- Sarasota County Sheriff's Office
- Sarasota Memorial Hospital

- University of South Florida- Manatee

A. General

1. Plan Maintenance Responsibilities

The Emergency Management Officer assigned as the Planning Section Chief is responsible for the development and maintenance of the Comprehensive Emergency Management Plan and ensuring that the necessary revisions to the plan are prepared, coordinated, published and distributed.

2. Vital Records Preservation and Maintenance

The Emergency Management Officer assigned as the Planning Section Chief, in conjunction with the County's Records Custodian, will identify vital records and develop plans and procedures to protect or relocate them to the EOC, Alternate EOC, or safe off-site storage facility. The Director of Information Technology will maintain an IT Disaster Recovery Plan for electronic vital records and databases.

Figure 5: Sarasota County Non-Emergency Organizational Structure

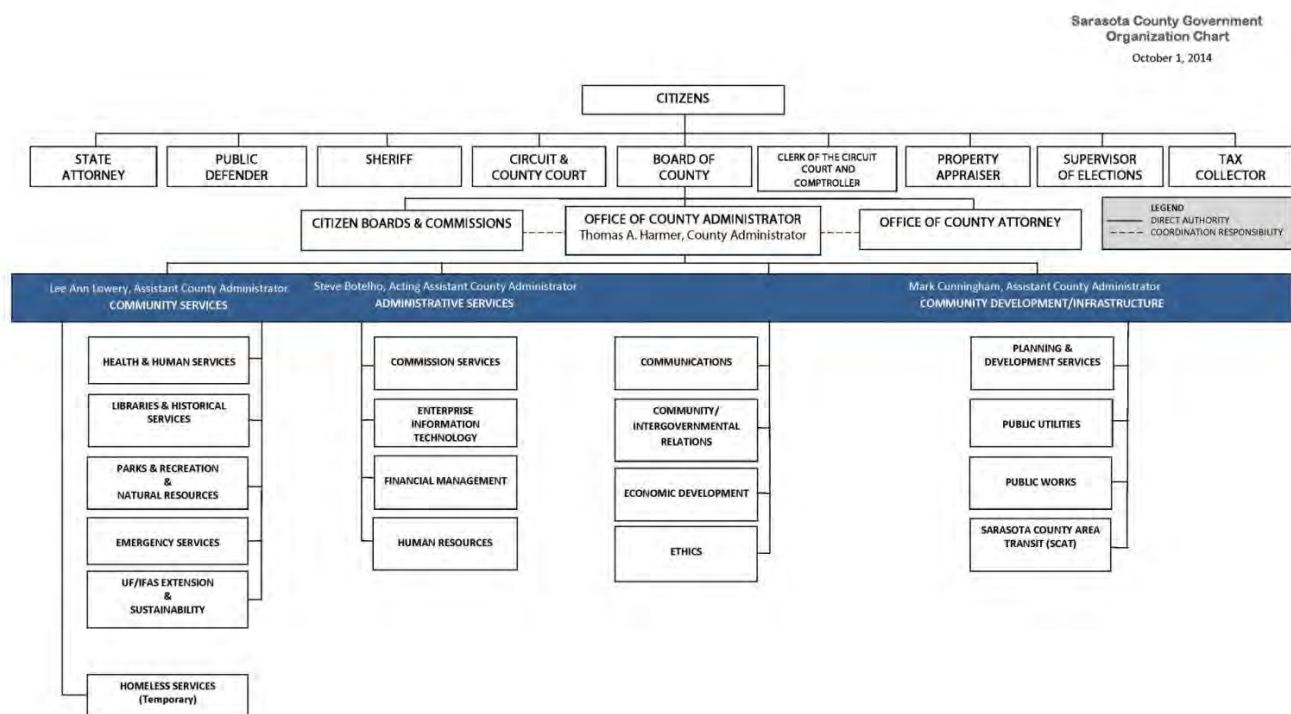
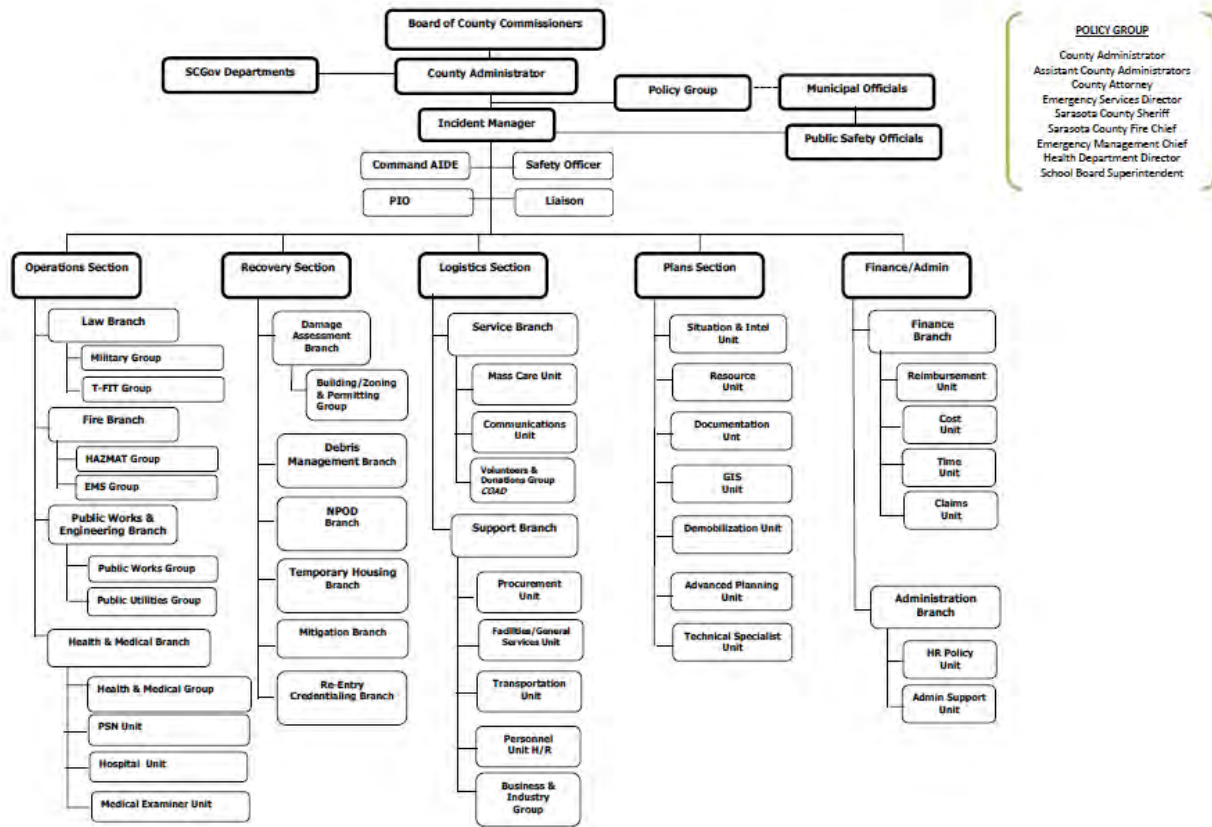


Figure 6: EOC Emergency Organizational Structure



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V. FINANCIAL MANAGEMENT

This section provides guidance for basic financial management to all departments and agencies responding under the provisions of the plan. Additionally, guidance is provided to ensure funds are managed in accordance with appropriate federal, state, and Sarasota County policies, regulations and standards, as well as adhering to sound accounting principles.

A. Assumptions

1. Due to the nature of most emergency situations, finance operations must often be carried out with limited time frames due to the emergency nature of response, necessitating the use of non-routine procedures. This, in no way, lessens the requirements of sound financial management and accountability.
2. A Presidential Disaster Declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act in addition to the financial resources initiated at the local and state levels.
3. In the absence of a Presidential Disaster Declaration, agency declarations, such as by the Small Business Administration, may provide other sources of funding to assist with costs of the incident.
4. County assumes full financial responsibility of any associated emergency disaster costs in the absence of outside funding typically received as a result of a Presidential Disaster Declaration, agency declarations, or by other outside funding sources.

B. Management of Expenditures

Timely financial support of any extensive response activity could be crucial to saving lives and property, and aiding in the long-term recovery of the incident. While innovative means of procurement may be called for during times of emergencies, it is still mandatory that good accounting principles and practices be employed in order to safeguard the use of public funds from the potential of fraud, waste and abuse.

4. Response Phase

The Sarasota County Office of Financial Management, as part of the Finance and Administration Section of the EOC, is responsible for overall financial management during a disaster. This office is responsible for management of all federal and state financial assistance programs, in coordination with the Clerk of the Court (Finance) which is the County Comptroller and Financial Accounting Officer for Sarasota County.

The Office of Financial Management will ensure that all procurement activities are conducted in accordance with local, state, and federal requirements for reimbursement. During the response phase the Office of Financial Management will activate simultaneously with the Logistics Section of the EOC to begin implementation of the financial documentation management and tracking processes. The Office of Financial Management will work in close coordination with the Logistics Section of the EOC to ensure appropriate documentation procedures are followed throughout all stages of the acquisition process. The county will finance the immediate emergency response and recovery operations required by an incident from the available funds within the current budget. In the event that the county qualifies for a federal disaster declaration which includes potential public assistance funds, the county will request post-disaster reimbursement for eligible expenditures.

By the authority of Florida Statute 252.31-91 and local ordinance, emergency purchasing procedures will be in effect. Expenditure thresholds are established by county resolution number R2013-032. Procurement procedures are established by county ordinance number O2013-009. Prudent and sound accounting practices will be observed to the greatest extent possible during a critical incident or emergency situation. The Office of Financial Management will be responsible for the documentation of response and recovery costs in compliance with federal reimbursement requirements. This includes documentation of all human resource related costs including internal personnel, external agencies, and volunteer hours which may be used as federal match. The documentation of expenses must include personnel overtime and associated equipment and supply usage. Emergency personnel deployed out-of-county in support of operations conducted under the provisions of the Statewide Mutual Aid Agreement must document all expenses associated with their deployment.

a. Mutual Aid Agreements and Memoranda of Understanding

The County and its municipalities are signatories to the Statewide Mutual Aid Agreement. Under this agreement, requests for assistance can be made to the FDEM or any other signatory. The requesting party will be responsible for reimbursement of all reimbursable expenses to all assisting parties. The assisting party will bill requesting parties for all reimbursable expenses as soon as practicable after the expenses are incurred, but not later than 60 days following the period of assistance, unless the deadline for identifying damage is extended in accordance with 44 CFR Part 206. The requesting party will pay the bill, or advise the county of any disputed items, not later than 60 days following the billing date. Requests for mutual aid will be made through the State Liaison located in the state EOC, or through the State Watch Office

- b. Request for mutual aid** Incoming requests for mutual aid from the SWO or other signatures to the statewide mutual aid agreement to Sarasota County shall be directed to the Sarasota County Emergency Management Division Director. The director of emergency Management will forward to the county administrator for approval. Assisting Sarasota County agencies shall maintain detailed records and submit invoices for reimbursement to the requesting party or FDEM using a format used or required by FEMA publications, including 44 CFR Part 13 and applicable Office of Management and Budget Circulars. Requesting parties and FDEM finance personnel will provide information, directions and assistance for record keeping to assisting parties. Agencies or departments that are tasked by the FDEM must retain the mission tracking number received for that particular task. Mission number(s) are assigned by FDEM to the agency or department when requested to respond. If a Sarasota County agency responds and does not have a mission tracking number, costs associated with the response may not be compensated. The Office of Financial Management Grants Team ensures that agreements have been established and that the county properly documents expenditures (i.e., labor, equipment, materials) as required. The county uses FEMA Daily logs to document these expenses when assisting other entities under mutual aid agreements. In the event that Sarasota County is the recipient of mutual aid assistance approved by the county administrator, the agencies that are providing assistance are required to complete FEMA Daily Logs in order to document

potential eligible expenses for future reimbursement.

- c. Municipal Financial Coordination** Emergency Management, in coordination with the Office of Financial Management Grants Team, maintains a point of contact list with the county's municipalities. This information is confirmed prior to the start of each hurricane season. Municipalities generally adhere to the county's Standard Operating Procedures; additional expectations are relayed as required. Financial documentation procedures are established in the FEMA Daily Logs for county staff and municipal jurisdictions to follow.

2. Recovery Phase The FEMA Public Assistance Grant Program authorized by the Stafford Act, awards grants to assist governments and certain private non-profit entities with response responsibilities in recovery resulting from disasters. Specifically, the program provides assistance for debris removal, emergency protective measures, and permanent restoration of infrastructures. The Office of Financial Management is responsible for filing requests for public assistance on behalf of the county. The Director of the Office of Financial Management is authorized to sign all financial agreements. This process includes, but is not limited to:

- Coordinating the compilation of all County project worksheets;
- Interfacing with county, state, and federal personnel throughout the public assistance grants process;
- Functioning as the coordination point for State Public Assistance Coordinator (PAC) and FEMA PAC;
- Identifying permanent work project options with department, state, and federal representatives;
- Coordinating appropriate financial resources for permanent work options;
- Coordinating appropriate financial resources for all improved or alternative projects;
- Attending the Applicant's Briefing (Kick-Off Meeting).

1. Applicant Briefing

The Applicants' Briefing is a meeting conducted by the State to inform prospective applicants of available assistance and eligibility requirements for obtaining federal assistance under the declared event. The meeting is held as soon as practicable following the President's declaration.

During the briefing, the State will determine the eligible incident period and a description of the declared event. Applicant, work, and cost eligibility will be reviewed and the project formulation process will be introduced. The State will also discuss funding options, record-keeping and documentation requirements, and Special Considerations issues.

The county is responsible for the identification and invitation of all internal stakeholders who may potentially be eligible for federal reimbursement funding. Applicants may complete the Notice of Interest Form at the Kick-Off Meeting and must complete a Request for Public Assistance Form. The Request for Public Assistance reports damages suffered by each potential applicant and is used by the Federal Coordinating Officer and Public Assistance Officer to determine the number of damage survey and inspection teams to deploy. For further information regarding the Public Assistance Process, visit:

<http://www.fema.gov/government/grant/pa/index.shtm>

a) Project Worksheets

Sarasota County Emergency Management, in conjunction with the Office of Financial Management Grants Team has the responsibility to coordinate with all departments within the county to compile project worksheets with the Federal Emergency Management Agency, and conduct ongoing coordination to ensure full eligibility for reimbursement. Project worksheets are formulated with the use of the county's FEMA Daily Log forms.

Emergency Management and the Office of Financial Management Grants Team are responsible for the following steps:

- Identifying their recovery projects through damage assessment as soon as practicable;

- Preparing a list of damaged sites and emergency work performed;
- Preparing project worksheets to restore each site/facility to pre-disaster conditions;
- Providing needed information to the Florida Division of Emergency Management and FEMA project officials;
- Coordinating the necessary documentation for project worksheets with project officers;
- Coordinating field inspections of recovery work;
- Providing a contact person who accompanies the Public Assistance Coordinator or Project Officers for site damage surveys;
- Providing cost breakdowns and documentation for all completed work.

C. Reimbursement Procedures

Emergency-related expenditures are documented through the use of the county's FEMA Daily Log by both county and non-county personnel assigned to a presidentially-declared disaster incident. The following outlines the required elements that are to be included when a reimbursement request for emergency-related expenditures is generated:

- b) A narrative report written on county letterhead or other agency-required forms (exception for electronic reports)

5. Submission of expense report in Microsoft Excel format to include listing of invoices, check numbers, names of contractors, and amounts in date order

- 3. Submission of an IFAS expense report which identifies expenses and reconciles with the county's General Ledger

II. A request for adjusting journal entries in the event that an adjustment is needed to reconcile accounts. Adjustments must be requested by the Project Manager and processed by the Grants Manager

- a) Inclusion of backup documents for expenses, including invoices and cancelled checks for payment of invoices

Project Managers are responsible for ensuring that all monitoring reports and reimbursement requests are complete, accurate, and submitted to the Granting Agency in a timely manner. At a minimum, reimbursement request will be generated at least quarterly, when expenditures reach \$50,000 or at intervals as required in grant agreement. A complete copy is to be forwarded to Office of Financial Management Grant Team for review and inclusion in the Clerk of Court Official Document Imaging System master file. Detailed information regarding these procedures can be found in the Grant Policy and Procedure Manual.

B. Financial Management Training

The Clerk of the Court (Finance) provides financial management guidance to the county through a variety of methods which include, but are not limited to:

1. Accounting policies and procedures which are maintained on the intranet portal of the Clerk of the Court (Finance).
2. Cash Management Training which is provided annually by the Training and Development Group in Human Resources
3. Grants Training which is provided annually by the Training and Development Group in Human Resources
4. The Office of Financial Management will coordinate a training schedule for emergency incident financial reporting and records maintenance requirements to coincide with the Emergency Management annual training and exercise schedule.

C. Financial Record Keeping

1. All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in compliance with:
 - The Code of Federal Regulations - Title 44 Emergency Management and Assistance (CFR 44); relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act;
 - Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities of local government.
 - The County and Municipal Finance Departments.
 - The *Handbook for Disaster Assistance*, Division of

Emergency Management has been prepared to provide basic information and instructions. This handbook can be obtained from Sarasota County Emergency Management.

- The *Public Assistance Policy Digest*, Federal Emergency Management Agency, defining policies and procedures for the Public Assistance Program. This handbook can be obtained from Sarasota County Emergency Management.
2. The preservation of vital records for the continuation of government will be the responsibility of the Department Heads and Constitutional Officers. County court records are stored in a separate building at the Clerk's Records Facility to insure the preservation of vital records pre and post disaster. The Board of County Commission records are stored at a separate facility.
 3. The Office of Financial Management is responsible for implementing, maintaining, and tracking all financial projects and matters during and after a disaster.
 4. At a minimum, FEMA records should be retained and maintained for a period of five (5) years following official receipt of closeout letter from FEMA.

VI. REFERENCE AND AUTHORITIES

Ultimate responsibility for the protection of life and property and the preservation of public peace, health and safety lies with local governments. The authority for local governments to respond to situations and take actions necessary to safeguard the life and property of its citizens is set forth in the following regulations.

A. Sarasota County

1. Chapter 252.38, Florida Statutes delineates the emergency management responsibilities of political subdivisions in safeguarding the life and property of citizens and other persons within the political subdivision. Key points within the statutes are listed below.
 - a. Sarasota County shall perform emergency management functions within the territorial limits of Sarasota County and conduct those activities pursuant to 252.31 – 252.91, and in

accordance with state and county emergency management plans and mutual aid agreements. Sarasota County has the authority to establish, as necessary, a primary and one or more secondary emergency operating centers (EOC's) to provide continuity of government, and direction and control of emergency operations.

- b. Sarasota County has the power to appropriate and expend funds; make contracts; obtain and distribute equipment, materials and supplies for emergency management purpose; provide for the health and safety of persons and property, including assistance to victims of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set forth by federal and state emergency management agencies.
- c. Sarasota County has the authority to request state assistance or invoke emergency related mutual aid assistance by declaring a local state of emergency. The duration of the local state of emergency shall be limited to 7 days, and it may be extended as necessary in 7-day increments. Sarasota County participates in the Statewide Mutual Aid Agreements in existence. The county also has the power and authority to waive the procedures and formalities otherwise required of Sarasota County by law, pertaining to:
 - Performance of public work and taking whatever prudent action is necessary to ensure the health, safety and welfare of the community.
 - Entering into contracts and incurring obligations.
 - Employment of permanent and temporary workers.
 - Utilization of volunteers.
 - Rental of equipment.
 - Acquisition and distribution, with or without compensation, of supplies, materials and facilities.
 - Appropriation and expenditure of public funds.
 -
- d. Sarasota County recognizes the right of municipalities within

the County to establish their own emergency management plans and programs. Those municipalities establishing emergency management programs will coordinate their activities and programs with Sarasota County Emergency Management in accordance with 252.38 (2) Florida Statutes.

2. Sarasota County Emergency Management serves the entire county. It is the responsibility of Sarasota County to establish and maintain an emergency management office, develop a comprehensive emergency management plan and program that are consistent with the state comprehensive emergency management plan and program.
3. Sarasota County Emergency Management shall review emergency management plans required of external agencies and institutions.
4. Sarasota County School Board shall, during a declared local state of emergency and upon the request of the Emergency Management Chief participate by providing facilities and personnel to staff those facilities. Sarasota County School Board shall, when providing transportation assistance, coordinate the use of vehicles and personnel with ESF-1, Transportation.

B. Ordinances and Administrative Rules –

The following ordinances and administrative rules apply to Sarasota County Emergency Management activities:

1. State of Florida Statutes
 - a. Chapter 1, Definitions
 - b. Chapter 7, County Boundaries.
 - c. Chapter 14, Title IV, Executive Branch, Governor
 - d. Chapter 22, Emergency Continuity of Government.
 - e. Chapter 23, Florida Statutes, as amended by Chapter 93-211, Laws of Florida.
 - f. Chapter 30, Sheriffs
 - g. Chapter 73, Eminent Domain
 - h. Chapter 74, Proceedings Supplemental to Eminent Domain
 - i. Chapter 119, Public Records Exemptions
 - j. Chapter 125, County Government; Chapter 162, County or Municipal Code Enforcement; Chapter 165, Title XII,

- Municipalities, Formation of Local Governments; Chapter 166, Municipalities; and Chapter 553, Building Construction Standards.
- k. Chapter 154, Public Health Facilities
 - l. Chapter 161, Beach and Shore Preservation; Part III, Coastal Zone Preservation.
 - m. Chapter 163, Intergovernmental Programs; Part I, Miscellaneous Programs.
 - n. Chapter 166, Municipalities
 - o. Chapter 187, State Comprehensive Plan.
 - p. Chapter 252, Emergency Management.
 - q. Chapter 321, Highway Patrol
 - r. Chapter 380, Land and Water Development.
 - s. Chapter 381, Title XXIX, Public Health.
 - t. Chapter 401, Medical Communications and Transportation.
 - u. Chapter 403, Environmental Control.
 - v. Chapter 404, Radiation.
 - w. Chapter 406, Medical Examiners.
 - x. Chapter 409, Title XXX, Social Welfare.
 - y. Chapter 427, Transportation Services.
 - z. Chapter 768, Good Samaritan Act.
 - aa. Chapter 870, Affrays, Riots, Routs and unlawful assemblies.

2. Federal

- a. Public Law 106.390, as amended, which provides authority for response assistance under the National Response Plan aka Federal Response Plan, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.
- b. Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.
- c. Public Law 81-290, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state and local levels for all types of hazards.
- d. Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, which governs hazardous materials planning and right-to-know.
- e. Public Law 101-615, Hazardous Materials Transportation

Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.

- f. Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- g. Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in pollutants.
- h. Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.
- i. Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.
- j. Public Law 91-671, Food Stamp Act of 1964, in conjunction with section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- k. Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- l. Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management and Shelter Program.
- m. National Flood Insurance Act of 1968, 42 USC 4001 et seq.
- n. CFR 44 Parts 59-76, National Flood Insurance Program and related programs.
- o. CFR 44 Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
- p. CFR 44 Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- q. CFR 44 Part 10, Environmental Conditions.
- r. CFR 44 Part 14, Audits of State and Local Governments.
- s. Presidential Directive HSPD-5 dated February 28, 2003.
- t. Presidential Directive HSPD-8 National Response Plan.

3. Administrative Rules State of Florida

- a. Florida Department of Community Affairs Administrative Rules 9G2, 6, 11, 12, 14, 16, 17, 19, 20, 21 and 22.
 - b. Florida Department of Community Affairs Administrative Rules 9J2 and 5.
 - c. State of Florida Uniform Accounting System (2000)
4. Sarasota County
- a. Sarasota County Comprehensive Plan, as amended.
 - b. Sarasota County Resolution to adopt the CEMP
 - c. Related Municipal Resolutions
 - d. Declaration of a Local State of Emergency
 - e. Current Local Mitigation Strategy
 - f. Current Statewide Mutual Aid Agreement
 - g. Sarasota County Purchase Policy
 - h. Sarasota County Rules of Procedure for State of Emergency Board Meetings
 - i. Any Sarasota County Ordinance related to Emergency Management
5. The Sarasota County Emergency Operations Guide outlines the Recommended Operating Guidelines, contact lists, maps, charts and forms) addresses other situations that may occur but not limited to:
- Fires
 - Hazardous Materials Incident
 - Aircraft Incident
 - Severe Weather
 - Mutual Aid
 - Railroad Incidents
 - Water Accidents
 - Missing Person
 - Bomb Threats
 - Employee or Volunteer injured or killed

Sarasota County Fire Rescue Response Protocols cover response to coastal oil spill, major spills or leaks involving

hazardous materials, airports and ports and marinas. The Area Port Security Plan and Coast Guard Plans and Procedures also address coastal oil spills and ports and marinas.

Other reference documents include the following but are not limited to:

Sarasota County Post Disaster Redevelopment Plan
Sarasota County Continuity of Operations Plan
Sarasota County Damage Assessment Recommended Operating Guidelines
Sarasota County Debris Management Plan
Sarasota County Emergency Notification Guidelines
Sarasota County Emergency Operations Center Recommended Operating Guidelines
Sarasota County Health and Human Services Needs Assessment Recommended Operating Guidelines
Sarasota County Evacuation Management Recommended Operating Guidelines
Sarasota County Tactical First-In Team Recommended Operating Guidelines
Sarasota County Local Mitigation Strategy and Standing Rules
Sarasota County Local Terrorism Incident Response Annex
Southwest Florida Regional Evacuation Coordination Procedure
Sarasota County Emergency Management Resource Directory
Sarasota County Special Needs Shelter Recommended Operating Guidelines
Sarasota County Storm Emergency Time/Event Schedule (Hurricane preparedness checklist)

Additional reference documents and Recommended Operating Guidelines/Procedures will be developed as needed.

Sarasota County

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

RECOVERY ANNEX

April 2015



This document is a Security System Plan in accordance with FS 119.071 –
General exemption from inspection or copying of public records.

I. INTRODUCTION

This annex details a coordinated system for recovery operations, identifies the operational concepts, and provides an overview of the organizational structures, which will bridge the gap between the Comprehensive Emergency Management Plan (CEMP) and long-term recovery, rebuilding and reconstruction priorities. The Recovery Annex describes the methods that Sarasota County will use to conduct recovery activities. It addresses policies that promote an expedited, all-hazards disaster recovery process among various stakeholders.

II. GENERAL

In the post-disaster phase of a disaster, the Emergency Operations Center will manage, coordinate, control and direct the response and recovery efforts. The EOC charts in the Organizational Charts Appendix define the assumptions and functions associated with the EOC. The EOC will serve as the coordination point for establishing the Rapid Impact Assessment Teams (RIAT's), staging areas and other sites for coordinated assistance. The EOC will be manned by representatives from each ESF and other agencies involved in the recovery process. The EOC will be organized consistent with the state and federal response and recovery systems.

Direction, control and coordination during the immediate recovery phase focuses on the following types of activities:

- Establishment of an inter-county recovery network designed to provide the support for movement of response actions, relief supplies and services into the county.
- Acquisition, allocation and administration of the distribution of emergency supplies including food, water, ice and medications.
- Managing post-event sheltering operations.
- Initiating preliminary damage assessment (airborne and ground), debris removal and the restoration of utilities.

The primary local coordinating agency for requesting resources and relief supplies and support within the county is Emergency Management. This function will be performed from the EOC under the direction of the Emergency Management Chief. If necessary, the EOC may be moved to an alternate EOC facility identified during the impact assessment to provide access to functional equipment or meet space requirements. This transfer to an alternate EOC will only take place when there is sufficient evidence that sustainment of operation is achievable and immediate danger has passed allowing recovery efforts to be initiated safely.

1. Sarasota County Emergency Management has primary responsibility for coordinating recovery efforts. The Emergency Management Chief will appoint the local representative to the Joint Field Office (JFO) and state recovery staff, upon activation of the JFO.
2. The National Disaster Recovery Framework states that jurisdictions will designate a Local Disaster Recovery Manager (LDRM). For Sarasota County, the LDRM shall be appointed by the County administrator. The role of the LDRM is to organize, coordinate and advance the recovery at the local level. This position will manage and coordinate the redevelopment and rebuilding of the community. The LDRM should be able to represent and speak on behalf of the chief executives. The LDRM will serve as the county's primary point of contact with the State.

For incidents that necessitate an LDRM, the Emergency Management chief will designate individuals with the necessary knowledge, skills and abilities to assist the LDRM with the task of redevelopment and rebuilding of the county. The LDRM will coordinate the long-term recovery needs of the community utilizing a committee comprised of infrastructure, planning & development, emergency services, along with various volunteer organizations active in county disaster groups

3. The Emergency Management Chief will request the State to participate in establishing Disaster Recovery Centers (DRCs) and will appoint a representative to the State Recovery Staff. Individual ESF's in the EOC will coordinate with their state counterparts during response and recovery operations. In order to assure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, state and federal agencies will coordinate with the Local Disaster Recovery Manager in the EOC.
 - a. The Local Disaster Recovery Manager or designee will coordinate recovery activities with the municipalities. Individual ESF's in the EOC will coordinate with their municipal counterparts during response and recovery operations. In order to assure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, municipalities will be encouraged to have representatives in the EOC.

- b. All recovery activities are coordinated through the Local Disaster Recovery Manager and begin during the response phase with an evaluation of:
- situation reports
 - mission assignments logged and tracked
 - municipal status update reports received from local governments
 - EOC briefings
 - local conference calls
 - impact assessment data, as well as other impact information received from other sources
 - damage reports received from citizens

These information sources are reviewed and monitored to start the identification of areas that should receive priority for damage assessment and human needs assessment. This gathering of intelligence sets the stage for the operational transition from response to recovery activities, which takes place as the incident begins to stabilize

- c. The Coordinator for ESF-14 is the Public Information Officer (PIO) and is responsible for providing public information and education programs regarding the recovery effort and available local, state and federal assistance. The PIO will follow procedures established in ESF-14 Public Information for the dissemination of information as well as the EOC ROG's/ROP's. The PIO will participate in the Joint Information Center (JIC). Public information programs will use all the resources outlined above in reaching the population in Sarasota County. Special efforts will be made to reach the hearing/sight impaired; non-English speaking or those that are not in touch with traditional communications outlets.
- d. The Local Disaster Recovery Manager or designee is responsible for the county participation in the Disaster Recovery Center for the affected area. The Local Disaster Recovery Manager or designee will serve as the Special Projects Coordinator/County Recovery Center Coordinator

to coordinate with state and federal individual assistance officers in the establishment of a Joint Field Office.

- e. The Emergency Management Chief is responsible for the following items in support of the State of Florida RECON.

Pre-designation of helicopter landing zones for RECON aviation support. Landing zone locations (GPS coordinates) are listed in the Critical Facilities Inventory and have been transmitted to State of Florida Division of Emergency Management.

Pre-designation of staging areas and sites for RECON operations. Staging area locations (GPS coordinates) have been transmitted to State of Florida Division of Emergency Management.

- f. The county utilizes the established process under the Stafford Act, as amended by the Disaster Mitigation Act 2002, for obtaining and administering state and federal disaster assistance. When the President issues a disaster declaration that includes Sarasota County, the County will receive notice from the State directly as well as through the media coverage. The Emergency Management Chief will ensure that this information is transmitted to the Policy Group and all Sections and ESF's for coordination of financial reimbursement with county agencies while maintaining compliance procedures for financial transaction, accurate accounting, grants management, document tracking and payroll procedures. Each County agency is responsible for the collection and documentation of reimbursement information, identification of public assistance projects, and submission to Clerk for countywide consolidation and submission to FEMA. It is the responsibility of Clerk of the Court to acquire additional staffing to implement the public assistance program.

The Local Disaster Recovery Manager will transmit disaster declaration, recovery assistance information and technical assistance resources to the municipalities, special taxing districts and not-for-profit organizations, who perform essential governmental type services, as described in FEMA regulations via fax, conference calls, e-mail and Internet, media outlets and other communications mechanisms.

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- g. The LDRM will assign representatives to , solicit and provide technical assistance and support to municipal jurisdictions throughout Sarasota County to assist in community-wide recovery efforts. The Municipal Liaison will also ensure that multi-jurisdictional issues which require coordination, such as infrastructure restoration of roads, bridges, utility systems and telecommunications, can be effectively coordinated across jurisdictional lines. The lead coordination agency will work directly with the city managers for each impacted jurisdiction and request that a staff assignment is made for recovery working groups requiring representation from the municipality. These assignments may be based upon level of impact to the municipality, available technical expertise within the municipality, level of interest, need for coordination, and jurisdictional regulatory authority.
- h. During a disaster event, the county recovery activities outlined in this section are the same for declared and non-declared disasters with the exception of available federal and/or state resources. Without a federal disaster declaration, financial assistance for victims is limited and heavy reliance is placed on the American Red Cross, Salvation Army, charitable agencies, volunteer donations and insurance coverage. In the absence of a Presidential disaster declaration, agency declarations, such as by the Small Business Administration, may provide other sources of funding to assist with costs of the incident. Businesses must depend on insurance coverage or obtain loans/refinancing for recovery. The County and municipal governments must meet infrastructure recovery needs through existing operating funds and insurance or issue bonds to fund disaster recovery. The unmet needs committee may be an additional source of recovery resources and will be convened to identify victims' needs and possible recovery assistance.
- i. The primary departments and agencies that have lead or support roles for the implementation of long-term recovery are the following:
- Emergency Management
 - Property Appraiser
 - School Board
-

- Planning and Development Services
- Community Services
- Health and Human Services
- Talent and Performance Management
- Environmental Services
- Public Works
- Administrative Services
- Information Technology
- Office of Financial Management
- Sarasota Community Organizations Active in Disasters (COADs)

III. Transition to Recovery

While there is no clear line of differentiation between the Response Phase and the Recovery Phase, there are general activities which begin to occur in recovery that signify a gradual de-escalation of the response phase. The recovery phase marks the transition from response to recovery, and in Sarasota County, It begins as soon as the Response is initiated. The county may implement a Disaster Recovery Center to assist the transition to its long-term recovery, which is guided by the Post Disaster Redevelopment Plan (PDRP) and the Long-Term Recovery Coalition (LTRC) manual.

The core principles and organizational constructs in the Recovery Annex coexist with the CEMP and build upon its organizational structure and resources to more effectively address recovery needs. The CEMP fully transitions to the recovery when the disaster-specific mission objectives of the Emergency Support Functions (ESFs) are met and the EOC begins to demobilize. Response organizations will deactivate at the end of the response phase. Other organizations will remain active and/or transform into a broader post-disaster recovery role. Such organizations can include, but are not limited to, infrastructure repair, housing reconstruction, economic stabilization, and health and social services. As these post-disaster redevelopment actions are implemented, oversight for long-term recovery will transition back to organizations which are typically responsible for overseeing these activities during normal operations.

The recovery process is best described as a sequence of interdependent and often concurrent activities that progressively advance the county toward a successful recovery. However, decisions made and priorities set early in the recovery process will have a cascading effect on the nature and speed of the recovery progress. Figure 1 indicates how response and recovery functions are related in example sectors.

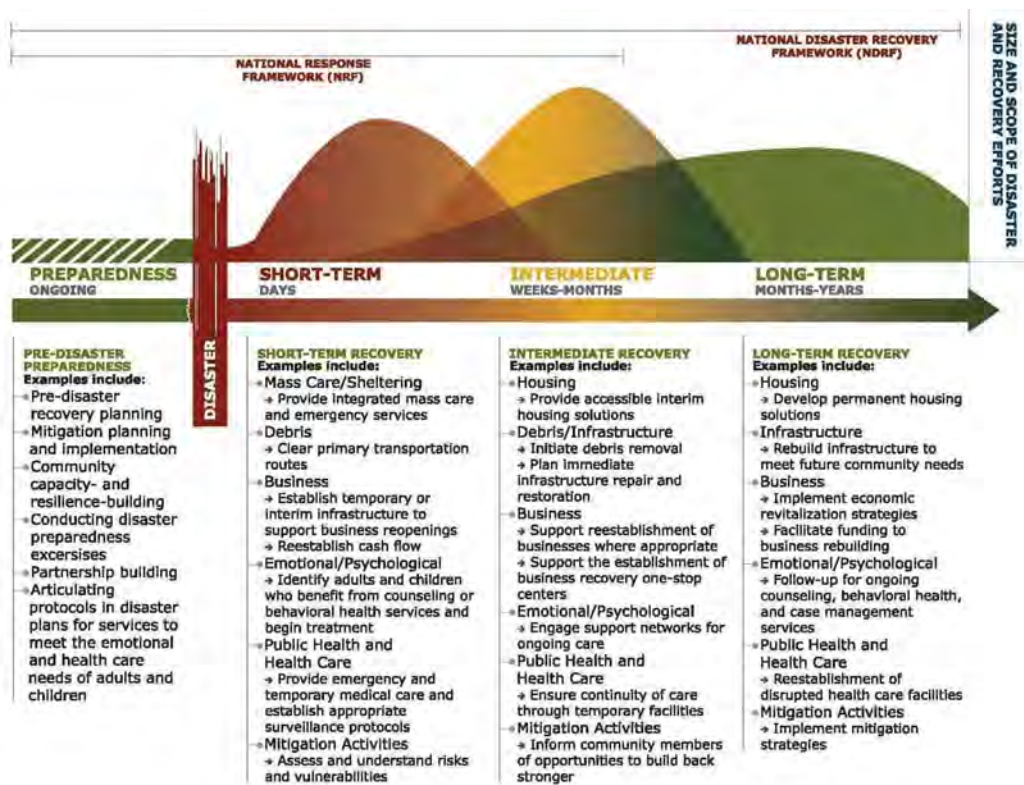
Post Disaster Redevelopment Plan

The county maintains a Post Disaster Redevelopment Plan which provides direction regarding county-wide redevelopment following a disaster. This plan includes strategies and objectives for redevelopment of Housing and Planning, Infrastructure, Public Facilities, Public Safety, Economic Redevelopment, and Environmental Restoration.

Long Term Recovery Coalition

The Sarasota Long-Term Recovery Committee (LTRC) was formed under the Sarasota Communities Active in Disaster (COAD). Key LTRC organizations include the American Red Cross, the Salvation Army, the United Way, other local faith-based organizations, private sector organizations, county human service agencies, and Sarasota County Emergency Management. The purpose of the LTRC is to coordinate the efforts among community human service and housing agencies in addressing the unmet needs of families and individuals. The LTRC is activated at the beginning to the recovery process to assist the community with transition to long-term recovery.

Figure 1: Recovery Continuum – Description of Activities by Phase



A. Joint Field Office Coordination

The Joint Field Office is a temporary Federal multi-agency coordination center. It is established locally to facilitate field-level, domestic, incident-management activities. The Joint Field Office provides a central location for coordination of federal, state, local, non-governmental and private sector organizations. The Local Disaster Recovery Manager will coordinate all activities with state and federal recovery personnel at the Joint Field Office. The Local Disaster Recovery Manager, through the County Emergency Management Chief, will liaison with the State Recovery Staff and will provide local representation if necessary. A municipal representative, selected by the Local Disaster Recovery Manager will coordinate recovery activities with the municipalities.

The bulk of federal recovery field operations during a declared event are coordinated through the JFO. Unlike the State Emergency Operations Center, the Joint Field Office facility is determined by, and under the authority of, the Federal Emergency Management Agency. The Joint Field Office will be staffed with representatives from federal agencies having emergency responsibilities, and may be co-located with the office of the State Coordinating Officer. Joint Field Office site selection will be made by the Federal Coordinating Officer and the State Division of Emergency Management director. State Emergency Response Team personnel work alongside their Federal Emergency Management Agency counterparts to achieve mutual objectives. For additional information, see the State's Recovery Operations for the Joint/Disaster Field Office Standard Operating Guidelines.

B. State and Federal Disaster Assistance Process

In order to receive a Federal disaster declaration under the Stafford Act, the following steps must be conducted. Each step is addressed in detail in an upcoming section of this Plan. Following is a brief overview:

1. **Local State of Emergency Declaration:** The process for issuing a local state of emergency is outlined in the Sarasota Comprehensive Emergency Management Plan. A local state of emergency may be issued at any time deemed necessary by the executive leadership. However, in order to receive recovery assistance from a higher level of government (state and federal), a local state of emergency must be declared by Sarasota County.

2. **Rapid Impact Assessment and Initial Damage Assessment:** Sarasota County Planning and Development Services Damage Assessment Branch (consisting of members of Sarasota County, and its municipalities) will assess the impacts of the disaster as detailed in the Rapid Impact Assessment and Initial Damage Assessment of this annex. These assessments provide an initial overview of the type and extent of the damage and include inputs from municipalities, special districts and other eligible entities within the county. The initial assessment is transmitted to the State Emergency Operations Center from Sarasota County Emergency Operations Center..
3. **State of Emergency Declaration by the Governor:** When deemed appropriate, the Governor will issue an executive order or proclamation in support of the County's request for assistance. This will provide the authority to activate State emergency response resources to assist the County's efforts.
4. **Preliminary Damage Assessment:** The State Emergency Response Team and the Federal Emergency Management Agency will initiate a damage assessment with Sarasota County in order to document the severity of the impact and to justify the need to pursue a request for a Presidential Declaration. When the damage is of such magnitude and severity that it would appear a declaration is imminent, this assessment may not be necessary.
5. **Emergency Declaration Request and Notification:** When the minimum thresholds have been exceeded for a Presidential Disaster Declaration, the Governor requests a Federal Disaster Declaration, in writing to the President, through the Federal Emergency Management Agency's Region IV Headquarters in Atlanta, Georgia. If the Federal Emergency Management Agency concurs with the request, it is sent to the President who determines whether the request will be approved or rejected. Approval may be for any or all of the three primary categories of Federal Disaster Assistance that are made available through the Stafford Act: Request for Public Assistance, the Individual and Household Program, and Small Business Administration loans. The response is transmitted back to the Governor through the Federal Emergency Management Agency's Region IV Headquarters. Once the State Emergency Operations Center receives the official notification, it will notify each of the

counties within the State of Florida. It is the responsibility of the County Emergency Operations Center to notify all municipal jurisdictions and special districts within the County of the Federal Disaster Declaration.

IV. RECOVERY FUNCTION

A. Damage Assessment Function

Damage assessment is the basis for determining the type and amount of state and/or Federal financial assistance necessary for recovery and mitigation. An initial damage assessment is conducted during the response and immediate recovery phase to support a request for a gubernatorial proclamation and for the state to request a presidential declaration.

Damage assessment has a two-fold mission:

- To identify the immediate needs and resources required to assist disaster victims.
- To substantiate requests for supplemental assistance.

1. Initial Damage Assessment

The initial damage assessment begins immediately after the incident occurs. This damage assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated. The damage assessment data is reported to the Sarasota County Emergency Operations Center.

From the damage assessments, a "quick dollar estimate" of the damages will be derived based on certain presumptions and assumptions predetermined by the recovery team in the Sarasota EOC. – Sarasota County will use the ARM360 Damage Assessment software to determine structure loss and value.

In the immediate aftermath of the disaster, Sarasota County - Damage Assessment Branch will conduct a countywide impact assessment consistent with the county's –Damage Assessment Recommended Operating Guidelines. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure and life safety issues.

All impact assessment team members must report impact assessment results through their designated chain of command to ESF-5 in the EOC within hours of disaster impact. The results are mapped on a Geographic Information System map with color-coded categories.

The impact assessment data provides a countywide general overview of the most significantly impacted areas and, therefore establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance.

Habitability Certification

Once structures, buildings and homes have been severely damaged, and/or had power cut off in impacted areas, power cannot be restored until inspected by a certified electrician. The Sarasota County Building Official will notify utility suppliers in the County of reinstatement of electrical service. All buildings damaged must be permitted for rebuilding or restoration and all new work must be up to current codes. -. Condemnation of severely damaged buildings and structures will be accomplished when they become public safety issues. These are legal responsibilities of all jurisdictions within the county.

a. Lead Organizational Responsibilities

Emergency Management

- Provides damage assessment training as described in the Basic Plan.
- Collects and consolidates initial damage assessment reports
- Transmits damage assessment information to the State Emergency Operations Center
- Requests technical assistance if damage assessment is beyond the county's capabilities.
- Coordinates with state and federal damage assessment teams.
- Contacts the Damage Assessment Coordinator for reporting instructions to the EOC.

- Develops damage assessment recommended operating guidelines and checklists.

Planning and Development Services

The county Planning and Development Services Department is the lead organization for conducting damage assessment of private property, businesses, and public property and infrastructure.

- Determines habitability and safety of damaged structures.
- Ensures damage assessment teams are properly trained and equipped.
- Contacts Damage Assessment -Branch members to report to Staging Area for deployment.
- Coordinates damage assessment information received from private property and businesses.
- Assigns damage assessment teams to impact areas.
- Monitors threshold amounts for minor, major and destroyed properties.
- Provides residents with information regarding recovery assistance, informing residents of available services, location of the Disaster Recovery Center, handing out brochures, etc.
- Obtains property assessment information for team members.
- Assists in determining damage assessment values for private property.

b. Support Organizational Responsibilities

- County Public Works: Coordinates assessment of damage to county buildings, and facilities. --. Assist in evaluating the damage to utilities and traffic control systems; roads and bridges; and flood control facilities; and transportation resources.
- County Utilities: Assist in evaluating the damage to water and wastewater systems control facilities.

- County Property Appraiser: Provide field officers from the Appraiser's Office to assist in facility (homes, businesses and public buildings) damage assessment.
- Library Services: Damage to libraries and associated property.
- American Red Cross: Identification of immediate personal, disaster relief needs for individuals affected by the event. Victim mass care requirements - food, water, clothing, shelter/housing, medical needs, etc.
- Sarasota County School Board: Damage to school buildings and property.
- County Parks and Recreation: reports damage to its various Parks and Recreation facilities.

2. Joint Preliminary Damage Assessment

In order to confirm that the impact from disasters meets disaster assistance thresholds, a Joint Preliminary Damage Assessment (PDA) is requested by the Emergency Management Chief as soon as possible after damage assessment data is compiled, or if the magnitude of the event overwhelms the ability of the county to conduct its own damage assessment.

A Joint Preliminary Damage Assessment is needed to:

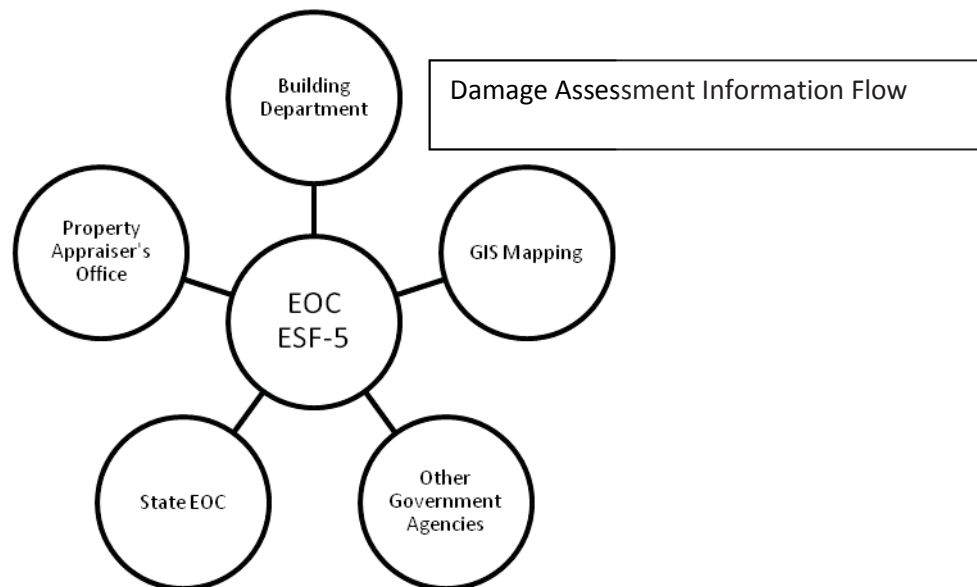
- Assess the severity and magnitude of the disaster
- Quantify homes and businesses impacted by the disaster
- Determine whether local resources will be sufficient to effectively respond and recover from the incident.

The outcome of this assessment will determine eligibility for state and federal aid. Sarasota County Emergency Management Recovery Section is the county's centralized point for receiving and transmitting damage assessment reports. The Sarasota County Property Appraisers Office provides monetary damage valuations.

The Sarasota County Damage Assessment Branch director (Building Department Director or designee) coordinates joint damage assessment teams to perform a "structure by structure" damage assessment. ESF-5 produces a preliminary damage

assessment for the state EOC Situation Report and other government agencies.

If the preliminary damage assessment indicates that the damage is severe and widespread, a declaration of a State of Emergency may be possible without a detailed written damage assessment. In that case state and federal teams may be dispatched to assist in completing the damage assessment.



Information is collected and evaluated, using State Damage Assessment Forms, Situation Reports, Essential Elements of Information (EEI) and other means and is shared with State and Federal officials as needed. This prevents duplication of effort and verifies incomplete information.

ESF-5 is the centralized point to consolidate the damage assessment information. This assessment is formatted using State Damage Assessment Forms to facilitate rapid dissemination of information. Sarasota County agencies use the Sarasota County Damage Assessment Recommended Operating Guidelines to document and insure damage assessment procedures are standardized.

3. State of Florida RECON Team

Following any major or catastrophic disaster, a rapid assessment of local damage and victim needs is essential in determining the critical resources needed to support disaster victims. To accomplish this, the State may deploy a RECON

Team(s) immediately following a catastrophic emergency or disaster in Sarasota County which requires immediate damage assessment to provide local officials full understanding as to the extent and impact of the emergency or disaster.

a. RECON Composition and Support

The purpose of the RECON is to assist Sarasota County officials with an accurate assessment of damage to local infrastructure (particularly roads and communications) and determine the immediate needs of the victim population in the affected area through coordinated use of the RECON resources.

Florida Division of Emergency Management will initiate RECON deployment following procedures specified in RECON SOP. The RECON team leader will coordinate assessment activity with the Sarasota County Emergency Management Chief or designee. Sarasota County officials required to assist RECON operations will immediately report to the Emergency Operations Center (EOC) when advised of RECON arrival in Sarasota County.

b. Logistic Support

The RECON Team is organized and equipped to be self-sustaining if necessary. Logistic support from Sarasota County will be situation dependent. Current designated RECON landing/staging zones:

Primary- Sarasota Department of Fire-Rescue East Side Heliport
FAA Identification Number- 6FL6
Lat/Long-27-20-20.165N/082-29-47.34W

Alternate- Sarasota Memorial Hospital Heliport
FAA Identification Number- FA23
Lat/Long-27-19-04.1670N/082-31-47.35W

Tertiary - Mosquito Control Heliport
FAA Identification Number- FA33
Lat/Long-27-16-21.0000N/082-21-58.00W

B. Disaster Recovery Center

Disaster Recovery Center (DRC): A Disaster Recovery Center may be established in the area to provide “one-stop” assistance for information and tele-registration. The county EOC will initiate a request through the State Emergency Operations Center for the establishment of a DRC within Sarasota County. The Recovery Section Chief will coordinate with the Florida Division of Emergency Management for the establishment of Disaster Recovery Centers. This coordination includes ensuring the selected facilities or locations are capable of supporting DRC operations for extended periods. Although only one DRC may be established after an incident, Sarasota County Emergency Management has pre-identified a variety of locations to serve as DRC’s. The location will be selected based on community need and structural suitability.

The Recovery Section Chief or designee will provide the state and federal agencies with a list of locations identified in the pre-event planning stage, and that have been inspected by preliminary damage assessment teams and found safe. Sarasota County Procurement will ensure Memoranda of Understanding are completed for each non-county facility selected for use as a DRC. Once DRC sites have been confirmed, the locations will be released to the PIO and the JIC, where a coordinated press release will be provided to all available media sources. Sarasota County Emergency Management, Facility Management, and Information Technology Departments will coordinate DRC resource requests to ensure the designated facility is functional to serve the public, including but not limited to, janitorial services, communications, security, and access control capabilities.

FEMA has established the following guidelines for determining if a building is suitable for use as a Recovery Center.

- Minimum of 5,000 sq. ft. of floor space
- Waiting area capable of accommodating 100 persons
- Access for the disabled
- Separate parking areas for child care, crisis counseling, and first aid
- Adequate parking
- Located near public transportation systems
- Adequate utilities and communications
- Adequate rest rooms and janitorial services.

Personnel that have been identified to staff the DRC will be contacted. They will be provided instructions for reporting

and role and responsibilities for assigned duties. Local agencies will be utilized unless resources are depleted and state assistance is required. Request is made via the State Emergency Operations Center.

1. **DRC Staffing and Resources** – The Recover Section Chief and Logistics Section Chief and County Facility Management will work closely with ESF-2, ESF-3, ESF-6, ESF-7, and ESF-16 to ensure each DRC has the necessary utilities, supplies and materials to conduct operations. Once DRC sites and locations have been confirmed, county, state and federal PIO's will prepare a coordinated press release to advise persons affected by the disaster of the location of DRC's, assistance available through the DRC's, and any documentation they may require to support their claims for assistance.
 - a. **Local Resources and Staffing** – Although DRC's will be staffed with representatives from appropriate federal and state agencies, county agencies, local private relief organizations and business organizations capable of providing disaster related information to individuals and businesses may also provide resources and information about programs within the County. Local resources may include, but are not limited to, the following:
 - Sarasota County Development Services
 - Sarasota County Human Services
 - Sarasota County Solid Waste
 - Sarasota County Utilities
 - Sarasota County Department of Health
 - Southwest Florida American Red Cross Chapter
 - United Way Suncoast
 - Economic Development Council of Sarasota County
 - b. **FEMA/State Recovery Center Manager and Support Staff** -- responsible for the overall management of the DRC.
 - c. **Florida Agency for Workforce Innovation** -- provides assistance and information to disaster victims about unemployment compensation and disaster unemployment assistance.

- d. **U.S. Farmers Home Administration and Florida Dept. Of Agriculture and Consumer Services** -- provides assistance and information to disaster victims about low interest disaster loans that cover agricultural and farm losses.
- e. **U.S. Small Business Administration** -- provides assistance and information to disaster victims about low interest disaster loans for homeowners and business owners.
- f. **Florida Dept. Of Financial Services** -- provides assistance and information about resolving insurance claims and banking problems.
- g. **Florida Dept. of Children & Families** -- provides assistance and information on the availability of regular and emergency food stamps and individual/family grants.
- h. **Internal Revenue Services** -- provides assistance and information about how the disaster will affect their taxes.

C. Infrastructure and Public Assistance

1. Public Assistance Program

The County Finance FEMA Grants Team Department has primary responsibility for coordinating activities required by the Public Assistance Program, to include project formulation, project management, and grant closeout. The County Finance FEMA Grants Team Leader - will designate a Public Assistance Officer (PAO) that will be responsible for coordinating all activities related to federal reimbursement to local government and eligible private not-for-profit organizations, for their eligible costs incurred as a result of the event. The County PAO will also be responsible for staffing a Public Assistance Section at the Disaster Recovery Center (DRC). Each municipality, special district or not for-profit must have their own separate application with FEMA and will be required to file their own Request for Public Assistance (RPA). The County PAO will work closely with ESF-14 Public Information to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. Notification may occur through written

correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio and television stations. Potential eligible applicants will be notified of the date, time and location of the scheduled applicants briefing. The State has the responsibility to conduct the Applicant's Briefing.

Agencies and departments with supporting roles and responsibilities for the Public Assistance Program include, but are not limited to:

- **Sarasota County Planning and Development Services:** Coordinate the collection of damage assessment data for all Public Assistance related damages, including structures, and equipment.
- **Sarasota County Public Utilities:** Coordinate the collection of damage assessment data for all damages to public utilities.
- **Sarasota County Solid Waste:** Coordinate the collection of damage assessment data for all Public Assistance related and debris clearance.
- **Municipal and Special District jurisdictions:** Coordinate collection of damage assessment data for all facilities, infrastructure, and equipment damage owned by the respective jurisdictions, as well as debris clearance activities occurring in their jurisdictions.

2. Public Assistance Program Concept of Operations

a. Insurance Coordination Procedures

Most Public Assistance Grants will not be processed until insurance coordination with the appropriate carrier has been completed. County and local government Risk Managers must ensure early turn around of insurance documents and documentation. The State Public Assistance Office will administer all public assistance grants, agreements and contracts. Administrative staff will be responsible for providing technical assistance to eligible applicants and sub-grantees and for maintaining and submitting all documents and paperwork necessary to obligate and disburse public assistance funds. This includes establishing a system for the processing of payments to sub-grantees and to FEMA; and establishing

and maintaining accounting records for each payment draw down by the State, and each payment to the sub-grantees.

b. Administrative Procedures

Applicant Briefing

An applicant briefing will be scheduled by the state to advise potential eligible applicants (county agencies, municipalities, other government and private non-profit entities, Indian tribes) of the availability and requirements of federal assistance. Potential applicants are identified during damage assessment performed within the county. Each potential applicant will be asked to complete and return a Request for Public Assistance (RPA) form. Damages suffered by each potential applicant are reported on the RPA and is used by the Federal Coordinating Officer (FCO) and PAO to determine the number of damage survey and inspection teams.

A completed RPA will be transmitted to the FCO for each potential applicant. If the RPA is denied by the FCO, the PAO will notify the potential applicant in writing, explaining the specific reason(s) for denial and providing information on appeal procedures.

Potential applicants for Public Assistance include:

Sarasota County
City of North Port
City of Sarasota
City of Venice
Town of Longboat Key
Sarasota County School District
Private Non Profit entities

Kick-off Meeting

A kickoff meeting is held with each applicant to assess the applicant's needs, discuss disaster related damage and set form a plan of action for repair of the applicant's facilities. This meeting usually includes the Public Assistance Coordinator (FEMA), the Liaison (State) and the applicant. Others that will be involved in working with repairing the damage and documentation would benefit from attending. Attendees will be determined at the time the kick-off meeting is scheduled between the PAC and applicant. The

County's designated PAO will invite all departmental financial coordinators which are responsible for cost tracking and financial reimbursement for their department, -

Potential applicants will also be requested to complete and return a "Designation of Sub-grantee's Agent" form that designates the official authorized to sign the funding agreement and execute relevant public assistance documents. Before any public assistance funds are released, the State and Applicant must enter into a disaster relief funding agreement. Much of the information and materials needed to complete and track these transactions are available online at www.floridapa.org.

Potential applicants will be notified based on the existing Point of Contact lists for jurisdictions and agencies maintained in the County EOC. Information from Damage Assessment Reports will be used to identify areas of impact and the appropriate POC will be notified from the existing list in the County EOC.

List of Potential Projects and Project Worksheets

Each potential applicant must submit, within the designated application period, a "List of Projects" to be reviewed for public assistance. This list should identify, for each damage site and project; the disaster assistance category, site location, description of the damage and scope of work necessary to repair, replace or restore projects to pre-disaster conditions. Damage survey and inspection teams, comprised of county, state and federal engineers, planners and architects, will review each project and activity on the List of Projects.

The Public Assistance Officer will coordinate with each applicant to arrange the survey and inspection schedules, ensure participation by appropriate local officials and ensure necessary records and documentation are available. The inspection team will prepare Project Worksheets (PW) for each project, identifying activity descriptions, scopes of work and cost estimates. Each PW undergoes two levels of review before approval by the FCO. This approval must occur within 45 days of the date of first inspection. The first review, performed jointly by the state/federal damage survey and inspection team, is for concurrence on the PW. If state and federal inspectors concur, the PW goes to the FCO for approval. If there is a

disagreement on the PW, it is returned to the applicant for resolution of the discrepancy. The second review, conducted by FEMA staff, is done before final approval of the FCO. If the PW is approved, it is forwarded to the FCO for approval. If there is a discrepancy, it is returned to the survey and inspection team for resolution of the discrepancy.

Any changes made to a PW during any stage of the review process will be returned to the applicant, who will then have an opportunity to review the change, concur or not concur and attach any additional documentation or statements to support their position.

The County PAO will maintain a list of ongoing projects with their status and will regularly update this list based on activities within the County. ESF-5 will be utilized to assist in maintain this information. Contact information for key agencies and community partners along with means of contact is maintained in Emergency Management for use in a disaster. This information is maintained by the FEMA Grant Team within the Office of Financial Planning.

Appeals

The County, on behalf of a Sub-grantee, can petition the GAR to appeal any FEMA determination on, or denial of, federal public assistance. This appeal must be made in writing within 60 days from the date of notification of FEMA's determination. The Sub-grantee must provide sufficient information that permits the County to provide to the GAR the facts needed to assess the validity of the appeal. The FCO will review the appeal and conduct the necessary investigation to determine the validity of the appeal. The FCO will, within 90 days following receipt of the appeal, notify the GAR in writing of the disposition of the appeal or if additional information is required. If additional information is requested, the FCO shall have an additional 90 days, from receipt of the information, to review the information and notify the GAR of the disposition of the appeal. If the FCO denies an appeal, the Sub-grantee may submit a second appeal to the FEMA Associate Director. This appeal must be in writing and submitted through the GAR and FCO within 60 days after receipt of the denial of the first appeal. The FEMA Associate Director has 90 days in which to make a decision on appeal or request additional information. If the

Associate Director denies the appeal, a third and final appeal may be made to the FEMA Director within 60 days after receipt of the Associate Director's denial. The FEMA Director has 90 days in which to make a decision on the appeal or request additional information. The Director shall notify the GAR of the final disposition of the appeal.

Program Assistance and Management

The State PAO will administer all public assistance grants, agreements and contracts. Administrative staff will be responsible for providing technical assistance to eligible applicants and sub-grantees, and maintaining and submitting all documents and paperwork necessary to obligate and disburse public assistance funds. This includes establishing a system for the processing of payments to sub-grantees and to FEMA; and establishing and maintaining accounting records for each payment draw down by the State and each payment to subgrantees. Public Assistance will be handled using the Public Assistance Manual and forms from the state.

Final Inspections

When all PWs in any project application have been completed, a project summary must be submitted by the Sub-grantee to the PAO and Governor's Authorized Representative. State and federal inspectors will conduct a final inspection of the project to verify the project's completion. Final inspection documents will then be prepared and forwarded to the FCO for the preparation of any closing supplements.

Staff Support

The County Public Assistance Office, established by the PAO, may be staffed by the following positions, which can be adjusted according to need:

Public Assistance Officer -- responsible for the overall management of the Public Assistance Office and coordination of all activities related to federal reimbursement of eligible applicants;

Assistant Public Assistance Officer -- assists the Public Assistance Officer in the management of the office and coordinating reimbursement to eligible applicants;

Public Assistance Coordinator -- coordinates the scheduling of damage survey inspection teams and assists in the review of completed Project Worksheets (PWs);

Public Assistance Inspectors -- review public damage as part of state damage survey inspection teams and provides technical assistance to eligible applicants in the preparation and review of PWs;

Insurance Coordinator -- provides technical assistance to eligible applicants on National Flood Insurance Program (NFIP) and other insurance requirements and reviews completed PWs for compliance with insurance requirements;

Administrative Staff -- process payments to eligible applicants, manage sub-grants with eligible applicants and maintain accurate accounting of all financial transactions;

Support Staff -- prepare routine correspondence and applications, maintain files and perform necessary clerical work;

Legal Staff -- review public assistance policies and procedures for compliance with applicable local, state and federal requirements and regulations.

Employment of Temporary Staff -- In the event of a catastrophic event, the existing staff of the County and municipal government(s) may be insufficient to staff the Public Assistance Office. The PAO will contact the following sources for additional temporary staff:

- Professional engineering associations -- for temporary public assistance inspectors
- Florida Chapter, American Planning Association – for temporary public assistance inspectors
- State agencies -- for temporary public assistance inspectors, administrative and other support staff.

D. Debris Management
Debris Disposal Procedures

ESF-3 has the responsibility for the overall coordination of debris removal efforts to include securing all required state and federal agency environmental permits. The Solid Waste Department is responsible for the development of the County's debris removal

plan. This plan includes processes for interagency coordination, legal issues regarding private property debris removal, Right of Entry, pre-identification of debris collection sites and recycling sites, and the handling of hazardous waste debris. The debris removal planning process includes coordination with various entities such as the County Attorney to develop entry procedures for debris removal from private property, and the Department of Health for hazardous materials and other public health issues such as the removal of animal carcasses.

Priorities for emergency debris removal efforts will focus on clearing major transportation arteries in an effort to allow the movement of emergency vehicles, supplies, resources and traffic. Other priorities include providing access to critical facilities such as hospitals. After the restoration of the major transportation arteries has been completed, debris will then be removed from collector roadways, residential/local roadways, and public parks. Sarasota County Solid Waste will ensure adequate pre-approved contracts with debris removal vendors are in place to perform debris monitoring and removal.

In an effort to minimize the impacts on remaining landfill capacities, alternate means of debris disposal will be utilized whenever possible. Vegetative debris will be burned or chipped. Burning will not be used when it creates a public health hazard. Suitable burn sites will be pre-identified in the county's debris removal plan.

It is anticipated that significant numbers of personnel with engineering and construction skills, along with construction equipment and materials, will be required from state and federal agencies and from sources located outside of the affected area(s). The acquisition and deployment of these resources will be coordinated with ESF-7 Resources and ESF-3, Public Works.

ESF-7, Sarasota County Office of Financial Planning is responsible for other emergency period contracts. ESF-3 Public Works is responsible for working with the debris removal contractor and maintain all records and documents for submission to the FEMA Grant Team within the Office of Financial Planning.

Sarasota County Planning Services Department maintains the Comprehensive Land Use Plan that provides policies regarding building within the wetlands, flood plains, and environmentally sensitive areas. The Comprehensive Land Use Plan provides the basis for redevelopment in the post-disaster environment. All

recovery actions, both short and long term, must be completely addressed through the Comprehensive Plan.

E. Community Response

Sarasota County Human Services, through ESF-6, is the lead agency for coordination with the State Community Response Coordinator. Responsibilities include ensuring trained volunteers are available to assist the Community Response Coordinator in this capacity. This team will liaison with the FEMA/State Team. The Damage Assessment Team will determine the most critically damaged or impacted areas for the FEMA/State Team to focus on. The various municipalities, Chamber of Commerce, ministerial associations and other civic organizations will be contacted to assist in assessing the community needs. In addition, ESF-8 lead and support agencies will be used to identify Special Needs or special concerns that need to be addressed. During the recovery phase, special effort will be made to reach impacted individuals that may need assistance with the assistance identified above.

- Sole contact with the State Community Response Coordinator in Tallahassee or the JFO.
- Responsible to maintain the Community Relation County Roster database provided by the State DEM Recovery Section every May.
- Responsible for recruiting local participants in the Sarasota County area to be part of the FEMA/State/Local Community Response Teams during a Presidential Declared Disaster in Sarasota County.
- Responsible for dissemination and collecting information vital to the disaster victims in order for them to recover from the declared disaster. Flyers and applicant guides will be provided to the disaster victims for them to tele-register on the 1-800-621-FEMA line for Disaster Assistance.
- Responsible to report any disaster victims unmet needs to the appropriate agency.
- Responsible to provide the disaster victim with an opportunity to tell their story to a responsive Community Response Team member.
- Responsible to maintain on-going communications with Community leaders/Organizations and Local

Government officials regarding disaster issues and the disaster application process. Contact list is maintained in the County EOC.

- Perform other roles and responsibilities, which are outlined in the State's Community Response SOP and Community Response Field Guide.

F. Unmet Needs Coordination

The Sarasota County Human Service Director, in conjunction with Sarasota County COADs, has the lead responsibility for coordinating unmet needs during long-term recovery. With assistance from the member groups and other volunteer organizations, the COAD will utilize existing lists of community service providers, local churches, community outreach programs and municipalities to fulfill all requests. A volunteer center may be established in the county to support unmet needs coordination and operations. Human Needs Assessment Teams, municipalities and local officials will meet to help identify unmet needs. The Sarasota COAD maintains the lists of volunteers and community organizations.

Generally, agencies (both non-profit and profit) will notify the EOC of the needs of the communities which they canvas. SCEM has a cooperative relationship with a multitude of field agencies in both emergency and non-emergency times. During a major disaster operation, FEMA will provide Community Relations Teams. Sarasota County, along with the American Red Cross, will field damage assessment teams to get a sense of the community's needs. Emphasis areas for the teams will be:

- a. Areas of the greatest disaster impact
- b. Isolated and rural areas
- c. Low socio-economic areas
- d. Elderly, special needs, and socially isolated individuals

Training and workshops are available through several resources such as health care organizations that specialize in home health care, workshops provided or coordinated by SCEM staff, and training provided to members of volunteer organizations such as American Red Cross and United Way.

G. Emergency Temporary Housing

The Sarasota County Emergency Management Recovery Section will serve as the local Temporary Housing Coordinator. This role requires coordination directly with the State's Disaster Housing Task Force to coordinate all local housing operations. Establishment of emergency temporary housing is a complex, multi-faceted function, and Development Services will require from the Local Disaster Housing Task Force, which is comprised of representatives from the following:

- Building Department
- Code Enforcement
- Parks and Recreation
- Planning Services
- Public Works
- Water/Utilities
- Municipal housing and building representatives
- Sarasota County Housing Authority

The county may establish an expedited permitting process which may include "one-stop permitting" centers staffed by county permitting representatives for the purpose of implementing streamlined permit processing. The purpose of this process is to expedite repair and reconstruction of buildings, and to provide information support for provision of temporary housing and encouragement of business resumption and industrial recovery. The County may establish such centers and procedures in coordination with other governmental entities that may provide services and support, such as the Florida Division of Emergency Management, FEMA, SBA, and HUD. These centers combine the presence of multiple agencies to provide better coordination of information that disaster victims may need in order to rebuild.

Transitional Housing

If it is determined that shelter residents and evacuees will not be able to return to their homes for an extended period of time, it may be necessary to activate transitional shelters until more suitable, longer-term housing options are available. Such transitional shelters can be operated in churches, community centers, convention centers, barracks, or similar existing structures. The Federal Emergency Management Agency's Transitional Sheltering Assistance (TSA) Program may approve, fund, and administer the use of hotels and motels as transitional shelters, which is not charged against disaster survivors' maximum amount of Individual

and Housing Program financial assistance. The Federal Emergency Management Agency can also provide reimbursement for hotel/motel accommodations to eligible applicants (County/municipality/special district) through the Housing Assistance Program, which is subject to the Individual and Housing Program financial assistance limit.

Interim Housing

The main objective of interim housing is to identify interim housing solutions with the goal of providing safe and functional temporary housing that allows a family to live together, with a reasonable amount of privacy, while meeting the physical accessibility needs of the household. This includes providing essential utilities, and access to areas for food preparation and bath facilities. Interim housing requires coordination between the Disaster Housing Task Force, municipal partners, and the Joint Field Office. Interim housing is designed to provide a solution for a period of generally up to 18 months. Interim housing may include:

- Rental properties
- Hotels and motels
- Mobile home and RV parks
- Seasonal housing units
- Mobile housing units on private property or group sites
- Big box facilities
- Cruise ships

Sarasota County

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Mitigation Annex

April 2015



**This document is a Security System Plan in accordance with FS 119.071 –
General exemption from inspection or copying of public records**

I. Introduction

Sarasota County has a State & FEMA approved Local Mitigation Strategy, which expires on February 23, 2016 and at the writing of this CEMP is being updated.

II. General

The Sarasota County Emergency Management Planning Section Chief of the Emergency Management Division is responsible for coordinating mitigation activities with the Local Mitigation Strategy Group. This person will always serve as the Chairperson of the Group and direct all mitigation activities that are required in order to maintain the Sarasota County Local Mitigation Strategy Multi-jurisdictional Plan.

III. Responsibilities

The Sarasota County Emergency Management Recovery Section, Damage Assessment Branch, is responsible for conducting damage assessment operations throughout the county including Special Flood Hazard Areas (SFHAs), in collaboration with the jurisdictions. The Recovery Section will forward all damage assessment reports to the Planning Section Documentation Unit. The Planning Section Chief will forward to each jurisdiction's Floodplain Manager the final damage assessment reports including damage to SFHAs, for their review. Additional assistance for the Floodplain Managers can be found within each jurisdiction damage assessment division or by requesting assistance to the Recovery Section Chief through the Planning Section Chief.



U.S. Department of Homeland Security
FEMA Region IV
3000 Chamblee Parker Road
Atlanta, GA 30341

FEMA

February 23, 2011

Mr. Miles E. Anderson
State Hazard Mitigation Officer
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Reference: Sarasota County Multi-jurisdictional Local Mitigation Strategy

Dear Mr. Anderson:

We are pleased to inform you that the Sarasota County Multi-jurisdictional Local Mitigation Strategy is in compliance with the federal hazard mitigation planning standards resulting from the Disaster Mitigation Act of 2000, as contained in 44 CFR 201.6. The plan is approved for a period of five (5) years, to February 23, 2016.

This plan approval extends to the following participating jurisdiction that provided a copy of their resolution adopting the plan:

- Sarasota County (unincorporated)

The approved participating jurisdiction is hereby an eligible applicant through the State for the following mitigation grant programs administered by the Federal Emergency Management Agency (FEMA):

- Hazard Mitigation Grant Program (HMGP)
- Pre-Disaster Mitigation (PDM)
- Severe Repetitive Loss (SRL)
- Flood Mitigation Assistance (FMA)

A fifth program, Repetitive Flood Claims (RFC), does not have a requirement for a local Hazard Mitigation Plan. National Flood Insurance Program (NFIP) participation is required for some programs.

We commend the participants in the Sarasota County plan for the development of a solid, workable plan that will guide hazard mitigation activities over the coming years. Please note that all requests for funding will be evaluated individually according to the specific eligibility and other requirements of the particular program under which the application is submitted.

For example, a specific mitigation activity or project identified in the plan may not meet the eligibility requirements for FEMA funding, and even eligible mitigation activities are not automatically approved for FEMA funding under any of the aforementioned programs. In addition, please be aware that if any of the approved jurisdictions participating in this plan are placed on probation or are suspended from the National Flood Insurance Program, they may be ineligible for certain types of federal funding.

Sarasota County

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Emergency Support Functions

April 2015



This document is a Security System Plan in accordance with FS 119.071 –
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EMERGENCY TRANSPORTATION**ESF-1****I. GENERAL:**

- A. Primary Agency:** Sarasota County Area Transit
- B. Support Agency:** Sarasota County School Board
Emergency Services Business Center - Fire Department

II. INTRODUCTION:**A. Purpose:**

The purpose of ESF-1 is to provide, in a coordinated manner through the EOC, human, technical, equipment, facility, and materials, and supply resources of, or obtainable by, ESF-1 agencies to support the emergency transportation needs of local, state, and federal governments and voluntary organizations during an emergency or a disaster.

B. Scope:

1. The available or obtainable air, water, rail, and land transportation resources of each ESF-1 agency will be provided through ESF-1 of the EOC for activation.
2. Agency available resources are the human, technical, equipment, facility, and material and supply resources available from within an agency, or resources obtainable through agency contractors, vendors, suppliers, and agency related and known local, regional, government(s) and public or private associations and groups.

C. Planning Assumptions:

1. Supplementary transportation may be needed in preparation for a disaster in the event the Sarasota County Board of County Commissioners orders an evacuation.
2. Additional resources may be needed following a disaster as a result of both increased transportation needs and disruption of normal transportation systems.
3. Transportation may be required for bringing emergency equipment and supplies into the disaster area. Emergency transportation may also be necessary to provide access to assistance centers for disaster victims and access to places essential to the resumption of normal community life such as stores, schools, government offices and major employment centers.

4. The provision of emergency transportation may involve establishment of usage priorities as well as the provision of additional resources while normal systems are being restored. Coordination with other ESF's efforts will be required.

III. CONCEPT OF OPERATIONS:

A. General:

1. During an emergency or disaster, the Sarasota County Area Transit will assign personnel to the ESF-1 duty schedule in the EOC.
 - a. Support agencies to ESF-1 will have previously designated personnel assigned to the duty schedule of other ESF's in the EOC or assigned to their respective agency EOC.
 - b. Therefore, ESF-1 will be available in person, e-mail, cell phone and by telephone, to assess and respond to transportation resource requests received by the EOC.
2. ESF-1 will proactively assess and routinely develop action plans, for submission to ESF-5, to meet the short and long term transportation needs of the threatened and/or impacted area.
3. ESF-1 will routinely prepare and file situation reports with ESF-5.
4. The transportation resource requests will be met with the available or obtainable transportation resources of one or more ESF-1 agencies, including the transportation resources available through mutual-aid agreements, compacts, private vendors, and FEMA.
5. Obstructions and/or damage to the multi-modal transportation infrastructure in the threatened and/or impacted area will be assessed and evaluated by ESF-1 and, as appropriate, tasked to ESF-3, Public Works and Engineering, as emergency work and emergency repair.

B. Organization:

1. ESF-1 is organized and operates as a team.
2. The Sarasota County Area Transit has a dual role as a coordinating agency and as a supporting agency.
3. The Sarasota County Area Transit, as the ESF-1 coordinating agency, must ensure that through coordinated annual planning activities all ESF-1 agencies:
 - a. participate in the review and revision of the text of the Comprehensive Emergency Management Plan (CEMP) and the text of the related State Emergency Response Team (SERT) Standard Operating Procedure (SOP);

- b. attend and participate in ESF-1 meetings, training, conferences, and exercises.
- 4. Likewise, the Sarasota County Area Transit must ensure that all ESF-1 agencies develop, test, and maintain manual or automated listings of:
 - a. agency emergency points of contact that are, or may need, to be contacted by agency representative(s) assigned to ESF-1;
 - b. agency available transportation resources (from within the agency) such as types of equipment and equipment operators;
 - c. points of contact for agency obtainable transportation resources (from agency contractors, vendors, etc.) such as equipment and equipment operators.
- 5. The Sarasota County Area Transit must coordinate ESF-1 activities within the EOC during periods of activation by:
 - a. developing and maintaining the ESF-1 duty schedule; and
 - b. coordinating the receipt, evaluation, and mission tasking of support requests from the threatened and/or impacted area.
- 6. All ESF-1 supporting agencies, including Transit, must ensure that:
 - a. their designated ESF-1 personnel have access to their agency's available and obtainable transportation resources;
 - b. the committed and uncommitted status of such resources is continuously tracked during an activation of the EOC.
- 7. As a team, all agency designated ESF-1 personnel will participate in the evaluation and mission assignment of transportation resource requests submitted to the EOC.
- 8. As a team, all agency designated ESF-1 personnel will support the development of situation reports and action plans for ESF-5 during activation of the EOC.

C. Notification:

- 1. The Sarasota County Emergency Management Division will notify the ESF-1 coordinating agency, SCAT, when Sarasota County is threatened or has been impacted by an emergency or disaster event.
- 2. The Sarasota County Area Transit designated ESF-1 coordination personnel will report to the EOC if so advised or requested by Emergency Management.
- 3. As warranted by the scope of the impending or actual emergency, disaster, the Sarasota County Area Transit coordinating personnel will

- notify the designated emergency operations personnel of one or more of the ESF-1 supporting agencies of the impending or actual event.
4. The designated emergency operations personnel of the ESF-1 supporting agencies notified will report to the EOC if so advised or requested by the Sarasota County Area Transit ESF-1 coordinating personnel.
 5. As required or deemed necessary by the notified ESF-1 supporting agencies, agency emergency operations personnel will notify their agency EOC and/or, regional, district, and local office emergency operations personnel of the impending or actual event.
 6. The above notification process will be utilized if the impending or actual event requires any combination of preparedness, response, recovery, or mitigation/ redevelopment activities.

IV. EMERGENCY SUPPORT FUNCTIONS:

A. Transportation Issues:

Coordination of emergency transportation planning with the primary agency will be accomplished through the Incident Commander, Emergency Management Chief or Operations Chief in the EOC. Recall of transportation personnel may be conducted by the SCAT Director for emergency recall at the request of Emergency Management or EOC. A call-down list is maintained. If buses are parked in the maintenance shop parking lot and emergency bus transportation is required, drivers are responsible for providing their own transportation to pick up their buses.

Passenger pickup points may be identified for the public. Drivers will use discretion in stopping to pickup passengers if flagged down. Pick-up points will be normal bus stops. Alternate pick-up points will be churches, community centers and convenience stores.

Sarasota County Area Transit (SCAT) buses are commonly marked and would not require special markings in an emergency. Public will be informed that buses are being used as emergency transportation for evacuation of residents to the shelters. ESF 8 will coordinate with ESF-1 for primary transportation for persons with special needs.

At the present time, there are no requirements to establish an emergency traffic regulation. If there becomes a requirement for one-way traffic flow or other special considerations, such regulation will be established in coordination with ESF-1 and ESF-16. The Regional Evacuation Plan will be utilized as needed.

The priority system for allocation of transportation resources is based on the

urgency of need as determined by ESF-1, ESF-3, ESF-7, ESF-8, ESF-9, ESF-11 and ESF-15. Priority for transportation is to meet medical requirements and basic human needs. The following priority guidance will be used by ESF-1 in the allocation of transportation assets:

PRIORITY	TRANSPORTATION TASKS
1	Movement of personnel in life threatening circumstances.
2	Support to critical assets.
3	Transportation of ill or injured.
4	Transportation of food, supplies and other items for basic human needs.
5	Transportation requirements to meet response and recovery operations.

Prior to, if possible, or immediately after onslaught of the emergency/disaster, ESF-1 will determine and/or anticipate the need for transportation assets to meet the response and recovery operations. Equipment will be pre-positioned as required.

When all local resources, including those from local inter-service agreements, have been activated following a disaster and are clearly inadequate to handle the situation, a request will be made through the EOC to the FDEM for assistance.

Requirement for Federal Assistance:

When State resources are not adequate, the Governor may request federal major disaster assistance. Such assistance may be provided to meet emergency needs and to provide transportation to government offices, supply centers, stores, post offices, schools, major employment centers and other places as may be necessary in order to enable the community to resume its normal pattern of life.

B. Tasks

County Government:

1. Sarasota County Area Transit:
Assigned primary responsibility for the coordination of ESF-1 for the development and implementation of a coordinated emergency transportation services plan and will maintain a list of all vehicles for use in transporting injured or disabled persons. The Emergency Management Chief or Incident Commander will be the contact for initiating the evacuation and transportation of disabled persons. The disabled and others that do not require hospitalization will have the choice to be taken to a relative or a responsible friend's home. Other duties will include:
 - a. Maintaining plans for providing emergency transportation

- services as needed.
- b. Developing agreements with voluntary agencies with emergency transportation capabilities.
- c. Initiating plans for the use of private commercial transportation if required.
- d. Providing needed emergency transportation services using all available local resources.
- e. Maintaining inventory of Transportation Resources: Location of inventory of vehicles, which will be used for emergency transportation, will be provided to the Emergency Management Chief by May 1st of each year
- f. Assessment of Transportation Resources: As early as possible in the response phase, a transportation resource assessment will be made by ESF-1 in coordination with other ESF's and support staff to determine requirements. If shortfalls exist, action will be taken to secure additional resources within the mutual aid agreements and other available sources. Pre-positioning or staging of transportation resources will be accomplished at the Bus Garage.
- g. Transportation Staffing Patterns: ESF-1 in coordination with ESF-3, ESF-11 and ESF-15 will develop staffing patterns to ensure 24-hour operation of transportation vehicles, as the requirements exist.
- h. Additional Transportation Capabilities: All emergency transportation requirements for response and recovery operations beyond the capabilities of the respective ESF's will be given to the ESF-1 representative in the EOC for coordination and resource support.
- i. Request for State Assistance through the ESF-7: Requesting state assistance from the State EOC when local resources, including those from local inter-service agreements, are inadequate.
- j. Transportation for Special Needs People: The coordination of transportation for disabled persons to shelters during emergency evacuations, if such people have been registered with Emergency Management. Assignment of transportation of Special Needs People will be coordinated with ESF-8.
- k. Coordinate with following state agencies as needed: DOT, DMS, PACS, DMA DHSMV, DPR.

2. Sarasota County Area Transit:

- a. The maintenance staff with the Bus Garage will provide crews to cover vehicle maintenance, tire changes, fuel servicing, welding capability and other maintenance activities to support the task force during a disaster. Sarasota County Sarasota

- County Area Transit will provide additional assistance if needed.
- b. Insure that fuel tanks on the property and all vehicles are full before a known emergency/disaster occurs. In the event of an imminent emergency/disaster, provide those services on a select basis to insure operational capabilities to those functions essential in implementing this plan. This procedure will be coordinated with the EOC.
 - c. Effect a fuel-servicing plan to insure an orderly system, by departments to service their vehicles as much as possible, prior to an emergency/disaster.
 - d. Provide mobile maintenance capability until relieved by the EOC.
 - e. Insure that vehicles, equipment and facilities are secured, except those minimum resources required during the emergency.
3. Sarasota County Fire Department:
- a. Utilize the team concept of personnel and equipment; obtain vehicles other than rescue units that are inoperable due to high winds or waters, and make every effort to provide an effective rescue entity during a disaster.
 - b. Establish a command post at Headquarters and direct area agencies in providing coordination of the movement of special needs individuals utilizing EMS transports as follows:
 - ALS Helicopter Transportation.
 - Non-Emergency Transportation.
 - Public Transportation Agencies as required.
4. Mutual Aid: Loan of Transportation resources from the State and/or surrounding counties will be accomplished in accordance with the Statewide Mutual Aid Agreement. The Emergency Management Chief is the County's point of contact for Mutual Aid.

V. RESPONSIBILITIES:

Primary Agency: Sarasota County Area Transit

Support agencies: Sarasota County School Board

Emergency Services Business Center - Fire Department

Responsibilities:

1. The coordination of all ESF-1 administrative, management, planning, training, preparedness, response, recovery, and mitigation/redevelopment activities.
2. Assigning personnel to the ESF-1 duty schedule in the EOC.
3. ESF-1 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
4. ESF desk will be staffed by at least two representatives at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
5. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
6. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
7. ESF will develop and maintain procedures and checklists for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.
8. Providing all available and obtainable transportation resource support for the ESF-1 mission to include:
 - a. Transportation equipment;
 - b. Transportation facilities;
 - c. Vehicular traffic flow data and information from permanent and temporary monitoring sites;
 - d. Coordinating with the USCG and accomplishing the lockdown of County moveable bridges in a timely manner after prior notification by the EOC of the marina and residential evacuation timetable(s);
 - e. Accomplishing the suspension and clearing of construction and maintenance zones in a timely manner after prior notification by the EOC of the evacuation timetable(s);
 - f. Coordinating the activation of one-way plan(s) in a timely manner after prior notification by the EOC of the evacuation timetable(s);
 - g. Public bus transportation passenger capacity and point of contact data by city and County;
 - h. Public and private airport, airfield, heliport, seaplane base, and hospital heli-stop data such as location, elevation, nav-comm aids, runways, and owner-operator points of contact;
 - i. Railroad transportation systems data and points of contact;
 - j. Seaport data such as location, nav-comm aids, docking and cargo capability, and owner-operator points of contact;
 - k. Providing ESF's in the EOC and EOC deployed teams with maps for all modes of transportation; and

- I. Providing multi-modal transportation engineering, technical, and specialty support and coordination
9. The following is the transportation equipment and facilities pool of all ESF-1 agencies from which certain and specific resources are referenced and assigned as the responsibility of each ESF-1 agency identified herein:
 - a. Buses of various types and sizes, with drivers, to be used for evacuations and other logistical transportation missions;
 - b. Passenger and utility vans of various types and sizes, with and without drivers, to be used for evacuations and other logistical transportation missions;
 - c. Trucks and/or trailers of various types, sizes, and combinations with drivers/operators to be used for various logistical transportation missions;
 - d. Cars of various sizes, most without drivers, to be used for various logistical transportation missions;
 - e. Vehicle repair facilities, equipment, and personnel to be used for repairs to various types of emergency vehicles;
 - f. Fleet parking and storage areas to be used for the staging, parking, and storage of various types of emergency vehicles; and
 - g. Motor pool and vehicle service facilities and personnel to be used for refueling and servicing various types of emergency vehicles;
 - h. Vehicular traffic management and control signs and devices of various types.

VI. ACTIONS

A. Response Initial Actions:

A minor, major, or catastrophic emergency or disaster will require the members of the ESF-1 team on-duty in the EOC to accomplish one or more preparedness, response, recovery, and mitigation/redevelopment actions. The following listing of such actions to be accomplished can be accessed at the corresponding preparedness, response, recovery, or mitigation/redevelopment phase that the EOC is activated:

Preparedness Actions

1. Activate the "Notifications" sequence.
2. Assign sufficient ESF-1 team members to the ESF-1 duty schedule to allow for shift changes during the period of anticipated EOC activation.
3. Identify the location of the offices that will be producing the EOC situation reports and action plans.

4. ESF-1 team members review and as necessary utilize their agency's automated or manual listings of points of contact.
5. The senior Sarasota County Area Transit emergency operations person present should establish contact with the County IC, and preferably with our ESF-1 counterparts in the threatened or impacted area through the EOC message center, by telephone or facsimile, to ascertain the current transportation situation and any anticipated transportation needs that may require EOC support.
6. Evaluate and task the transportation support requests generated in the EOC for the threatened and/or impacted area.
7. Anticipate, plan for, and ready the notification systems to support local voluntary evacuation, local declarations of emergency, and local mandatory evacuation, to include, the lockdown of state bridges, suspension of state construction and maintenance, activation of state one-way plans, and the lifting of state tolls on/in/for evacuation routes.
8. Note matters that may be needed for inclusion in EOC briefings, EOC situation reports and/or the ESF-1 action plans and report to ESF-5.
9. Ensure that on-duty ESF-1 team members log in and log out on the ESF-1 duty schedule and that team members or their agencies maintain other appropriate records of costs incurred during the event.
10. Evaluate the probability and time period of a response phase and/or a recovery phase for this event.

B. Response Continuing Actions

1. Evaluate and task the transportation support requests for impacted areas.
2. Note matters that may be needed for inclusion in EOC briefings, EOC situation reports and/or the ESF-1 action plans and report to ESF-5.
3. Anticipate, plan for, and ready the necessary notification systems to support the establishment of staging areas, depots and distribution sites, DFO's, JIC's and other local, state, and federal recovery facilities in the impacted area.
4. Anticipate, plan for, and ready the necessary notification systems to support the deployment of Strike Teams, mutual aid teams, and other state and/or federal emergency work teams and activities in the impacted area.
5. Anticipate and plan for the arrival of and coordination with FEMA ESF-1 personnel in the EOC and Forward SERT.
6. Generate EOC situation reports, Form 214, and ESF-1 action plans in a timely manner.
7. Ensure that sufficient ESF-1 team members are assigned to the ESF-1 duty schedule to allow for shift changes during the period of anticipated EOC activation.

8. Ensure that on-duty ESF-1 team members log in and log out on the ESF-1 duty schedule and that team members or their agencies maintain other appropriate records of costs incurred during the event.
9. Anticipate, plan for, and ready the necessary notification systems to provide transportation related in-kind or matching professional, technical, and administrative support for mitigation and/or redevelopment activities that may begin before and continue for several months after the SEOC deactivates.
10. Anticipate, plan for, and ready the necessary notification systems to support the requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or redevelopment activities. Probable requests and directives include establishment of review and study teams, support of local government contracting for mitigation and/or redevelopment needs, and other similar professional, technical, and administrative activities.
11. Note matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.
12. Evaluate the probability and time period of a mitigation and/or redevelopment phase for this event. If a mitigation and/or redevelopment phase is probable, start pre-planning actions with agency, state, and/or federal officials.

D. Recovery Actions:

1. Evaluate and task the transportation support requests for impacted areas.
2. Note matters that may be needed for inclusion in EOC briefings, EOC situation reports and/or the ESF-1 action plans.
3. Anticipate, plan for, and ready the necessary notification systems to support the establishment of staging areas, depots and distribution sites, JFO's, JIC's and other local, state, and federal recovery facilities in the impacted area.
4. Anticipate, plan for, and ready the necessary notification systems to support the deployment of Strike Teams, mutual aid teams, and other state and/or federal emergency work teams and activities in the impacted area.
5. Anticipate and plan for the arrival of and coordination with FEMA ESF-1 personnel in the EOC and Forward SERT.
6. Generate EOC situation reports and ESF-1 action plans in a timely manner.
7. Ensure that sufficient ESF-1 team members are assigned to the ESF-1 duty schedule to allow for shift changes during the period of anticipated EOC activation.
8. Ensure that on-duty ESF-1 team members log in and log out on the ESF-1 duty schedule and that team members or their agencies maintain other appropriate records of costs incurred during the event.

9. Seek information concerning the projected date the EOC will deactivate.

E. Recovery Continuing Actions:

Mitigation/Redevelopment Actions

1. Anticipate, plan for, and ready the necessary notification systems to provide transportation related in-kind or matching professional, technical, and administrative support for mitigation and/or redevelopment activities that may begin before and continue for several months after the SEOC deactivates.
2. Anticipate, plan for, and ready the necessary notification systems to support the requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or redevelopment activities. Probable requests and directives include establishment of review and study teams, support of local government contracting for mitigation and/or redevelopment needs, and other similar professional, technical, and administrative activities.
3. Note matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.
4. Evaluate the probability and time period of a mitigation and/or redevelopment phase for this event. If a mitigation and/or redevelopment phase is probable, start pre-planning actions with agency, state, and/or federal officials.

COMMUNICATIONS**ESF-2****I. GENERAL**

- A. Primary Agency:** Emergency Services Department (Public Safety Communications Center)
- B. Support Agencies:** Enterprise Information Technology
Public Safety Communications Center
Motorola, Inc.
Cox Radio
ACS - Amateur Communication Service
WTEC - Wireless Technology Equipment Company
ARC - American Red Cross

II. INTRODUCTION:**A. Purpose:**

ESF-2 will be the focal point of all communications activity at the County level before, during, and after activation of the Emergency Operations Center (EOC). This Emergency Support Function (ESF) will coordinate the communications assets (both equipment and services) available from local agencies, voluntary groups, the telecommunications industry, federal government agencies, and the U.S. military.

B. Scope:

Emergency Services Department will serve as the primary agency for ESF-2 and will integrate and coordinate the communications assets available from all state agencies, county agencies, and volunteer groups, local industry, federal government agencies and the U.S. Military. ESF-2 will prepare recommendations for the local Emergency Operations Center and other agencies as required. Additionally, ESF-2 will be the focal point of all response communications activity at the local level prior to, during and immediately after an emergency has been declared at the local level. This includes performing necessary actions to assist with recovery operations.

C. Planning Assumptions:

1. Normal day-to-day communications may be interrupted as a result of a natural or man-made emergency.
2. These emergencies would overload surviving communications channels.
3. Trained communication personnel shortages will occur; however, a sufficient number of amateur hand held radios will be available. Emergency radio nets will be utilized to back up and augment common carrier facilities to give all systems some redundancy.

III. CONCEPT OF OPERATIONS:

A. General:

Under the leadership of Emergency Management, representatives from each of the support and voluntary agencies will staff the Emergency Operations Center. The role of the primary agency will be to focus coordination, and ensure the management of combined agency efforts.

B. Organization:

Public Safety Communications provides the logistical leadership and management of this ESF with those identified supporting agencies.

C. Notification

The decision to notify staff will be made upon the discretion of Emergency Management Chief who will notify the Public Safety Communications Chief. Public Safety Communications will provide further notification to supporting agencies, as required.

IV. EMERGENCY SUPPORT FUNCTIONS:

- A. The County Warning Point is the communications center operated by the Emergency Services Department (Public Safety Communications) and operates around the clock providing continuous contact with local, state and federal agencies as well as issuing local disaster warnings to emergency response oriented personnel. The Public Safety Communications Chief is responsible for ensuring the coordination and development of a staffing pattern that will ensure all communications systems are operated on a 24-hour per day basis, as required throughout the emergency/disaster operation.
- B. Emergency Services Department (Emergency Management) operates routinely from 0800 hours to 1700 hours on weekdays unless activated. When activated, the Emergency Operations Center section will operate 24 hours daily until deactivation.
- C. Amateur Communications Service is a support group to ESF-2 and will provide radio networks/systems, operators and emergency public communications during emergencies and major disasters.
- D. American Red Cross is a support group to ESF-2 and will provide communications systems and operators that link the mass care facilities directly to the Emergency Operation Center and American Red Cross headquarters.
- E. Pre-Deployment or Staging of Resources:
Communications equipment will be pre-deployed to shelters, distribution sites and staging areas prior to the disaster if time permits.
- F. Priority for repair and restoration of communication systems damaged during a disaster:
 - 1. Radio communications system
 - 2. Fiber Communication Lines
 - 3. T-1 Communication Lines
 - 4. Site Equipment
 - 5. Microwave
 - 6. 911 Phone Systems

7. County Administration Phone System
8. Email system

V. RESPONSIBILITIES:

Primary Agency: Emergency Services Department (Public Safety Communications Center)

Support agencies: Enterprise Information Technology
Consolidated Communications Center
Motorola, Inc.
Cox Radio
ACS- Amateur Communications Services
WTEC –Wireless Technology Equipment Company
ARC –American Red Cross

Responsibilities:

1. Public Safety Communications will provide a radio communications plan and logistical support.
2. Enterprise Information Technology will provide telecommunications, data circuits, computer hardware and technical support for the EOC and 911 Center.
3. Public Safety Communications Center provides 24-hour continuous contact with local, state, and federal agencies and will be the primary point of emergency communications between agencies for local and mutual aid responses.
4. Public Safety Communications Center will support the EOC Incident Commander and ESF's emergency dispatching needs.
5. This ESF-2 desk will be staffed by at least one representative at all times during activation, unless absence is approved by the Incident Commander or Emergency Operation Center Manager.
6. All actions taken by this ESF-2 will be entered and tracked electronically with the software provided in the Emergency Operations Center or with provided hard copy forms.
7. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
8. ESF-2 will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the Emergency Operations Center at all times.

V. ACTIONS

A. Preparedness

1. Identify communications facilities, equipment, and personnel located in and outside the affected area(s) that could be made available to support recovery efforts.

2. Identify and document planned actions of commercial telecommunications companies to restore services.
3. Begin assessing needs to pre-stage communications assets for rapid deployment into the affected area(s).

B. Response

1. Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities within the affected area(s).
2. Determine what assets are available and nearest to the affected area(s) by each ESF-2 support agency and the time frame in deploying those assets.

C. Recovery

1. Accumulate damage information obtained from assessment teams, the telecommunications industry, the local County emergency operations center, and other city/county/state agencies and report that information through ESF 5.
2. Assemble a listing of all state communications assets available to support a recovery mission. Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort. Industrial resources may also be considered for availability and effectiveness. Furthermore, availability, operational condition, and duration of need must be considered and the logistical requirements necessary to obtain critically needed equipment will also be evaluated.
3. Assess the need for and obtain telecommunications industry support as required.
4. Prioritize the deployment of services based on available resources and critical needs.
5. Prepare and process reports using established procedures, focusing specific attention to the production of after-action reports.
6. Coordinate communications support to all governmental, quasi-governmental and volunteer agencies as required.

D. Mitigation

This ESF provides feedback to the Emergency Operations Center and all supporting County agencies and voluntary organizations concerning activities and issues that need to be addressed.

E. Direction and Control

Direction and control for ESF-2 is provided by Public Safety Communications and will manage and control the operation of this ESF to include mission assignment,

mutual aid, contracts for goods and services, and recovery and mitigation activities (recovery center and disaster field office operations).

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PUBLIC WORKS AND ENGINEERING**ESF-3****I. GENERAL**

- A. Primary Agency:** Sarasota County Public Works
- Capital Projects, Transportation and Real Estate
 - Public Utilities
 - General Services
 - Field Services
- B. Support Agencies:** Sarasota County Development Services
- Building and Zoning
- Sarasota County Environmental Services
- Solid Waste
 - Hazardous Waste
- Florida Division of Emergency Management

II. INTRODUCTION:**A. Purpose:**

The purpose of ESF-3 is to provide, in a coordinated manner through the EOC, the human, technical, equipment, facility, and materials and supplies resources of, or obtainable by, ESF-3 agencies to support the public works and engineering preparedness, response, recovery, and mitigation/redevelopment needs of local, state, and federal governments and voluntary organizations during an emergency or disaster. Public Works refers to activities involving such as roads, bridges, traffic control devices, water and wastewater facilities and distribution systems, facilities construction and maintenance, surveying and mapping, real estate services, solid waste and hazardous waste functions, and building and zoning officials.

B. Scope:

1. The available or obtainable public works and engineering resources of each ESF-3 agency will be provided for activation.
2. Agency available resources are the human, technical, equipment, facility, and material and supply resources available from within an

agency or obtainable through agency contractors, vendors, suppliers, and agency related and known local, state, regional, or national government(s) and public or private associations and groups.

C. Planning Assumptions:

1. Local governments in the immediate disaster area will need assistance in clearing debris, performing damage assessment, structural evaluation, emergency repairs to public facilities and meeting basic human health needs.
2. Ground, air, rail and water routes must be provided to allow access to disaster areas. Emergency road and airstrip debris clearance and repairs will have top priority to support immediate lifesaving emergency response activities.
3. Rapid impact and damage assessment of the disaster area will be necessary to determine potential workload.
4. Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities. Legal requirements that delay the security of contractors or purchasing of materials must be waived.
5. Large numbers of skilled personnel, engineers, construction and field maintenance workers, equipment operators, etc., with construction equipment and materials will be needed from outside the disaster area.

D. Policies

The public works and engineering resources of, or obtainable by, ESF-3 agencies will be used to assist with the following items.

1. Emergency clearing of debris from the multi-modal transportation infrastructure;
2. Emergency repair or closure of damaged segments of the multi-modal transportation infrastructure;
3. Emergency repair and restoration of damaged but potentially operable water, electrical, natural gas, sanitary sewage, and storm water collection, generating, and distribution systems;
4. Emergency demolition or stabilization of damaged public and private houses, buildings and structures to facilitate search and rescue and/or the protection of public health and safety;

5. Development and initiation of emergency collection, sorting, and disposal routes and sites for the debris cleared from all public and private property;
6. Emergency survey and identification of the damage to transportation, water, electrical, natural gas and sewage systems;
7. Emergency survey and identification of the damage to hazardous materials and hazardous waste generation, distribution, collection, storage, and disposal sites;
8. Deployment and/or establishment of local mutual aid teams, staging areas, depot and distribution centers, and other such teams, activities, and facilities; and
9. Prioritization and initiation of emergency, initial response, and short term recovery work tasking to restore, repair, and mitigate the impact of the public works and engineering needs listed immediately above.
10. Tactical First-In Teams will go out right after the winds die to clear roads for the first responders as needed.

III. CONCEPT OF OPERATIONS:

A. General:

1. Primary and support agencies to ESF-3 will have previously designated personnel assigned to the duty schedule in the EOC, assigned to their respective agency or other ESF's. The ESF-3 team will be available in person in the EOC and by telephone, facsimile or pager to assess and respond to public works and engineering resource requests received by the EOC from the threatened and/or impacted areas.
2. ESF-3 will proactively assess and routinely develop action plans, for submission to ESF 5, to meet the short and long-term public works and engineering needs of the threatened and/or impacted area.
3. ESF-3 will routinely prepare and file situation reports with ESF 5.
4. The public works and engineering resource requests will be met with the available or obtainable public works and engineering resources of one or more ESF-3 agencies, including the public works and engineering resources available through mutual-aid agreements, compacts, and FEMA.
5. Obstructions and/or damage to the public works infrastructure in the threatened and/or impacted area will be assessed and evaluated by the ESF-3 team and, as appropriate, tasked to ESF-3

agencies as emergency, initial response, and short term recovery restoration and repair work.

B. Organization:

1. ESF-3 will be organized and operate as a team and be familiar with incident command organizations and the National Incident Management System.
2. ESF-3 will participate in the review and revision of this ESF-3 text, the Basic Plan and Recommended Operating Procedures/Procedures (ROP's/ROP's); and attend and participate in ESF-3 meetings, training, conferences, and exercises.
3. Likewise, all ESF-3 agencies develop, test, and maintain manual or automated listings of:
 - a. agency emergency points of contact that are, or may need, to be contacted by agency representative(s) assigned to ESF-3;
 - b. agency available public works and engineering resources (from within the agency) such as types of equipment and equipment operators;
 - c. points of contact for agency obtainable public works and engineering resources (from agency contractors, vendors, etc.) such as equipment and equipment operators.
 - d. Copies will be kept in the EOC and updated annually in May.
4. Similarly, ESF-3 must coordinate activities within the EOC during periods of activation by:
 - a. staffing the ESF-3 desk in the EOC, developing and maintaining the ESF-3 duty schedule;
 - b. coordinating the receipt, evaluation, and mission tasking of support requests from the threatened and/or impacted area; and
 - c. ensuring that situation reports and action plans are developed and submitted to ESF 5.
5. All ESF-3 supporting agencies must ensure that:
 - a. their designated ESF-3 personnel have access to their agency's available and obtainable public works and

- engineering resources; and
- b. the committed and uncommitted status of such resources is continuously tracked during an activation of the EOC.

6. As a team, all agency designated ESF-3 personnel will participate in the evaluation and mission assignments of public works and engineering resource requests submitted to the EOC.

C. Notification

1. The EOC will notify the ESF-3 lead agency when an activation of Sarasota County is imminent or has been impacted by an emergency or disaster event.
2. ESF-3 coordination personnel will report to the EOC if so advised or requested by Sarasota County Emergency Management.
3. As warranted by the scope of the impending or actual emergency, disaster, the coordinating personnel will notify the designated emergency operations personnel of one or more of the ESF-3 supporting agencies of the impending or actual event.
4. The designated emergency operations personnel of the ESF-3 supporting agencies notified will report to the EOC if so advised or requested by coordinating personnel.
5. As required or deemed necessary by the notified ESF-3 supporting agencies, agency emergency operations personnel will notify their local office of the impending or actual event.
6. The above notification process will be utilized if the impending or actual event requires any combination of preparedness, response, recovery, or mitigation/redevelopment activities.

IV. RESPONSIBILITIES:

- A. Primary Agency:** Sarasota County Public Works
- County Engineer, Transportation and Real Estate
 - Public Utilities
 - General Services
 - Field Services

- B. Support Agencies:** Sarasota County Development Services
- Building and Zoning
- Sarasota County Environmental Services

- Solid Waste
 - Hazardous Waste
- Florida Division of Emergency Management

Responsibilities:

The following is the public works and engineering equipment, personnel, and facilities pool of all ESF-3 agencies from which certain and specific resources are referenced and assigned as the responsibility of each ESF-3 agency identified herein:

1. Trucks and/or trailers of various types, sizes, and combinations with drivers/operators;
2. Front-end loaders, bulldozers, and excavators of various sizes and types, to include rubber tired and tracked, with operators;
3. Cranes, bucket trucks, and pole trucks of various types and sizes, with operators;
4. Heavy equipment transporters, trucks, trailers, vans, and vehicles, with drivers, to transport the public works and engineering equipment, equipment support and service vehicles, and personnel listed herein;
5. Electrical generators, welding machines, cutting torches and tanks, work lights, pumps with and without pipe and hose, and work boats and work barges, of various types and sizes;
6. Skilled and semi-skilled carpenters, low and high voltage electricians, masons, plumbers, pipe-fitters, welders, general construction personnel, and debris clearing personnel, with trade safety equipment and hand and power tools;
7. Public works and civil engineering engineers, technicians, specialists, managers, and supervisors;
8. Mobile and non-mobile repair facilities, equipment, and personnel to be used for repairs to various types of public works and engineering equipment;
9. Parking and storage areas to be used for the staging, parking, and storage of various types of public works and engineering equipment;
10. Mobile and non-mobile motor pool and service facilities, equipment, and personnel to be used for refueling and servicing various types of public works and engineering equipment.
11. ESF-3 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.

12. ESF desk will be staffed by at least one representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
13. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
14. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
15. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

V. ACTIONS

A. Response Initial Actions:

A minor, major, or catastrophic emergency or disaster may require ESF-3 agencies to accomplish one or more preparedness, response, and recovery actions. The following listing of such actions to be accomplished can be accessed at the corresponding preparedness, response, or recovery phase that the EOC is activated:

Preparedness Actions

1. Activate the "Notifications" sequence immediately.
2. Assign sufficient ESF-3 team members to the ESF-3 duty schedule to allow for shift changes during the period of anticipated EOC activation.
3. Identify the location of the offices that will be producing the EOC situation reports and action plans.
4. ESF-3 team members review and as necessary utilize their department's automated or manual listings of points of contact.
5. The senior emergency operations person should be present in the EOC, to ascertain the current and any anticipated public works and engineering needs that may require EOC support.
6. Evaluate and task the public works and engineering support requests for the threatened and/or impacted area.
7. Anticipate, plan for, and ready the notification systems to support local voluntary evacuation(s), local declaration(s) of emergency, and local mandatory evacuation(s), to include, the impact of such local actions on the ingress into the threatened and/or impacted area by the emergency and initial response public works and engineering personnel, equipment, and supplies.

8. Note matters that may be needed for inclusion in EOC briefings, EOC situation reports and/or the ESF-3 action plans.
9. Ensure that on-duty ESF-3 team members log in and log out on the ESF-3 duty schedule and that team members or their agencies maintain other appropriate records of costs incurred during the event.
10. Evaluate the probability and time period of a response phase and/or a recovery phase for this event.

B. Response Continuing Actions:

1. Evaluate and task the public works and engineering support requests for the threatened and/or impacted area.
2. Anticipate, plan for, and ready the necessary notification systems to provide public works and engineering state support deployment.
3. Anticipate, plan for, and ready the necessary notification systems to support the requests and directives resulting from the Governor declaring a State emergency or disaster declaration.
4. Note matters that may be needed for inclusion in EOC briefings, EOC situation reports and/or the ESF-3 action plans.
5. Generate EOC situation reports and ESF-3 action plans in a timely manner.
6. Ensure that sufficient ESF-3 team members are assigned to the ESF-3 duty schedule to allow for shift changes during the period of anticipated EOC activation.
7. Ensure that on-duty ESF-3 team members log in and log out on the ESF-3 duty schedule and that team members or their agencies maintain other appropriate records of costs incurred during the event.
8. Evaluate the probability and time period of a recovery phase for this event. If a recovery phase is probable, start pre-planning for recovery actions.
9. Tactical First-In Teams will go out right after the winds die to clear roads for the first responders as needed.

C. Recovery Initial Actions:

1. Evaluate and task the public works and engineering support requests generated in the EOC for the impacted area.
2. Note matters that may be needed for inclusion in EOC briefings, EOC situation reports and/or the ESF-3 action plans.

3. Anticipate, plan for, and ready the necessary notification systems to provide public works and engineering support for the establishment of staging areas, depots and distribution sites, recovery facilities in the impacted area.
4. Anticipate, plan for, and ready the necessary notification systems to support the deployment of Strike Teams, mutual aid teams, and other state and/or federal emergency work teams and activities in the impacted area.
5. Anticipate and plan for the arrival of and coordination with FEMA ESF- 3 personnel in the EOC.
6. Generate EOC situation reports and ESF-3 action plans in a timely manner.
7. Ensure that sufficient ESF-3 team members are assigned to the ESF-3 duty schedule to allow for shift changes during the period of anticipated EOC activation.
8. Ensure that on-duty ESF-3 team members log in and log out on the ESF-3 duty schedule and that team members or their agencies maintain other appropriate records of costs incurred during the event.
9. Seek information concerning the projected date the EOC will deactivate.

D. Recovery Continuing Actions:

1. Anticipate, plan for, and ready the necessary notification systems to provide public works and engineering in-kind or matching professional, technical, and administrative support for mitigation and/or redevelopment activities that may begin before and continue months after the EOC deactivates.
2. Anticipate, plan for, and ready the necessary notification systems to support the requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or redevelopment activities. Probable requests and directives include establishment of review and study teams, support of local government contracting for mitigation and/or redevelopment needs, and other similar professional, technical, and administrative activities.
3. Note matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans
4. Evaluate the probability and time period of a mitigation and/or redevelopment phase for this event. If a mitigation and/or redevelopment phase is probable, start pre-planning actions with agency, state, and/or federal officials.

FIREFIGHTING
ESF-4

I. GENERAL:

- A. Primary Agency:** Sarasota County Fire Department
- B. Support Agencies:** Longboat Key Fire Rescue
Nokomis Volunteer Fire Department
City of Venice Fire Department
North Port Fire Rescue District
Englewood Area Fire Control District
Florida Division of Forestry (DOF)
Sarasota Sheriff's Office (SSO) Air One Helicopter

II. INTRODUCTION:

A. Purpose:

To provide support to local governments and to describe the use of resources to detect and suppress urban, rural, and wildland fires resulting from or occurring coincidentally, with a significant disaster condition or event, and to provide support for other missions as requested by local agencies.

B. Scope:

ESF-4 involves managing and coordinating firefighting support to the different local fire departments and other local entities in the detection and suppression of fires and the medical treatment of those injured by the emergency by mobilizing and providing personnel, equipment and supplies.

C. Planning Assumptions:

1. If advance notification for an impending disaster can be issued; all available personnel from the different fire departments within the surrounding area of the disaster will be called to duty, no later than (12) twelve hours prior to the impending disaster. If they have not already done so, personnel should prepare their equipment and supplies for the impact. Sarasota County Fire Department

- personnel will be ordered to follow department directives for Severe Weather and Duties of Emergency Support Function – EOC.
2. Coordination and direction of all efforts will be done through the EOC.
 3. Fire department personnel will assist with the evacuation if so ordered by the Chairperson of the Board of County Commissioners through the Policy Group in the EOC.
 4. Damaged areas may be restricted by debris and may not be readily accessible. If there is rain or water involved, flooding may be widespread and traveling to and from the disaster area may be difficult.
 5. Secondary events or disasters may threaten lives and property as well as emergency responders.
 6. There may be mutual aid from outside agencies including, but not limited to other counties contiguous to Sarasota County, state resources through requests to the State Emergency Operations Center, and resources from outside the state of Florida.
 7. Staging area(s) for outside mutual aid responders will be designated by the EOC.
 8. Any outside group or strike team will be assigned a local fire department member liaison to facilitate their movement and assist them as needed.

III. CONCEPT OF OPERATIONS:

A. General:

Firefighting involves managing and coordinating firefighting support to municipalities for the detection and suppression of fires, and mobilizing and providing personnel, equipment, and supplies in support of municipalities or agencies and provide support for other missions as requested by a local agency.

B. Organization:

The Sarasota County Fire Department is the primary agency for ESF-4. Representatives from primary and support agencies will be present in the EOC on a 24-hour basis if at a full activation (Level 1).

C. Notification

1. Upon notification by Emergency Management or in response to an

actual event requiring response, the emergency contact person for the County Fire Department will notify all other ESF-4 members by telephone, pagers, or through the communications center.

2. Resource inventories will be confirmed for possible use.

IV. RESPONSIBILITIES:

Primary Agency: Sarasota County Fire Department

Support agencies: Longboat Key Fire Rescue

Nokomis Volunteer Fire Department

City of Venice Fire Department

North Port Fire Rescue District

Englewood Area Fire Control District

Florida Division of Forestry (DOF)

Sarasota Sheriff's Office (SSO) Air One Helicopter

A. Responsibilities:

1. The Sarasota County Fire Department is the primary agency in ESF-4. As the primary agency, it coordinates with the support agencies in directing the fire fighting resources and response activities for Emergency Management.
2. Support agencies will assist the Sarasota County Fire Department in the response to the activities of the event by providing support in equipment and resources..
3. ESF-4 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives.
4. ESF-4 desk will be staffed by at least one Sarasota County Fire Department representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
5. All actions taken by ESF-4 will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
6. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
7. ESF-4 will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF-4 desk in the EOC at all times.

V. ACTIONS**A. Preparedness Actions:**

ESF-4 may utilize the resources of the various local Fire Departments to plan, coordinate, and mobilize during an emergency event within Sarasota County and may utilize mutual aid resources prior to utilizing the Florida Fire Chiefs Disaster Response Plan.

B. Response Initial Actions:

1. The primary and supporting agencies will be committed to reducing the possible threat to life or property in Sarasota County.
2. ESF-4 will coordinate the response of other agencies in the affected disaster area by utilizing the Florida Fire Chief Association's State Emergency Response Plan (SERP) and the Florida Field Operations Guide (FOG). All responding fire departments shall work under the guidelines of the National Incident Management System (NIMS).
3. The Fire Chief or designee shall designate an Incident Safety Officer and an Accountability Officer to account for all personnel on the initial response, the times of response, the time spent on tactical objectives, the locations of emergency responders and any other information to ensure accountability and a safe operation while working at the scene.
4. On incidents in which firefighters are required to operate in an atmosphere or area that poses an immediate threat to life, would cause irreversible adverse effects, or would impair an individual's ability to escape from a dangerous atmosphere, a Rapid Intervention Team (RIT) shall be established whenever possible.

C. Response Continuing Actions:

1. Local ESF-4 resources are committed through coordination with Sarasota County Emergency Management for firefighting resources.
2. The Fire Chief or designee shall keep a record of any maintenance required on any of their vehicles or equipment or damage as a result of the disaster.
3. All fire departments that will be responding to assist in the emergency or disaster shall maintain control of their own personnel by having communication and coordination with the Incident

Commander in the field or ESF-4 in the EOC. ESF-4 can coordinate communication frequencies for radios via ESF-2 as needed.

4. When units are no longer needed they will report back to the Staging Area.
5. All field units will be processed through rehab at recommended intervals to address their personal needs and help ensure their safety.
6. Upon a request from another ESF through the EOC, ESF-4 assets may assist other ESF's in the disaster.

D. Recovery Initial and Continuing Actions:

1. Upon request, ESF-4 will provide fire fighting personnel and resources for recovery in Sarasota County. They may also provide support for the State disaster response efforts as available resources permit.
2. The Incident Commander, Safety Officer, or Accountability Officer will turn the accountability information over to the ESF-4 liaison at the EOC once the disaster or situation has been stabilized. This information will be used for FEMA reimbursement in a declared disaster.
3. A department Chaplain or Critical Incident Stress Debriefing Team member may be called to debrief personnel as needed.
4. All applicable initial and continuing response actions will continue as needed.

VI. REFERENCES AND AUTHORITIES:

- A. The Florida Fire Chief's Association, "Statewide Emergency Response Plan "(SERP)
- B. Sarasota County Fire Department Response Procedures
 - "A"-Incident Command System - NIMS
 - "B"-Severe Weather Procedures
 - "C"-Emergency Incident Rehabilitation
 - "D"-Personnel Accountability Procedure
 - "E"-Notification of Administrative/Staff Officers
 - "F"-Commercial Structure Fire
 - "G"-Wildland Fire

“H”-Fires in Tented Structures Being Fumigated
“I”-High-Rise Structure Fire
“J”-Residential Structure Fire
“K”-Victims Assistance
“L”-Florida Field Operations Guide (FOG)

INFORMATION AND PLANNING**ESF-5/GIS Unit****I. GENERAL**

- A. Primary Agency:** Emergency Services/Emergency Management
Enterprise Information Technology/GIS
- B. Support Agencies:** All ESF's
All Jurisdictions

II. ORGANIZATION

As a unit of the Planning Section, ESF-5/GIS Unit compiles, analyzes, and coordinates overall information and planning activities in the Situation Room in support of the Planning Section.

III. INTRODUCTION**A. Purpose**

The primary purpose of this Unit is to collect and analyze information and data, and forward it to the appropriate Planning Section Unit for processing and dissemination of essential information and data for use by local, state, and federal authorities in preparation for, in response to, and recovery from a disaster situation.

B. Scope

This Section applies to natural or manmade disasters or emergencies whenever local emergency response is required in either a declared or undeclared emergency. This includes, but is not limited to, performing the necessary actions to:

- Collect and process essential information and data and forward it to the appropriate Planning Section Unit for processing and dissemination of essential information and data for use by local, state and federal authorities; and provide input for reports, briefings, displays, and plans.
- Consolidate key information into reports and other materials; describe and document overall response activities, and keep appropriate authorities informed of the status of the overall response operations.
- Maintain displays of key information such as maps, charts, and status boards in the EOC.

- Maintain a record of all actions taken during a disaster event (ICS-214).
- Establish a pattern of information flow in support of the action planning process initiated by the Planning Section Chief or Emergency Management Chief.
- Provide map services as requested.

C. Policies

1. Collect and process essential information and disseminate it for use by the local authorities. Provide input for reports, briefings, displays, and plans.
2. Consolidate key information into reports and other materials, describe and document overall response activities, and keep appropriate authorities informed of the status of the overall response and recovery operations with charts and status boards in the EOC.

D. Planning Assumptions

1. A significant natural disaster, emergency condition or other major incident/event will be of such complexity, severity and magnitude as to require state and/or mutual aid response assistance to supplement local government's efforts to save lives and protect property.
2. The local response elements will be the best available source of vital information regarding damage and initial unmet needs assessments.
3. There will be an immediate and continuous demand for information on which decisions will be made to conduct response and recovery actions.
4. There will be delays in establishing full information processing capabilities.
5. During a disaster, message flow may bottleneck due to extremely intense levels of activity.

IV. CONCEPT OF OPERATIONS

A. General

ESF-5/GIS Unit collects, processes, and disseminates information to be used in the response and recovery phases of a disaster. ESF-5/GIS Unit acts as the common thread that binds the ESF's together by providing technical and essential background information. This information will be forwarded to the appropriate Planning Section Unit for distribution through

a variety of methods that include, but are not limited to, of an Incident Action Plan, Essential Elements of Information Report, Incident Status Summary (ICS-209), and a Situation Report.

B. Support Structure

ESF-5/GIS Unit is staffed by Emergency Management and Enterprise Information Technology GIS Division County staff. The Planning Section Chief manages the ESF-5/GIS Unit and reports to the Incident Commander/Unified Command. The Planning Section Chief supervises the Planning Section as set forth in the Incident Command System (ICS) structure, as well as the ESF-5/GIS Unit. The duties performed by this staff support information flow internal and external of the EOC (Situation Room).

C. Direction and Control

1. Policies - ESF-5/GIS Unit will:

- a. Collect, process, and disseminate essential information for use in the response and recovery phases of an emergency situation.
- b. Consolidate key information into reports and other materials; describe and document overall response activities, and keep appropriate authorities informed of the status of the overall event operations.
- c. Maintain displays of key information such as maps, charts, and status boards in the EOC Situation Room., and electronic data, as available.
- d. Establish a pattern of information flow in support of the action planning process initiated by the Planning Section Chief or Incident Commander.

2. Decision-Making Authority

- a. The Plans Section Chief has the authority to assign personnel, allocate resources, and expend funds to meet the responsibilities outlined for ESF-5/GIS Unit or to complete missions assigned to ESF-5/GIS Unit by the Incident Commander or Deputy Incident Commander.
- b. The Planning Section Plans Chief will assign and designate the Unit Leader and shift leader for ESF-5/GIS Unit while operating in the Situation Room.
- c. As recovery operation increases and Situation Room Planning activities decrease, ESF-5/GIS Unit duties will be

transferred from the Plans Chief to the Response's staff Deputy for Recovery's staff (if operational), to produce the situation report and related materials.

3. Coordination

- a. All actions taken by ESF-5/GIS Unit will be guided by and coordinated with the Incident Commander, mobilized Section Chiefs, and County disaster officials.
- b. As operational activities expand outside of the EOC (e.g. staging area, forward SERT), information will be reported to ESF-5/GIS Unit.
- c. Simultaneous coordination of vital information and protective actions will be accomplished by conference calls and satellite communications system (SATCOM) if landline phones are not operational.

D. Notification

1. In the event of an emergency or disaster, the PSC (911) will notify Emergency Management staff and the Emergency Management Chief.
2. The Incident Commander will notify the Planning Section Chief. The Planning Section Chief will notify Unit Leaders within the Planning Section and establish a duty roster as required in order to meet the demands of the incident/event.

V. RESPONSIBILITIES

Primary Agency: Emergency Services/Emergency Management
Enterprise Information Technology/GIS

Support Agencies: All ESF's
All Jurisdictions

Responsibilities:

1. Collect, process, report, and display essential elements of information; and to facilitate support for planning efforts in EOC operations; synthesize findings into short and long-term plans for consideration by the Incident Commander, the Section Chief
-

leadership, and federal representatives, and; distribute plans and reports to County, state (SERT), and federal government's representatives.

2. ESF desk will be staffed by at least one representative at all times during activation.
3. All actions taken by the ESF-5/GIS Unit will be entered and tracked electronically with the software provided or with provided hard copy forms.
4. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.

C. Actions

1. Preparedness - ESF-5/GIS Unit will:
 - a. Maintain a trained staff to fulfill tasks associated with ESF-5/GIS Unit operations. The minimum required training standards for this unit are: ISC-100, ICS-200, ISC-300, ICS-400, IS-700, and IS-800 courses. Recommended training for this Unit is, but not limited to, the IS/G-775 and the G-191 courses.
 - b. Maintain and update needed computer data and programs, maps, critical facility information, evacuation studies, demographics, and critical County data (e.g. shelter capacity, evacuation routes, etc).
 - c. Periodically review and update procedures, forms, and proper application of information/data.
 2. Response - ESF-5/GIS Unit will:
 - a. Establish a duty roster and phone lists; set up status boards, obtain data/studies and electronic files, and staff positions as needed.
 - b. Anticipate types of response information that the Incident Commander, Section Chiefs and governmental agencies will require.
 - c. Provide information in support of SERT agencies, local governments, federal agencies and volunteer organizations.
 3. Recovery - ESF-5/GIS Unit will:
 - a. Collect and process information concerning recovery activities while the response phase of the disaster is on-going.
-

- b. Develop action plans to identify projected resource requirements and other anticipated operation/programs.
 - c. Anticipate types of recovery information the SERT and governmental agencies will require.
 - d. Compile information to support recovery activities.
- 4. Mitigation - Provide assistance as requested.

MASS CARE
ESF-6

I. GENERAL:

- A. Primary Agencies:** American Red Cross (ARC)
Sarasota County Human Services
- B. Support Agencies:** Sarasota County Community Information &
Education (CIE) - Libraries
Sarasota County School Board
VOAD/SCOAD
Salvation Army

II. INTRODUCTION:

A. Purpose:

The purpose of this ESF is to coordinate the mass care activities involved with the provision of shelters, feeding, and the distribution of emergency supplies and reunification to individuals impacted by a disaster or other emergency.

B. Scope:

ESF-6 has a broad scope of responsibilities that include:

1. Partner with School Board Representative to coordinate the tasking of all general population shelter activities during a disaster to include the sheltering of people with special needs.
2. Coordinate the establishment and operation of mass feeding facilities in areas affected by disasters.
3. Coordinate with relief efforts provided by volunteer organizations performing mass care functions. Coordinate with ESF-15 for support of mass care operations.
4. Coordinate the establishment of a system to provide shelter registration data to appropriate authorities.
5. Coordinate the provision of first aid in shelters, fixed feeding sites, and emergency first aid stations.
6. Coordinate with ESF-8 for the provision of medical support for the prevention of communicable diseases, to include epidemiological and environmental health activities as related to sheltering and

- feeding disaster victims.
- 7. Provide quantitative mass care services data to ESF-5, ESF-11, and others who require accurate data for response planning.
- 8. Coordinate with the Human Needs Assessment team to identify victim needs.
- 9. Coordinate with ESF-16 for additional ESF-6 facility security resources.
- 10. Coordinate with ESF-2 to ensure each shelter has a working system of communications.
- 11. Coordinate with ESF-12 to determine each shelter's power status.
- 12. Coordinate the establishment and operation of comfort stations in areas affected by disasters.

C. Planning Assumptions:

- 1. The most destructive natural hazard in Florida is a hurricane, consequently, advance warning is likely with an opportunity to order evacuation in vulnerable areas.
- 2. Hurricane evacuation studies predict that people outside surge-prone areas will self-evacuate.
- 3. In a catastrophic disaster, it is likely that long-term mass care will be required until rental assistance and temporary housing resources become available. Damage Assessment Teams and other technologies may provide a guide for the magnitude of housing needs and resource deficits.
- 4. A significant influx of disaster workers will strain the resources of the impacted areas.
- 5. Smooth transition from ESF-6 response to Individual Assistance Recovery Operations will help ensure disaster victim' needs are met.
- 6. If situational conditions are such that disaster shelters are open, libraries and parks may be closed.

III. CONCEPT OF OPERATIONS:

A. General:

- 1. ESF-6 has a broad scope of responsibilities that include the following:
 - a. Ensure the coordination of sheltering activities in the four phases of emergency management.

- b. Ensure the coordination, establishment, and operation of mass feeding in impacted areas to include mobile feeding routes, fixed feeding sites, and comfort stations.
2. Lead agency personnel or designees will provide daily coordination of ESF-6 functions. This direction is limited to operation of the ESF, assignment of ESF personnel to functional responsibilities, and ensuring that requests for assistance are documented, prioritized, and met. ESF-6 will establish liaison with other ESF's.

B. Organization:

1. Support agencies will coordinate with the lead agencies. Each agency represented will become operational and direct its response in accordance with its own operating procedures.
2. In conjunction with the lead agencies, support agencies will develop specific and concise agency plans that support their ESF assignments.

C. Notification

As a core ESF, Mass Care is one of the first to be notified and activated as a result of a threat, or in response, to disaster.

1. Upon the threat of a disaster, the EOC/IC will notify the lead agencies ECO or designee. According to established procedures, the ECO will notify appropriate support agencies.
2. Lead and support agencies will provide sufficient personnel to staff the ESF-24 hours per day, 7 days per week as needed, when possible. Staff will be qualified persons able to facilitate decisions for the agency they represent.

IV. RESPONSIBILITIES:

Primary Agencies: American Red Cross (ARC)
Sarasota County Human Services

Support Agencies: Sarasota County Community Information & Education
(CIE) - Libraries
Sarasota County School Board
VOAD/SCOD
Salvation Army

Responsibilities:

1. ESF-6 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
2. ESF desk will be staffed by at least two (2) representatives at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
3. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
4. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
5. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

The American Red Cross will:

1. Ensure the presence of resource materials in sufficient quantities in ESF-6 location.
2. Maintain shelter listings for the County and locations of all operating mass feeding sites and major feeding routes.
3. Support mass feeding of the general public activities through ESF-11.
4. Support ESF-6 by providing personnel and equipment to assist with accomplishing its Mass Care responsibilities.
5. Provide information on hotels for additional shelter spaces.
6. Develop and maintain a roster of personnel to staff the ESF desk.
7. Coordinate with County Parks & Natural Resources rep at ESF-6.

The Salvation Army will:

1. Support the EOC operation of ESF-6 by providing personnel to assist with accomplishing its Mass Care responsibilities for the Public and associated EOC staff.
2. Support the operation of the ESF by supplying personnel to staff the ESF.
3. Support ESF-6 with information regarding Salvation Army services in the impacted area. Provide staff to the ESF-6 desk. Supply lists of personnel and facilities, statewide.
4. Develop and maintain a roster of personnel to staff the ESF desk.

VOAD /SCOAD will:

1. Adventist Community Services may assist in feeding. They may also support shelter operations through agreement with the ARC.
2. Florida Baptist Convention may work with the ARC in establishing fixed feeding sites and supplying mobile feeding units with their kitchens. They may also support shelter operations through agreement with the ARC.

V. ACTIONS**A. Preparedness**

1. The lead agency will prepare for disaster exercises by coordinating with support agencies for their participation in exercises.
2. ESF-6 agencies will work with local government, and voluntary service delivery units, County emergency management agencies, school boards, and other applicable agencies in activities related to surveying the feasibility and suitability of facilities to be used as shelters utilizing and ARC 4496 as guidelines.
3. ESF-6 will support ESF-8 in procuring and regularly updating lists of planned special needs shelters or other special needs units in existence in each county.
4. Maintain roster of primary contact ESF Personnel.
5. Work with managing agencies to ensure up-to-date shelter list is available.
6. Work with managing agencies to ensure up-to-date comfort station resource list is available.
7. ESF-6 will have, procure, and regularly update a list of all agencies (public and private) that have a mission and capability to provide mass feeding in times of disaster.

B. Response

1. Lead and support agencies will have and maintain appropriate listings of agency staff to notify for response activities.
2. ESF-6 will coordinate with ESF-5 and ESF-11 regarding mass feeding sites established by the American Red Cross, Salvation Army, Southern Baptist Convention, and other volunteer agencies.
3. Shelters will be opened and closed in accordance with public need

as assessed by Emergency Management. ESF-6 will continuously monitor occupancy levels and ongoing victims' needs, and will provide the IC and EOC Manager with a daily listing of "open" shelters and hourly population counts during intake and discharge periods, and as needed during lockdown period.

4. The State has adopted ARC 4496 as model shelter guidelines. All shelters should be managed in accordance with these guidelines.
5. ESF-6 will work with local government, voluntary service delivery units, County emergency management agencies, school boards, and applicable federal agencies in activities related to surveying the suitability of facilities as shelters following a disaster.
6. ESF-6 will regularly update lists of available shelters and population counts.
7. In the operational phase, ESF-6 will support ESF-8 in compiling lists of special needs shelter.
8. ESF-6 will coordinate with ESF-8 to ensure people with the need for a level of care, higher than standard first aid will have their needs attended to.
9. ESF-6 will coordinate with ESF-8 for the provision of medical services and mental health services in shelters.
10. ESF-6 will coordinate with ESF-8 and ESF-4 to help ensure that a sufficient number of first aid trained and qualified personnel are stationed at each mass care site.
11. ESF-6 will coordinate with ESF-2 to ensure that each shelter has a working communications system and has contact with the county Emergency Operations Center (EOC) and the managing agency. This may include radio, telephone, or cellular telephone communication devices. The American Red Cross representative in the EOC will keep ESF-6 informed about conditions at the shelters and any unmet needs regarding communications.
12. ESF-6 will coordinate with ESF-12 for priority service restoration to mass care sites and for the acquisition of supplemental power sources.
13. ESF-6 will coordinate with ESF-16 regarding additional security resources needed at Mass Care sites.

C. Recovery

1. ESF-6 will coordinate with ESF-5, ESF-11, and ESF-15 to establish mass feeding sites operated by the American Red Cross, Salvation Army, Southern Baptist Convention, and other volunteer agencies. The first priority of mass feeding activities will be disaster victims.

Emergency workers will be encouraged to utilize established mass feeding sites in lieu of individual site distribution.

2. ESF-6 will coordinate mass feeding locations to ensure optimal logistics for public service based on emergency needs.
3. ESF-6 will ensure that ESF's 3 and 8 coordinate sanitation provisions and inspections and garbage removal from mass feeding sites.
4. ESF-6 will coordinate with managing agencies for the provision of food and water to mass feeding sites. This will include procuring food from the USDA, donations and private vendors. Liaison will be established with ESF-11 and ESF-15 to ensure continued coordination for mass feeding.
5. ESF-6 will assist County emergency management agencies, local American Red Cross service delivery units, Salvation Army Units, Department of Health, and the Department of Elderly Affairs in identifying pocket populations.
6. ESF-11 will coordinate the storage and distribution of food for mass feeding sites identified and coordinated by ESF-6.

D. Mitigation

1. ESF-6 will participate in shelter deficit reduction strategies/activities and shelter demand studies.
2. ESF-6 will work with the Florida VOAD Sarasota County Organizations Active in Disasters (SCOAD) on coordinated public education programs to reduce shelter demand. *
3. ESF-6 will work with client base to encourage individual responsibility (i.e., preparedness). *

E. Direction and Control

1. ESF-6 will be organized in a manner that ensures rapid response to the mass care needs of people affected by a disaster. Each agency assigned to the ESF will have a thorough and up to date disaster plan, which should be coordinated through the ESF's primary agency. When activated, agencies in ESF-6 will operate under these plans and financially support their own activities.
2. ESF-6 coordination will include prevention of duplication of goods and services as they relate to mass care, assisting volunteers with technical advice, and logistical support through the other ESF's and coordinating the delivery of goods and services as they relate to mass care.

3. ESF-6, through its lead and support agencies, will maintain a listing of all agencies active in mass care in the disaster area.
4. ESF-6 will focus on sheltering activities, mass feeding; and will coordinate with volunteer agencies conducting mass care activities.
5. Each Agency assigned to ESF-6 will assist in staffing the EOC as required. Local agencies may be asked to supply clerical/administrative personnel. Agency personnel will liaison between the EOC and their operational headquarters.
6. ESF-6 will coordinate with ESF-15 regarding the use and coordination of ad hoc voluntary agencies that spontaneously engage in providing mass care.
7. American Red Cross chapters will open shelters and establish mobile and fixed feeding sites. First aid and counseling will be available at mass care sites.
8. Salvation Army units will establish mobile and fixed feeding sites and will provide primary feeding for the EOC Staff. They are the primary agency for managing comfort stations. They will assist in the distribution of relief supplies, provide crisis counseling, and supplement shelters where needed.

RESOURCE SUPPORT**ESF-7****I. GENERAL:**

- A. Primary Agency:** Sarasota County Office of Financial Management
- B. Support Agencies:** Public Works Facilities Management
Public Works Transit
Sarasota County Asset Management
Sarasota County Risk Management

II. INTRODUCTION:**A. Purpose:**

The purpose of this Emergency Support Function (ESF) is to provide logistical and resource support to local entities involved in delivering emergency preparedness, response, and recovery efforts for the Emergency Operations Center (EOC) during natural disasters and other catastrophic events. This support includes locating, procuring, and issuing resources, such as: supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment, generators and transportation of such in coordination with ESF-1. Coordinates with State Division of Emergency (DEM) for resource support as needed.

B. Scope:

ESF-7 has the responsibility for providing direct and active support to emergency efforts.

C. Planning Assumptions:

1. A disaster will have an immediate impact on city and county resources and the shortages of vitally needed supplies must be procured and provided to the affected areas.
2. Resources outside of the affected area will be directed to fulfill the unmet needs of the city or county governments.
3. Transportation of resources will require staging areas, which can be managed by ESF-1 after a local declaration of emergency resolution.
4. Some local resources may be unavailable in the impacted area due to debris and destroyed buildings.

5. Logistical support to save lives will receive first priority.
6. Massive demand for resources may be met with a local declaration of emergency resolution, which would exempt normal procedures for purchasing and put in place the emergency plan.
7. State DEM ESF-7 will be used to fulfill needs that are unable to be met locally or through mutual aid.

III. CONCEPT OF OPERATIONS:

A. General:

ESF-7 is responsible for planning, coordinating, and managing the resource support needed. Local capabilities and resources committed to ESF-7 will be allocated and coordinated through the Logistics Section Chief. The primary source of equipment, supplies, and personnel shall be made from existing support agency resources and local sources. Support which cannot be provided from these sources will be obtained through commercial sources. Resources will be directed to fulfill needs of local government. Logistical support necessary to save lives will receive first priority. Massive acquisition of resources will be accomplished in accordance with an Executive Order that would exempt procurement from normal purchasing requirements.

All support agencies will be notified and tasked to provide 24-hour representation as necessary. Each support agency is responsible for ensuring that sufficient program staff is available to report to and support the EOC and to carry out the activities tasked to their organization on a continuous basis. Individuals representing agencies support the staffing of ESF-7 will have extensive knowledge of the resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during activation.

B. Organization:

1. ESF-7 will operate under the direction of the Emergency Operations Center Incident Commander or designee. (Logistical Chief/EOC Manager)
2. ESF-7 will continue to operate through the emergency situation, either in the EOC, or at their regular work location with approval of the IC or designee.
3. The Emergency Management Chief or designee will alert designated primary personnel of possible resource needs and to report to the

- EOC. ESF support operations will be coordinated through Emergency Management in the EOC and/or at a location designated by the IC.
4. ESF-7 will maintain liaison with other ESF's and interested parties.
 5. ESF-7 takes action if another ESF requires assistance in procuring needed items. If other ESF's do not have a source for an item, they come to ESF-7 with a request for support. ESF-7 finds a source for needed items, gives the name of the contact person, price, and schedule in which material can be available at the location established to the requesting ESF. When all options are exhausted, ESF-7 will coordinate with State DEM for provision of resources.
 6. The County purchasing professionals are available at the ESF-7 position when the EOC is activated. When needed, such as, when an activation lasts a long period, or there are many activations in a short time period, purchasing professionals from other support agencies may be called in to the EOC to participate with ESF-7. Support agency purchasing professionals may be asked to help locate sources of needed items, while posted at their own agencies.

C. Notification

The EOC will implement the activation plan to notify appropriate ESF personnel and other support personnel. Personnel may either be placed on standby or deployed for immediate response to the EOC. All support agency contact persons for ESF-7 will be instructed to alert their contacts throughout the County to ensure that all available resources are on standby.

IV. RESPONSIBILITIES:

Primary Agency: Sarasota County Office of Financial Management

Support Agencies: Public Works Facilities Management
Public Works Transit
Sarasota County Asset Management
Sarasota County Risk Management

Responsibilities:

1. The primary agencies for ESF-7 are vested with the overall responsibility for allocating and coordinating resources and support activities incident to ESF-7. These agencies will provide support staff for procurement of commodities and services, leasing of buildings and facilities, and facilities management. In addition, they will coordinate

- and allocate food, equipment and supplies made available.
2. Assist in the transportation of resources.
 3. Supplies and equipment will be provided from current County or regional stocks or if necessary, from commercial sources.
 4. Public Work Department (PWD) will provide drivers, equipment operators, trucks, and heavy equipment.
 5. Risk Management will coordinate collection of information required for restoration assistance from the Federal Emergency Management Agency (FEMA).
 6. ESF-7 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
 7. ESF desk will be staffed by at least representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
 8. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
 9. Appropriate ICS forms and FEMA Daily Logs will be completed by all staff assigned to work during activation.
 10. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

V. ACTIONS

A. Preparedness

ESF-7 personnel will be placed on standby or directed to staging areas with some facilities being staffed for immediate response. Some resources will be staged near the pending emergency areas. Support agencies may be alerted. Resources available for designation as emergency support, including facilities, will be assessed and identified. Inventories of resources, including, but not limited to, pre-arranged staging areas, government buildings, public facilities and agency contacts, will be reviewed.

B. Response

Some support agencies may be directed to deploy personnel and other resources. Buildings will be leased for staging area warehouses or to replace damaged or destroyed facilities. Communication resources will be provided in coordination with ESF-2. Transportation needs will be provided

in coordination with ESF-1. ESF-7 will assist, facilitate, and coordinate contractual services between the County and commercial sources. Office furniture, equipment, and supplies will be provided from existing inventories, or will be procured.

Food and fuel will be provided with cooperation of ESF-11 and ESF-12. Security for staging areas and facilities will be provided by ESF-16. ESF-7 shall provide a report listing all generators and other supplies ordered. ESF-7 will maintain records for all properties loaned to for support as well as all incoming resources from mutual aid or State DEM.

C. Recovery

ESF-7 will provide logistical support for staff movement, and locate and procure equipment after disaster events. In a catastrophic event, the EOC may be moved to the disaster area. If this occurs, ESF-7 will also move staff to the disaster area. ESF -7 will provide logistical support electronically, by telephone, and other methods to support Disaster Field Offices. After a typical disaster situation, ESF-7 staff will support Disaster Field Offices.

D. Mitigation

ESF-7 meets frequently with State agency representatives, local purchasing directors, and other purchasing agents. ESF-7 personnel encourage those who work in the local cities and counties to work with their County EOC personnel. They assist in building databases for acquisition of goods and services that may be needed in preparation, response, and recovery.

E. Direction and Control

In times of emergency, when the EOC is in operation, the Emergency Management Chief works directly with the Logistics Chief in the EOC to meet the needs of this support function, County-wide. ESF-7 is authorized to make decisions and manage, control, and coordinate resources.

VI. FINANCIAL MANAGEMENT

When the EOC is activated, expenditures for cost recovery are documented during the incident and after the incident period. ESF-7 personnel will work with the Budget and Financial sections reporting on expenditures, based on standard accounting practices. Expenditures are documented prior to an incident (for incident with notice) as FEMA Daily Logs are completed upon activation 72 hours prior to the incident.

Each support agency is responsible for tracking its own costs associated with ESF-7 operations. Fund 148 is to be used to properly document and track expenditures for business departments. In concurrency with the EOC, each support agency will file for reimbursement of costs it incurs through its own agency's accounting and reimbursement filing system. Each support agency is responsible for monitoring staff hours using its own tracking system and the use of FEMA Daily Logs, and requesting financial reimbursement for staff hours incurred in association with ESF-7 operations. The EOC will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

All requests for restoration assistance from the Federal Emergency Management Agency will be forwarded to the appropriate Office of Financial Management representative for consolidation and submission. Proper documentation of all natural and man-made disasters activities and County property damage is important from the beginning of any emergency. County agencies should keep documentation of the following disaster related activities; the activity being performed; the purpose of the activity; the location of the activity; employees participating in the activity; all equipment needed to complete the activity; type, volume, and cost of all materials needed to complete the activity; date, time and duration of the activity; all property damage including the location of the damage and the estimated cost to repair or replace the property. The complete and accurate documentation of disaster-related activities is essential for Federal disaster recovery procedures. This documentation will be maintained using the database system provided in the EOC, or on hard copy forms if necessary.

VII. REFERENCES AND AUTHORITIES

Procurement will be made in accordance with current local, State and federal laws and regulations, which include emergency procedures under Florida Statutes as follows:

- A. Sarasota County - Purchasing Guide

- B. Sarasota County - Procurement Procedures
- C. Sarasota County - Facilities Maintenance Procedures
- D. Sarasota County - Fleet Management Procedures
- E. State of Florida - Procurement Procedures
- F. Sarasota County - Personnel Department Emergency Actions Procedure

HEALTH and MEDICAL**ESF-8****I. GENERAL:**

- A. Primary Agency:** Florida Department of Health in Sarasota County
Sarasota County Health and Human Services
- B. Support Agencies:** Agency for Health Care Administration
Department of Agriculture and Consumer Services
Department of Business and Professional Regulation
Department of Elder Affairs
Department of Environmental Protection
Department of Law Enforcement
Department of Military Affairs
Department of Children & Families
Florida Wing Civil Air Patrol
Florida Funeral Directors Association
U.S. Department of Energy
Sarasota Community Organizations Active in Disaster
(Sarasota COAD) agencies
Local ESF-8 partner agencies
Local hospitals
Sarasota Memorial Hospital
Doctor's Hospital
Venice Regional Bayfront Health
Englewood Community Hospital

II. INTRODUCTION:**A. Purpose:**

The Lead agency for ESF-8 in Sarasota County is Sarasota County Health and Human Services (HHS) which includes the Florida Department of Health in Sarasota County. HHS is responsible for activating and directing the functions of ESF-8 and of notifying all support agencies of the activation. The HHS Emergency Operations Planner(s) in collaboration with the HHS Incident Management Team (IMT) is responsible for the designation and training of staff to assist in management of the functions of preparedness, recovery, mitigation, and response from the HHS Operations Center (HHS Ops) during a declared disaster event. The

three levels, State, Area, and Local, interact in either an active or passive manner depending upon the scope and severity of the event.

B. Scope:

ESF-8 provides overall public health response, triage, treatment of victims of a disaster; assistance in the evacuation of victims out of the disaster area after the event; immediate support to hospitals and nursing homes; provision of emergency mental health crisis counseling for individuals and the community and the re-establishment of all health and medical systems. Assistance in pre-event evacuation may also be provided whenever patients or clients of the state and DOH are affected, or pre-established plans for any health care institution have failed.

C. Planning Assumptions:

1. Resources within the affected disaster area will be inadequate to clear casualties from the scene or treat them in local hospitals. Additional mobilized state capabilities will be urgently needed to supplement and assist Sarasota County to triage and treat casualties in the disaster area and then transport them to the closest appropriate hospital or other health care facility. Additionally medical re-supply will be needed throughout the disaster area. Transportation of patients by air or ground to the nearest metropolitan areas with available beds and capability to provide definitive care will be necessary.
2. Damage to chemical and industrial plants, sewer lines and water distribution systems and secondary hazards such as fires will result in toxic environmental and public health hazards to the surviving population and response personnel including exposure to hazardous materials, contaminated water supplies, crops, livestock, and food products.
3. The damage and destruction from a catastrophic natural disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.
4. Assistance in maintaining the continuity of health and medical services will be required with specific concern for implementation of communicable disease services (prevention, surveillance, etc.)
5. Disruption of sanitation services and facilities, loss of power and massing of people in shelters may increase the potential for disease and injury. Support for public shelters with medical

assistance beyond the capabilities of the shelter staff. Every attempt will be made to assure the countywide resources are fully utilized before requests are made for out of county assistance. Coordination of all activities will occur at the EOC.

III. CONCEPT OF OPERATIONS:

A. General:

It is recognized that the State of Florida may have to take action with regard to a major natural or manmade disaster. These events may come with warning or be of sudden impact. ESF-8 will be responsible for provision and coordination of services, equipment, supplies, and personnel to meet needs (public health, medical care, and certain social services) resulting from such disasters.

B. Organization:

STATE

An ESF-8 desk exists at the SEOC and is organized according to methodology of the Incident Command System (ICS). A manager called the ESF-8 State Coordinating Officer is designated (currently the DOH Emergency Coordinating Officer), who organizes support agency staff to provide incident assessment, planning, procurement, deployment, and support operations to other ESF's, area coordinators and local management to assure appropriate and timely response. (An updated contact list is maintained at the EMS Emergency Operations section for all state, area, and county personnel). Procedural protocols and manuals govern staff operation at the SEOC and semi-annual training is conducted to facilitate effectiveness. In a large event requiring outside assistance from federal or compact states, the ESF-8 desk works with counterparts from those entities to seek, plan, and direct use of those assets.

Throughout the response and recovery periods, the ESF-8 desk will evaluate and analyze information regarding medical, health, and public health assistance requests for response, develop, and update assessments of medical and public health status in the impact area, and do contingency planning to meet anticipated demands.

If an event is focused in scope to a specific type or response mode, e.g., hospital evacuation or radiological problem, then the position and

functions of the operations officer will be assumed by an appropriate person from a supporting agency with expertise pertinent to the event.

AREA

DOH and County Health Departments, supporting agencies, voluntary agencies, and private agencies have operational centers located throughout the state. Key staff within these agencies has been trained to carry out responsibilities under ESF-8 and function as coordinators, assessors, and operational personnel in support of local activities. An Area Coordinator and an Assistant Area Coordinator are appointed in each geographic area. They function as extensions of the ESF-8 Coordinator and are involved in activities that relate to planning, preparedness, recovery, and response. Another key role these staff provides is coordination with County Health Department Emergency Coordinators and other emergency officials, within and outside ESF-8. They facilitate communication and operational readiness of ESF-8 resources within the area and when events occur outside their area, serve as adjunct staff to the State ESF-8 or as ESF-8 liaisons with effected counties.

LOCAL

The county level is where the event is confronted. The Sarasota County ESF-8 focal point is the Health and Human Services Operations Center (HHS Ops). Low impact events not activating the county EOC will be handled by the SEOC ESF-8 directly with the Sarasota County HHS Emergency Operations Planner(s) and simultaneously with Area Emergency Coordinators.

High impact events requiring the activation of the Sarasota County EOC (CEOC) or multiple county EOC's require closer coordination between HHS Ops Emergency Operations Planner(s) and other Emergency Coordinators and may require the commitment of additional area resources. Sarasota County ESF-8 will address ESF-8 responsibilities through two functions, ESF-8 Medical and ESF-8 Health which collectively mirror the State's ESF-8 functions. The Health and Medical ESF-8 management functions conducted at HHS Ops are coordinated with the County Emergency Operations Center (CEOC) by placing ESF-8 liaisons (Health and Medical) in the CEOC. The ESF-8 liaisons communicate the management activities taking place at HHS Ops to the CEOC and work within the CEOC and ESF structure to enlist the support of other ESF's to support ESF-8 activities as needed.

Extremely high impact events require constant coordination between county, area, and state ESF-8 staff and may necessitate the commitment of state or other resources.

C. Notification:

The State Warning Point, at the SEOC, will notify the ESF-8 duty officer (or the department ECO) upon the occurrence of a potential or actual major natural disaster or manmade event. This notification will usually be made via telephone or digital pager. Such notification could be to: advise of the potential for disaster, activate the SEOC, or request an ESF-8 representative to deploy as a regional advanced team member.

1. Upon receipt of the notification, the ECO or the department duty officer (see DOH Emergency Plan, Section B) will alert all essential emergency response personnel assigned to the SEOC and inform them of the type of event and implement the ESF-8 response in accordance with the SEOC level of activation for the event. The ECO or duty officer will then notify the Secretary of DOH, and other key departmental and support agency personnel of the status of the event.
2. The duty officer or the ECO, who is usually the first ESF-8 staff person to arrive at the SEOC, will get an immediate briefing from the SEOC duty officer, activate all callout lists, brief other arriving staff, and begin to notify all Area Emergency Coordinating officers of SEOC activation and potential for them to be affected by the event, unless such notification has previously been made.
3. The Regional Office of the U. S. Public Health Service, known as Federal Regional ESF-8, will be notified of the event status and briefed on any anticipated need for federal assistance. If federal assistance is anticipated, the Regional ESF-8 representative will maintain coordination with the state ESF-8 desk and serve as liaison with the Federal Emergency Management Agency (FEMA) lead representative present at the SEOC. The federal ESF-8 representative shall respond to requests from the state ESF-8 desk to ensure that all requested federal assistance possible is made available to the state.

D. Local Notification

The Sarasota County Emergency Operations Center will notify the Emergency Operations Planner(s) who will notify the Lead ESF-8 Representative upon the occurrence of a potential or actual major natural disaster or manmade event. This notification will usually be made via telephone or digital pager. Such notification could be to: advise of the potential for disaster, activate the CEOC, or request an ESF-8 representative to deploy as a regional advanced team member.

1. Upon receipt of the notification, the Emergency Operations Planner(s) will alert the HHS Executive Director (CHD Administrator) and if so directed, all essential emergency response personnel assigned to HHS Ops and inform them of the type of event and implement the response in accordance with the CEOC level of activation for the event. The Emergency Operations Planner(s) or designee will then notify State ESF-8, and support agency personnel of the status of the event.
2. The Emergency Operations Planner(s), or Lead ESF-8 Representative, who are usually the first HHS Ops staff person to arrive at the CEOC, will get an immediate briefing from the CEOC Emergency Management Chief, brief the HHS Executive Director (CHD Administrator) and as directed activate all callout lists, and brief other arriving staff of CEOC activation and potential for them to be affected by the event, unless such notification has previously been made.
3. The Regional Emergency Response Advisor (RERA) and Regional Health and Medical Co-Chair, will be notified of the event status and briefed on any anticipated need for regional assistance. If regional assistance is anticipated, the Regional ESF-8 representative will maintain coordination with the state ESF-8 desk and serve as liaison with the Federal Emergency Management Agency (FEMA) lead representative present at the SEOC. The federal ESF-8 representative shall respond to requests from the state ESF-8 desk to ensure that all requested federal assistance possible is made available to the state.

IV. RESPONSIBILITIES:**A. Primary Agency:** Florida Department of Health in Sarasota County
Sarasota County Health and Human Services

Responsibilities:

1. Provide leadership in directing, coordinating and integrating the overall county efforts to provide health, medical, public health, and human services assistance to the affected area.
2. Staff and operate a command and control structure to assure that services and staff are provided to areas of need.
3. Coordinate and direct the activation and deployment of local agencies, volunteer health/medical personnel (via Medical Reserve Corps), supplies, equipment and provide certain direct resources which are under the control of HHS.
4. ESF-8 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
5. ESF desk will be staffed by at least 2 representatives at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
6. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
7. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
8. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.
9. Through coordination with EOC, Sarasota County ESF-8 assures that the following personnel or services are available for any event;
 - a. Medical equipment and supplies
 - b. Nurses/RNs/LPNs
 - c. Health administrators
 - d. Pharmacy services/Pharmacists

- e. Physicians
- f. Environmental health specialists
- g. Laboratories and laboratory personnel
- h. Nutritional services, including WIC
- i. Epidemiology
- j. Mental health workers
- k. Radiation monitoring
- l. Disaster response expertise
- m. Dental services and personnel
- n. Dietitians
- o. Immunizations
- p. Case management
- q. Outreach capability
- r. Public information and education

B. Other Activities of the Primary Agency (HHS) - Radiological Event

1. Develop comprehensive policies and programs for decontamination and mitigation of hazards associated with sources of ionizing radiation.
2. Encourage, participate in, and conduct studies, public hearings, training, and research relating to the control of sources of ionizing radiation.
3. Respond to any emergency that involves possible or actual release of radiological materials in order to protect health, safety, and property.
4. Coordinate with State DOH for the involvement of the Department of Environmental Protection in the chemical analysis of water obtained from public water supplies. The DOH will make the actual radiological analysis of water obtained from public water supplies.
5. Support ESF-6 (Mass Care) in the coordination of overall reception and care responsibilities.
6. Provide technical consultation and support regarding radiation and radiological health (e.g., determine levels of radiation, health hazards, and radiological decontamination) as the principal radiological assessment agency.
7. Coordinate with State DOH for distribution of radiological data to the state and county response organizations.

8. Coordinate with State DOH to determine the severity of radiological emergencies when an actual release of radioactive materials occurs and make recommendations as the primary radiological assessment agency based on a technical analysis of the situation.
9. Respond to nuclear power plant emergencies by proceeding to the licensees' Emergency Operations Facilities.
10. Maintain liaison with state agencies, local governments, and nuclear power plants for planning and operational purposes.
11. Contingent upon available staff, provide staff in the risk county CEOC's to interpret technical data and evaluate protective action recommendations.
12. Provide criteria and technical support for the decision to relax protective actions and allow for recovery and reentry into the affected area.
13. Coordinate planning and operational support for the decision to relax protective actions and allow for recovery and reentry into the affected area.
14. Prepare and maintain a list of medical facilities that have the capability to treat radiological contaminated individuals.
15. Develop a policy for the use and distribution of potassium iodide.
16. Provide support in supplying sanitary facilities for evacuees at reception centers and shelters.
17. Coordinate with State DOH on the collection samples from public and surface water supplies for radiological analysis by the Bureau of Radiation Control in the event a radiological release occurs.
18. Coordinate with State DOH to involve the Department of Environmental Protection in collecting and analyzing air and water samples.

Support Agencies: Agency for Health Care Administration
Department of Agriculture and Consumer Services
Department of Business and Professional Regulation
Department of Elder Affairs
Department of Environmental Protection
Department of Law Enforcement
Department of Military Affairs
Department of Children & Families
Florida Wing Civil Air Patrol
Florida Funeral Directors Association
U.S. Department of Energy

Sarasota Community Organizations Active in Disaster
(Sarasota COAD) agencies
Local ESF-8 partner agencies
Local hospitals
Sarasota Memorial Hospital
Doctor's Hospital
Venice Regional Bayfront Health
Englewood Community Hospital

Responsibilities:

Support agencies will provide assistance to the HHS Ops with services, staff, equipment, and supplies that complement the entire emergency response effort. Some specific services and resources are described as follows but support agencies capacities change from time to time and emergency coordinators are responsible for updating resources and capabilities with the lead agency frequently.

- ESF-8 is required and expected to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
- ESF desk will be staffed by at least representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
- All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
- Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
- ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

1. Department of Agriculture and Consumer Services (DACS)

- a. Veterinarian/food inspection/animal care
- b. Transport vehicles (ground and air)
- c. Security personnel
- d. Operation of staging area
- e. Food service/response personnel
- f. Determine the needs of the agricultural industry during a radiological emergency.

- g. Declare an agricultural emergency as guided by the DOH when a radiological hazard is detected.
- h. Draft and promulgate agricultural procedures that will be effective during nuclear power plant emergencies.
- i. Determine the needs of the agricultural industry during a radiological emergency.
- j. Declare an agricultural emergency when a radiological hazard is detected.
- k. Draft and promulgate agricultural procedures that will be effective during nuclear power plant emergencies.

2. Agency for Health Care Administration (AHCA)

- a. Coordinate need for initiating any waiver of rules and regulations regarding licensed professional personnel.
- b. Maintain and provide a listing of hospitals, nursing homes, Adult Living Facilities (ALF's), etc., which should include CEO names and 24-hour telephone numbers.
- c. Provide bed availability status of all hospitals outside the watch area.
- d. Contact all hospitals, nursing homes, and ALF's in watch/warn area prior to land fall and determine who to call and at what numbers after storm.
- e. Mobilize/alert AHCA personnel.
- f. Determine status of hospitals, nursing homes and ALF's in impact area after storm clears.
- g. Provide AHCA nursing personnel to assist in shelters, tent cities, public health clinics, etc.
- h. Provide engineering and architectural staff to evaluate structural integrity of hospitals.

3. American Red Cross (ARC)

- a. Provide nursing personnel
- b. Feed response personnel

4. Department of Business & Professional Regulation (DBPR)

- a. Provide Food inspectors to assist in inspection of restaurants, mass feeding sites, and food distribution centers.

- b. Verify licensure of medical/health care personnel within the state and from other states.

5. Department of Elder Affairs (DOEA)

Coordinate the relocation of displaced elderly.

6. Department of Environmental Protection (DEP)

- a. Assistance in obtaining potable water, portable toilets, and assessing hazardous material incidents.
- b. Restrict consumption of surface water supplies in the event of a release of significant concentrations of radioactive material into those supplies.
- c. Coordinate with other state and county agencies to provide safe water supplies at reception shelter facilities.

7. Department of Military Affairs (DMA)

- a. Identify possible medical resources for deployment.
- b. Support Transportation-logistics requests (ground and air).
- c. Provide food service/response personnel.
- d. Patient evacuation support (ground and air).
- e. Provide security personnel.
- f. Assist in communications support.

8. Department of Law Enforcement (FDLE)

- a. Provide general security for evacuation and site control
- b. Provide assistance in the rapid transportation of samples for analysis as necessary.
- c. Conduct warnings and evacuation of all waterways, state parks, and recreational areas in and around nuclear power plants and coordinate such on-going activities with U.S. Coast Guard representatives.
- d. Supply supporting agency watercraft to DOH as needed for the collection of bio samples.

9. Florida Funeral Directors Association

Provide victim identification and mortuary services.

10. Department of Children & Families

Provide mental health services to the affected populations and coordination of Critical Incident Stress personnel to support responders.

11. U.S. Department of Energy

See Direction and Control: Radiation Events

12. Department of Transportation, Civil Air Patrol

Provide support to the DOH Command & Control unit when deployed to the field.

13. Other Assets

Although specific assets have been identified within supporting agencies, including Sarasota Communities Organizations Active in Disasters (Sarasota COAD) agencies, it is clearly understood that we will initially coordinate requests for and acceptance of support with each appropriate ESF.

14. Local Hospitals

Local hospitals have the capacity and resources to assist with the following:

- Providing emergency shelter for high acuity persons with special needs
- Medical surge
- Decontamination
- Other emergency response roles as defined by the Suncoast Disaster Healthcare Coalition

V. FINANCIAL MANAGEMENT

HHS will be responsible for managing all financial matters related to resources that are procured through ESF-8 during the event. During a response each agency is responsible for recording and tracking their expenditures and seeking reimbursement from the appropriate resource after the event is over. If a federally declared disaster exists, then a reimbursement formula is established by FEMA that may be as much as 100 percent, but usually does not exceed 75 percent. When the reimbursement is less than 100 percent the Governor's Office, together with legislative leadership, may decide to reimburse agencies/departments for the difference. In some instances the agencies/departments may be required to assume this financial responsibility from their regular budgets.

A. Guidelines for HHS

The representative from DOH Administrative Services is notified when the CEOC is activated. This precipitates the establishment of an external program code (EP) and an OCA. A different EP and OCA are established for each event. Administrative Services will ensure that the EP and OCA are communicated to the HHS Ops fiscal officer. These codes are then available for HHS Ops expenditures associated with the current storm/disaster.

All requests for disaster response products and services that come to ESF-8 will be processed at HHS Ops in accordance with existing policies contained in the HHS Emergency Operations Plan (EOP). Finance Section staff will be responsible for ensuring that these procedures are carried out so that reimbursement to vendors and the HHS can occur with a minimum of delay. Upon activation the Finance Section will ensure that fiscal staff is designated that will work HHS Ops during the entire time the HHS Ops is active.

The Finance Section designated staff maintains on-going contact with each vendor and is available to all vendors 24 hours a day, seven days a week throughout the duration of the emergency event. This staff shall also be responsible for following up all financial issues after response has ceased by coordinating with CEOC and DOH fiscal and personnel management, FDEM, and FEMA fiscal agents and directly with vendors as necessary.

Expenditures by other departmental entities, i.e., county ESF-8 partners are documented by those entities and submitted directly to the HHS Ops Finance Section or CEOC as appropriate. For additional information on the handling and processing for disaster related expenditures please see the DOH FEMA GRANT GUIDE, updated for 1998.

B. Other Support Agencies

HHS shall encourage all supporting agencies to establish effective financial disaster response systems internally and share with them all directives received from DEM, FEMA or other sources.

VI. ACTIONS

Actions carried out by this ESF fall into the four categories of emergency management: preparedness, response, recovery, and mitigation. Each category requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration with all supporting agencies and the intended recipients of service. This ESF encompasses a full realm of activities from education to provision of field services. It also functions as a coordinator and at times assumes direct operational control of provided services. The following services provide the framework upon which actions will occur:

- a. Assessment of health and medical needs.
- b. Disease control/epidemiology.
- c. Health/medical care personnel.
- d. Health/medical equipment and supplies.
- e. Patient evacuation.
- f. Coordinated in-hospital and nursing home care.
- g. Food and drug safety and availability of drugs and certain foods.
- h. Emergency responder health and safety (CISD).
- i. Radiological/chemical/biological hazards.
- j. Mental health and crisis counseling (individual and community).
- k. Public health information.
- l. Vector control/monitoring.
- m. Potability of water, disposal of waste water and solid waste.
- n. Victim identification/mortuary services.
- o. Management, Command and Control of assets.

A. Preparedness

Actions and activities that develop health and medical response capabilities:

1. Ongoing involvement with planning, training, and conducting exercises.
2. Train ESF-8 desk personnel.
3. Train Area and County Coordinators
4. Conduct ESF-8 orientation for support agencies (public and private).
5. Hold joint exercises with DMAT's and EMS providers.
6. Conduct planning with support agencies, ESF-4 and ESF-9 to refine MSU operations.
7. Conduct training for Rapid Impact Assessment Team members from ESF-8.
8. Continue development of Rapid Impact Assessment Instrument (RIAI).
9. Refine environmental health assessment survey.
10. Refine epidemiological survey instrument.
11. Complete design of medical management course for ESF-8 personnel.
12. Establish GIS maps for critical facilities and target populations.
13. Develop automated protocols for frequently provided services.
14. Establish and operate an ESF-8 SEOC training cell.
15. Refine the DOH EOC and provide training to pertinent staff in its operation.
16. Refine and update Public Information Guide for all hazards.
17. Identify and arrange for hazardous materials training for EMS/first responders.
18. Develop training for tactical EMS (anti-terrorist) operations.
19. Maintain liaison with health and medical volunteer organizations.
20. Maintain liaison with DMAT's and DMORT's.
21. Develop rapid response mechanism for crisis mental health counseling.
22. Assist in the development of public health nursing disaster protocols.

B. Response

Actions and activities that are focused on saving lives, protecting the public health, and stabilizing health and medical systems affected by the event:

1. Coordinate operations at the ESF-8 desk in the CEOC.
2. Coordinate response and resources with other ESF's.
3. Provide team members for RIAT.
4. Provide team members for SERT field deployment
5. Provide health and medical resources to the Forward SERT
6. Provide communications for deployed health and medical personnel.
7. Determine if MSU is required and deploy to field locations.
8. Manage all field deployed assets.
9. Conduct field assessments and surveys.
10. Provide Nursing staff for Special Needs Shelters.
11. Provide staff and services for monitoring public health conditions.
12. Conduct rapid assessments for immediate response objectives.
13. Determine need for health surveillance programs in communities and regions.
14. Arrange for the provision of medical personnel, equipment and supplies as needed to health and medical facilities.
15. Assist with patient evacuation and relocation (post-event).
16. Identify hospital and nursing home bed vacancies statewide.
17. Operate the DOH EOC.
18. Assist in hazardous materials response through consultation, technical support, or staff deployment.
19. Perform water, food, and drug safety analysis and inspection.
20. Arrange for emergency mental health services to individuals and communities.
21. Support response personnel with CISD resources.
22. Arrange for DMORT or victim identification services.
23. Provide assistance as requested to the DFO.
24. Provide Port-o-lets and dumpsters to comfort stations/other locations.
25. Provide Public Health Nursing staff as needed at comfort stations.
26. Respond to radiological incidents including staffing the EOF.

C. Recovery

Activities that assist systems in returning to normal pre-event status:

1. Maintain support of the DFO.
2. Restoration of essential health and medical components of delivery systems.

3. Restore permanent medical facilities to operational status.
4. Restore pharmacy services to operational status.
5. Monitor environmental and epidemiological systems.
6. Initiate grants for environmental and epidemiological surveillance.
7. Support emergency services staff and operations until the local system is self-supporting.
8. Continue provision of long-term emergency environmental activities.
9. Identify populations requiring event-driven health, medical, or social services post-event.
10. Provide emergency pharmacy/ laboratory services.
11. Initiate financial reimbursement process for support services.

D. Mitigation

Actions or activities that reduce or eliminate hazards:

1. Survey and map (GIS) all EMS services in the county.
2. Increase use of GIS to identify location of all vulnerable sites or populations.
3. Identify and seek funds for hurricane proofing critical facilities.
4. Provide computerized access statewide to all regional and county coordinators for management communications and GIS data use.
5. Stockpile critical medical supplies in strategic locations throughout the State.
6. Develop Disaster Medical Assistance Team (DMAT) readiness levels to category I capability.
7. Identify and seek auxiliary power for critical facilities.

E. Direction and Control

State and Local ESF-8 utilize the Incident Command System to organize for emergencies. Key to this system at the local level is Health and Human Services Operations Center (HHS Ops) which functions as the official disaster preparedness, response, recovery and mitigation organization within Sarasota County as well as serving as the focal point for local ESF-8 activities. HHS is responsible for ensuring that all appropriate programs, support agencies, and other private volunteer agencies have knowledge about the system and expectations during an

event. The ESF-8 system operates in three arenas, at HHS Ops, in the CEOC, and in field locations. All operations are covered by procedural Functional and Support Annexes under the Sarasota County HHS Emergency Operations Plan (EOP).

All management decisions regarding ESF-8 response to an event are made at HHS Ops in conjunction with the CEOC Public Safety Advisory Group and Policy Group process. HHS Ops planning, logistics, finance, operations, and command functions work in a unified command with the CEOC in carrying out the mission.

A staffing directory (HHS Ops Emergency Call Lists) is maintained with status updated at least annually. The EOP, Functional, and Support Annexes are maintained with status updated at least annually.

Any deployed field personnel or units, even if assigned to a CEOC entity, are subordinate to HHS ops and are in contact with HHS Ops at all times, by either radio, fax/computer, or telephone.

In accordance with mission assignment of responsibilities from ESF-8, and if appropriate further mission tasking by CEOC, each support organization participating through ESF-8 assignment will retain administrative control over its own resources and personnel but be operationally controlled by ESF-8. Delegation of mission operational control may be given to CEOC or a local entity.

Appropriate information on casualties/patients will be provided to HHS Ops and the American Red Cross for inclusion in the Disaster Welfare Information System for access by the public.

F. Radiological Events

The Emergency Operations Planner(s) shall ensure that all aspects of the response to a radiological event are planned for and that designated HHS Ops staff and support organizations are prepared to carry out appropriate actions.

In the event of a radiological emergency, Chapter 404, Florida Statutes, designates, DOH, Bureau of Radiation Control, as the primary point of contact for assessment of health hazards during peace-time radiological emergencies regardless of their severity. The Bureau of Radiation

Control will have a representative in the SEOC and the Emergency Operations Facility (EOF). The representative at the SEOC will assume the function of ESF-8 Operations Officer for the event and work with local ESF-8 (HHS Ops).

G. Terrorism & Weapons of Mass Destruction

A Statewide plan has been developed and is included in the FDEM State annex to the CEMP. ESF-8 responsibilities in this arena are defined in the annex. Local ESF-8 (HHS Ops) responsibilities will mirror State ESF responsibilities at the local level.

H. Mass Immigration

The mass immigration plan is being revised and when completed will become a part of the ESF-8 Mass Immigration Annex of the CEMP. The current plan, which is a combination of plan and SOP, will be maintained as a separate document until the revision is finished. Local ESF-8 (HHS Ops) awaits revision.

VII. REFERENCES AND AUTHORITIES

- A. Florida Statutes 1991, Emergency Management, Chap. 252 (252.31-252.61)
- B. Hurricane Andrew Study 911 (May 93)
- C. DOH Refugee Response Plan (1993)
- D. Florida State Health Office Disaster Response Plan (1993)
- E. The Federal Response Plan for P.L. 93-288 (April 1992)

SEARCH AND RESCUE**ESF-9****I. GENERAL**

- A. Primary Agency:** Sarasota County Fire Department
- B. Support Agency:** Sarasota County Sheriff's Office
Sarasota K-9 Search and Rescue

II. INTRODUCTION**A. Purpose**

The purpose of ESF-9 is to provide local government both urban and non-urban Search and Rescue response to actual or potential disaster conditions.

B. Scope

Search and Rescue (SAR) operations include, but are not limited to, incidents that involve locating missing persons, locating boats on rivers or lakes, downed aircraft, extrication or any other operations involving life-saving activities during and after disaster events. These operations can include the use of canines trained in the location of humans.

The Urban Search and Rescue activities include, but are not limited to, locating, extricating and providing immediate medical assistance to victims trapped in collapsed structures.

C. Planning Assumptions

1. The various local fire departments and districts will assist and augment other departments with their search and rescue responsibilities and efforts.
2. All available firefighters from the affected fire departments and districts will be committed on the initial response phase so additional help that may be needed will be coordinated and/or obtained through the EOC.
3. Coordination and direction of all efforts with the local fire departments, fire districts and other agencies will be through the Response Operations Section/Emergency Services Branch in the EOC. All operations will be conducted under the Incident Command System.
4. Damaged areas may be restricted by debris and may not be readily accessible.
5. Secondary events or disasters may threaten survivors as well as the Search and Rescue personnel.

III. CONCEPT OF OPERATIONS

A. General

1. Non-urban search and rescue activities include, but are not limited to, emergency incidents that involve locating missing persons, locating boats which are lost at sea, locating downed aircraft, extrication if necessary, and treating any victims upon their rescue and road clearance. Deployment of Sarasota Search and Rescue K-9 teams shall be consistent with their contract with Sarasota County Government.
2. Urban search and rescue activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures. Resource deployment shall be in accordance with the Florida Fire Chiefs' Association (FFCA) Disaster Response Plan.

B. Organization

To mirror the State of Florida, the Sarasota County Fire Department is the primary agency for ESF-9, providing representatives on a 24-hour basis to the local Emergency Operations Center (EOC), and will activate to insure full deployment and utilization of resources identified under ESF-9.

C. Notification

1. Upon notification by Emergency Management of a potential or actual event requiring response, the emergency contact person for the Sarasota County Fire Department will notify all search and rescue members by telephone, pagers, or through the communications facilities at the EOC/911 center.
2. All contact persons for ESF-9 will be instructed to alert their contacts throughout the county to ensure that all available resources are on standby.
3. Resource inventories will be confirmed for possible use.

IV. RESPONSIBILITIES

Primary Agency: Sarasota County Fire Department
Support agency: Sarasota County Sheriff's Office
Sarasota K-9 Search and Rescue

Responsibilities:

1. The Sarasota County Fire Department is the primary agency in ESF-9. As the primary agency, they coordinate with the support agencies in directing the SAR resources and response activities.
2. Support agencies of ESF-9 work with the local Fire Departments and districts for SAR assistance to Sarasota County.
3. ESF-9 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
4. ESF-9 desk will be staffed by at least one representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
5. All actions taken by ESF-9 will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
6. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
7. ESF-9 will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

V. ACTIONS**A. Preparedness**

Utilizing the FFCA Disaster Response Plan, the Sarasota County Fire Department will coordinate and mobilize the resources of the county. They will also maintain and update as necessary the "Severe Weather" directive that outlines resource placement before, during and after a disaster. The local fire departments and districts will provide training to all search and rescue participants on an ongoing basis.

B. Response

Local resources from the disaster area will be committed through coordination with Incident Command. If additional resources are required, the EOC shall request assistance through regional mutual aid and/or from the State Emergency Response Team.

C. Recovery

Sarasota K-9 Search and Rescue provides personnel for the Search and Rescue teams. If requested, ESF-9 will provide SAR personnel and resources for recovery efforts.

HAZARDOUS MATERIALS**ESF-10****I. GENERAL:**

- A. Primary Agencies:** Sarasota County Fire Department
- B. Support Agencies:** Longboat Key Fire Department
Venice Fire Department
Northport Fire Department
Englewood Fire Department
Nokomis Fire Department
Sarasota County Emergency Management

II. INTRODUCTION:**A. Purpose:**

The purpose of ESF-10 is to provide support to local governments in response to an actual or potential discharge or release of hazardous materials resulting from a natural, manmade, or technological disaster, or the intentional release by an act of terrorism. Additionally, ESF-10 acts as the initiator for activating other resources within Sarasota County Government that provide authorization and guidance for environmental protection issues that are the responsibility of that agency.

B. Scope:

ESF-10 provides for a coordinated, effective and efficient response to discharges and releases of hazardous materials by placing human, financial and material resources into action in the impacted area. This ESF establishes the lead coordination roles and determines the Department and specific responsibilities among county agencies that are brought in to support in response actions. This plan is applicable to all county and municipal departments and agencies with responsibilities and assets to support the local response to actual and potential discharges and releases of hazardous materials.

A natural or other catastrophic disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities such as sites which use, store or dispose of hazardous materials

could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions, or pipeline accidents. Abandoned hazardous waste sites could be damaged causing further degradation of holding ponds, tanks and drums.

C. Planning Assumptions:

1. Hazardous materials that are transported may be involved in rail accidents, highway collisions or waterway mishaps. Abandoned hazardous waste sites could be damaged causing further degradation of holding ponds, tanks and drums. The damage to or rupture of pipelines transporting hazardous materials if improperly released may present serious problems.
2. Local response agencies may be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, cleanup and dispose of hazardous materials released into the environment.
3. There may be numerous incidents occurring simultaneously in separate locations throughout the County.
4. Standard communications equipment and practices may be disrupted or destroyed.
5. Response personnel, cleanup crews, and response equipment may have difficulty reaching the site of a hazardous materials release because of the damage sustained by the transportation infrastructure.
6. Additional response/cleanup personnel and equipment will be needed to supplement existing capabilities and to provide backup or relief resources.
7. Even if the natural or other catastrophic disaster does not cause situations where there are actual releases, there will be considerable concern about facilities that are located in or near the affected area. These facilities will need to be monitored by ESF-10.
8. Emergency exceptions may be needed for disposal of contaminated material.
9. Local or other mutual aid responders should be self sufficient in the early part of the response.

III. CONCEPT OF OPERATIONS:

A. General:

ESF-10 provides for a coordinated, effective and efficient response to discharges and releases of hazardous materials by placing human, financial, and material resources into action in the impacted area. The Sarasota County Fire Department will staff ESF-10 during any activation of the EOC, and will coordinate the resources of the Sarasota County Fire Department and the support agencies to ESF-10.

Sarasota County Fire Department has developed a detailed Hazardous Materials Plan (HMP) to provide a framework for responding to the full range of potential hazardous material and other emergencies. The HMP promotes coordination between Federal, State, and Local governments as well as the private sector when responding to hazardous material incidents and other threats to the environment and the public health. It is within this guideline that the local ESF-10 position operates.

The Sarasota County HMP has been developed to provide a framework for response actions by the Sarasota County Fire Department and support agencies of the Town of Longboat Key, City of Venice, Nokomis, Englewood and City of Northport, and to coordinate with local and federal responders, and provide for consistency with the National Contingency Plan and the Regional Contingency Plan for Oil and Hazardous Materials. Please consult the HMP for additional information.

B. Organization:

The Sarasota County Fire Department is the primary agency for Sarasota County Government for ESF-10. Sarasota County Fire Department staff is responsible for coordinating the functions of ESF-10 and for bringing in other support resources as they are needed. Support agencies are available as needed for specific issues and are accessed through their respective local government bodies with the assistance of Emergency Management.

C. Notification

Upon notification of a potential or actual event requiring response by

Sarasota County Public Safety Department, the emergency contact person for the Sarasota County Fire Department will notify all other ESF members by telephone, pagers, or through the Consolidated Communications Center.

IV. RESPONSIBILITIES:

Primary Agency: Sarasota County Fire Department

Support agencies: Longboat Key Fire Department
Venice Fire Department
Northport Fire Department
Englewood Fire Department
Nokomis Fire Department
Sarasota County Emergency Management

Responsibilities:

1. The Sarasota County Fire Department is the primary agency in ESF-10. As the primary agency, it coordinates with the support agencies in directing hazardous materials mitigation resources and response activities for Sarasota County EOC. The primary agency responsible for providing the overall direction and control of resources for ESF-10 is Sarasota County Fire Department. The process of management, decision-making, coordination, and control of resources are described in detail in the HMP. This plan was written to coordinate local resources to oil and hazardous material incidents and is in compliance and compatible with the National Contingency Plan, the Regional Contingency Plan, and the State of Florida Comprehensive Emergency Management Plan.
2. Support agencies will assist in the coordination of activities of the event through providing support in equipment and resources in directing the hazardous materials mitigation resources and response activities for the Sarasota County Fire Department and/or Emergency Management.
3. ESF-10 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
4. ESF desk will be staffed by at least representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
5. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.

6. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
7. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

V. ACTIONS

A. Preparedness

The Sarasota County Fire Department regularly participates in training exercises for hazardous material incidents with the Coast Guard, State agencies, local governments, and industry.

B. Response

Local resources are committed through coordination of ESF-10 contingent upon the magnitude of the incident. The Sarasota County Government Hazardous Materials Plan identifies procedures and resources for handling hazardous substances incidents. The basic sequence of response is described by the following outline:

- a. Notification of incident
- b. Agency response
- c. Isolation
- d. Identification
- e. Notification
- f. Protection
- g. Spill Control
- h. Leak Control
- i. Fire Control
- j. Recovery/Termination

C. Recovery

1. The initial responsibility for assessing the impacts or the potential impacts of a release rest with the owner/operator of the facility.
2. Upon arrival of response personnel the responsibility for assessing the impacts or the potential impacts of a release will be assumed by the lead agency.
3. If it is determined by the lead agency that the incident is beyond

their capabilities, the Emergency Management Chief or designee will be contacted and the EOC activated as appropriate.

4. Assessment capabilities may be provided by the Sarasota County Fire Department Special Operations-Hazardous Materials Team. They may be assisted by Environmental Services (Pollution Control, Natural Resources), Public Works (Storm water), Administrative Services (Risk Management), and Health and Human Services (Public Health Unit).
6. Additional assistance and support in assessing the environmental and public health consequences can be obtained from the State of Florida Departments of Environmental Regulation and Health and Rehabilitative Services, District VIII Headquarters in Ft. Myers.
7. If necessary the U.S. Environmental Protection Agency may be called upon.

D. Mitigation

The Sarasota County Fire Department will provide persons with appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters. Typical areas of expertise would be hazardous materials and hazardous waste.

VI. REFERENCES

- A. Sarasota County Hazardous Materials Plan
- B. Sarasota County Fire Department Hazardous Materials Recommended Operating Guidelines.
- C. The Florida Fire Chief's Association, "Statewide Emergency Response Plan" (SERP)

FOOD AND WATER**ESF-11****I. GENERAL:**

A. Primary Agency: All Faiths Food Bank (AFFB)

B. Support Agencies: Environmental Services
Salvation Army
American Red Cross
Department of Health
Florida Dept. of Children and Families

II. INTRODUCTION:**A. Purpose:**

The purpose of this ESF is to identify and coordinate food, drinking water, and water needs in the aftermath of a disaster or emergency; obtain these resources; and transport them to the impact area. Food supplies obtained and distributed by ESF-11 (Food) will be dispensed to disaster victims through the agencies of ESF-6 (Mass Care).

B. Scope:

The scope of this ESF is to obtain needed food supplies (i.e. food, water, ice) to provide to ESF-6 for feeding disaster victims. To accomplish this function activity will be undertaken to:

1. In coordination with ESF 6, identify the number of people without food and safe drinking water.
2. Inventory food products/quantities and identify sources to obtain additional needed supplies.
3. Ensure sufficient storage space to store food supplies.
4. Coordinate with ESF-1 for the transportation of food shipments to warehouses, feeding sites, and pantry locations.
5. In coordination with the Florida Dept. of Children and Families, authorize emergency food assistance in order that residents should have access to stores for food and means to prepare it.

C. Planning Assumptions:

1. Following a major or catastrophic disaster, there may be widespread damage and destruction to the infrastructure and homes/buildings resulting in transportation routes being impassable; widespread and prolonged power outages; and contaminated drinking water.
2. Thousands of evacuees may be lodged in shelters within the disaster area.
3. Normal food processing and distribution capabilities will be disrupted.
4. As a result of power outages, many commercial cold storage and freezer facilities within the impacted area will be inoperable.
5. Shelters should have food and water supplies to manage for 72 hours after the disaster.
6. ESF Staff will report on immediate human needs assessment (food, water, health/medical and housing) and the condition of the infrastructure (transportation, communications and utility systems).
7. Large bulk quantities of food supplies purchased, solicited, or donated will be coordinated by this ESF and ESF-15. Donations of non-perishable food items will be sorted and palletized for coordination and distribution by this ESF.
8. After local and regional resources become exhausted, assistance from the State EOC will be requested through ESF-7 to assist with the distribution of food supplies and/or warehouse operations.

III. CONCEPT OF OPERATIONS:**A. General:**

1. This ESF will operate under the Sarasota County Comprehensive Emergency Management Plan (CEMP) to provide disaster food supplies to designated disaster staging areas, and mass feeding sites.
2. The Dept. of Children and Families will authorize the issuance of disaster food.
3. Following a notification of an impending major disaster or emergency, this ESF will be staffed at the Emergency Operations Center (EOC) on a 24 hour basis as needed.
4. Mass feeding sites will use menu calculations provided by this ESF. Menus will be built around the USDA foods that are available.

Other mass care organizations with food resources will supplement the food supply. Menus will be adjusted based on food quantities.

5. Staff from this ESF will be sent into the disaster area to assess the effectiveness of the food distribution network and to oversee the inventory of food and water resources procured by the ESF. Staff will coordinate with county officials and ESF-6 field staff to ensure ample and timely deliveries of food and water supplies.
6. Environmental Services will coordinate with ESF-3 and ESF-8, which is responsible for water. If needed, a representative from ESF-3 will be requested to join ESF-11 to coordinate ample water supplies.

B. Organization:

1. The primary responsibility for all ESF-11 activities will be unified between the All Faiths Food Bank, American Red Cross, Salvation Army, and the Environmental Services. The AFFB representative located in the EOC will direct response and recovery activities for this ESF from the EOC.
2. Upon activation of this ESF, the ESF Lead or designee will be responsible for ensuring all food and water concerns are addressed. Additional support agencies and organizations may be utilized and will either be tasked to provide a representative to the EOC or to provide a representative who will be immediately available via telecommunications means (telephone, facsimile, conference call, etc.).

C. Notification:

1. Upon the threat of a disaster, the EOC/911 Center will notify the primary contact person for this ESF. This notification will be made via telephone or digital pager. Such notification could be to: advise of the potential for a disaster, report to the EOC, or to update information.
2. The IC or EOC Manager and/or the ESF-11 Lead will notify all support agencies and may request that they report to the EOC.

IV. RESPONSIBILITIES:

Primary Agency: All Faiths Food Bank (AFFB)

Support Agencies: Environmental Services
American Red Cross
Department of Health
Salvation Army

Responsibilities:

1. Determine the availability of USDA foods that are safe for human consumption within the disaster area.
2. Coordinate with the State DEM, ESF-6 and local officials to determine food, water, and ice needs for the population in the impacted areas.
3. Coordinate requests for the approval of emergency food stamps for qualifying households within the affected area.
4. Make emergency food supplies available to households for take-home consumption in lieu of food stamps for qualifying households.
5. Develop a plan of operation that will ensure timely distribution of food supplies to mass care locations.
6. Coordinate with agencies with the appropriate assets to deploy water tankers to locations identified by ESF-6 and local officials.
7. Provide daily information to ESF's 14 and 15 on the amount of food used and types of food needed.
8. Maintain records of the cost of supplies, resources, and employee-hours needed to respond to the disaster.
9. Monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.
10. ESF-11 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
11. ESF desk will be staffed by at least representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
12. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
13. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.

14. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

V. ACTIONS:

A. Preparedness

1. Maintain an accurate roster of personnel assigned to perform ESF-11 duties during a disaster.
2. Identify and schedule disaster response training for ESF-11 assigned personnel.
3. Periodically update the list of available water and maintain an updated copy in the EOC.

B. Response

1. Inventory food and water supplies and coordinate between the Facilities Unit, ESF 11, and ESF 6.
2. Work with ESF-6 to identify the number of people in shelters and others in need of food and water.
3. Work with ESF-6 to identify the locations of all mass feeding sites.
4. Work with ESF-12 to monitor power outages for estimated ice needs and quantities.
5. Work with ESF-3 and ESF-8 to monitor water contamination in the disaster area and estimate water needs and quantities. Also, ESF-3 may provide bulk water supplies at designated sites.
6. Work with ESF-6 to identify the locations of all mass feeding and food distribution sites.
7. Coordinate with ESF-7 to obtain additional refrigerated trailers, if needed.
8. Identify menus for meals to be used for calculation of food supplies and serving portions.
9. Assess warehouse space and needs for staging areas.
10. Coordinate with ESF-15 to incorporate offers of donated supplies into the disaster feeding network.
11. Monitor and coordinate the flow of food, water, and ice supplies into the impact area.
12. Assess the need and feasibility of issuing emergency food stamps.

C. Recovery

While there is no clear line of differentiation between the Response Phase and the Recovery Phase, there are general activities which begin to occur in recovery that signify a gradual de-escalation of the response phase. The recovery phase marks the transition from response to recovery, and in Sarasota County, It begins as soon as the Response is initiated. The county may implement a Disaster Recovery Center to assist the transition to its long term recovery, which is guided by the Post Disaster Redevelopment Plan (PDRP) and the Long Term Recovery Coalition (LTRC) manual. For more information regarding the transition to recovery, refer to the Recovery Annex of this CEMP. During the transition to recovery, ESF 11 will:

1. Continue to monitor food and water needs.
2. Assess special food concerns of the impacted residents.
3. Monitor nutritional concerns.
4. Establish logistical links with local organizations involved in long-term congregate meal services.

D. Direction and Control

1. Policies
ESF-11 will:
 - a. Be activated upon notification of a potential or actual disaster or emergency.
 - b. If directed by Emergency Management and/or the EOC to, provide secure food, water, and ice supplies suitable for household distribution.
 - c. Provide suitable food, water, and ice for congregate meal service, as appropriate.
 - d. Coordinate with ESF-1 for transportation of, water, and ice supplies into the impacted zone.
 - e. Encourage the use of congregate feeding arrangements as the primary outlet for disaster food supplies.
 - f. Upon notification that electric power has been restored and roadways are open to commercial vehicles, determine if emergency Food Stamp procedures are necessary.

2. Decision making authority

- a. An ESF Lead will be identified by each agency that has the authority to allocate resources, expend funds, and direct personnel to meet the responsibilities outlined for ESF-11 in the CEMP or to complete missions assigned to ESF-11 by the Logistics Chief in the EOC.
- b. The ESF Lead and/or EOC Manager/IC will designate, a Shift Leader for each ESF-11 shift operating in the EOC.
- c. The designated Shift/Team Leaders have the authority, to take those actions necessary to meet the responsibilities outlined for ESF-11 in the CEMP or to complete missions assigned to ESF-11 by the IC/Logistics Chief/EOC Manager in the EOC or forward staging area.

3. Coordination

- a. All actions taken by ESF-11 will be guided by and coordinated with the Logistics Chief and/or EOC Manager and local disaster officials.
- b. ESF-11 will coordinate with, and provide support, as appropriate, to ESF-6.
- c. The ESF-11 designated representative (Shift/Team Leaders) will coordinate the activities and requirements of the various ESF-11 support agencies.
- d. In the event of federal activation, the ESF-11 Lead or designated representative (Shift/Team Leaders) will coordinate the allocation of federal ESF-11 resources.

ENERGY
ESF-12**I. GENERAL:**

- A. Primary Agency:** Florida Power and Light Company
Public Works
- B. Support Agencies:** American Red Cross
Local Gas and Utilities Companies
Emergency Services
Law Enforcement
Military Support
Verizon
Comcast

II. INTRODUCTION:**A. Purpose:**

The purpose of this ESF is to promulgate the policies and procedures to be used by the Public Works and the Florida Power and Light (FPL) Company in responding to and recovering from shortages and disruptions in the supply and delivery of electricity, natural gas, and other forms of energy and fuels that impact or threaten to impact significant numbers of citizens and visitors. Shortages and disruptions in the supply of electricity may be caused by such events as unusually cold or hot weather, storms, power generation fuel supply disruptions, electric transmission, and distribution disruptions. Other energy and fuel shortages affecting the private sector may be caused by such events as severe weather, flooding, and labor strikes.

ESF-12 involves close coordination with the electric and natural gas utilities operating in the county to ensure that the integrity of the power supply systems are maintained during emergency situations and that any damages that may be incurred are repaired and services restored in an efficient and expedient manner afterward. ESF-12 will have primary responsibility to monitor and coordinate the availability of electric utility generating capacity and reserves, the availability and supply of natural gas, supply and transportation of generation fuels and emergency power. The Public Works and FPL will also monitor and coordinate the restoration of electric and natural gas services for normal community functioning.

ESF-12 also involves close coordination with private sector providers of energy and transportation fuels such as propane, fuel oil, diesel fuel, and gasoline. ESF-12 will be primarily responsible for monitoring and coordinating with the private sector suppliers of such fuels to ensure that adequate supplies of other energy and transportation fuels are available and deliverable for normal community functioning.

B. Scope:

ESF-12 Energy involves coordinating the provision of emergency supply and transportation of automotive fuels and the provision of emergency electric power to support immediate response operations as well as restoring the normal supply and transportation of automotive fuels and electric power to normalize community functioning. This ESF will work closely with federal and state energy suppliers and distributors. The scope of this ESF includes:

1. Assessing the energy system damage, energy supply, demand and requirements to restore such systems.
2. Assisting local and state departments and agencies in obtaining fuel for transportation and emergency operations.
3. Administering, as needed, statutory authorities or recommending required, local ordinances or resolutions for energy priorities and emergency operations.
4. Coordinating with support agencies for assistance in helping energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems.
5. Recommending local actions to save fuel.
6. Coordinate with ESF-14 in providing emergency energy information, education, and conservation guidance to the public. Before the release of information to the public, ESF-14 will coordinate with suppliers and State and Federal authorities relative to energy needs and shortfalls.
7. Coordinating information with local, state, and federal officials and suppliers about available energy supply recovery assistance.
8. Providing technical assistance involving energy systems.
9. Recommending to the state and federal Coordinating Officer priorities to aid restoration of damaged energy systems.
10. Processing all fuel and power assistance requests from municipal EOC's and ESF's received through the county EOC.

C. Planning Assumptions:

1. Most utilities have their own emergency plan including restoration priorities. The primary role of the county will be information gathering about where service is out, providing logistic, traffic and debris removal support for utility workers.
2. The Public Works will be the primary agency in responding to emergencies of electric service outages and electric generating capacity shortages and responding to shortages of natural gas and petroleum fuels for automotive transportation or other industrial uses.
3. During periods of abnormal weather or in the event of multiple unanticipated generating unit outages, there may be times when generating capacity is limited or falls below customer demand.
4. There may be widespread and prolonged power failure. With no electric power, communications will be affected; traffic signals will not operate, causing surface movement gridlock. Such outages will have an impact on public health and other safety services, including the movement of petroleum products for transportation and emergency power generation.
5. The lead agency of the ESF, upon notification of a potential or actual generating capacity shortage, shall communicate and coordinate with the state and local agencies when prioritizing emergency support and energy restoration.
6. There may be some hoarding of fuel. If the public perceives prolonged fuel scarcities, the hoarding of fuel may greatly increase.
7. Water pressure systems may be low or zero, affecting facilities essential to the health and safety of the public, hampering fire suppression capabilities, and sewer systems that may not function.
8. Coordination and direction of all local efforts including volunteers will be required.
9. Damaged areas will be restricted and not readily accessible, except, in some cases by air.

III. CONCEPT OF OPERATIONS:**A. General:**

When electric utility operating reserves are nearly exhausted and there is an imminent possibility of curtailment or loss of firm load, threat of distribution service disruptions, due to storm or accidents, or when other

energy supplies such as natural gas or automotive transportation fuels are disrupted, an appraisal of the situation is made by designated authorities and personnel, and action is taken in accordance with this ESF.

Emergency organization personnel are notified and mobilized to direct and coordinate relief efforts, to communicate with the public and appropriate governmental agencies, and to restore normal service when the emergency is over. These response actions are carried out to maintain energy system integrity and to minimize the impact on citizens and visitors to the greatest degree possible.

B. Organization:

At Sarasota County level, Public Works and Florida Power and Light Company will assume primary responsibility for ESF-12 activity. At the state level, the Public Service Commission and the Division of Emergency Management will assume primary responsibility for ESF-12 activity. Florida Power and Light Corporation, and local gas and utilities companies, and their employees will be responsible for any functions that require their expertise (down power lines, restoration of electric service, etc.).

Upon activation of ESF-12, the Utilities Representative will be responsible for ensuring that energy concerns are addressed. Additional support agencies and organizations may be utilized and will be tasked either to provide a representative to the EOC or to provide a representative who will be immediately available via telecommunications means.

C. Notification:

Upon activation of the EOC, the Emergency Management Chief or designee will notify Public Works and FPL personnel.

IV. RESPONSIBILITIES:

Primary Agency: Florida Power and Light Company
Public Works

Support Agencies: American Red Cross
Local Gas and Utilities Companies
Emergency Services
Law Enforcement
Military Support
Verizon

Comcast

Responsibilities:

Public Works and FPL as primary agencies for ESF-12 will assume primary responsibility for ESF-12 activity pertaining to emergency situations affecting or threatening to affect electric and natural gas utility services to the public. Sarasota County Public Works will assume primary responsibility for ESF-12 activity pertaining to emergency situations affecting or threatening to affect the supply of non-utility sector energy resources and transportation fuels. Upon activation of the EOC, ESF-12 will ensure that energy concerns are addressed. Based on current statutory authority and responsibility, the following duties are assigned:

1. FPL will maintain communications with electric utilities, Sarasota County Emergency Management, and other support agencies and organizations in responding to and recovering from emergencies regarding electric generating capacity shortages, electric generating fuel shortages, transmission and distribution line outages, and electrical service outages affecting the public.
2. Sarasota County Public Works will maintain communications with non-utility sector providers of other energy and transportation fuels, DEM, the PSC, and other support agencies and organizations in responding to and recovering from emergencies regarding shortages and disruptions in the supply of other private sector energy and transportation fuels affecting the public.
3. Public Works will contact gas, telephone, and water utilities and industry coordinating groups serving the emergency area to obtain information about damage and/or assistance needed in their area of operations.
4. Sarasota County Emergency Management/EOC will monitor the procedures followed by the individual utilities during a generating capacity shortage on their systems and the procedures followed by all utilities to ensure coordinated county wide action and communication.
5. ESF-12 through ESF-5 will communicate and report to the SEOC via Situation Reports information regarding:
 - a. Sarasota County electric generating capacity.
 - b. Sarasota County expected electric peak load.
 - c. Geographic areas and number of customers that are

- expected to be most severely impacted, if available.
 - d. Status of major generating unit outages.
 - e. Expected duration of event.
 - f. Explanation of utilities planned actions, and recommendations of agency actions in support of the utilities.
 - g. Updates on FPL staging areas.
- 6. FPL will act as the authority for energy priorities.
- 7. Sarasota County Emergency Management/EOC will communicate and coordinate with local, state, and federal agencies and organizations in responding to energy emergencies and energy restoration.
- 8. In the event of a shortage of automotive transportation fuels or non-utility fuels needed for other residential, commercial, or industrial purposes, Public Work will direct efforts to obtain needed fuel supplies. Public Works will also coordinate the activities of industry trade groups and associations in this effort.
- 9. Sarasota County Emergency Management/EOC will communicate and coordinate with state and local news organizations to keep them apprised of energy shortfalls.
- 10. Maintain communications with lead agency to determine emergency response and recovery needs; provide sufficient fuel supplies to local agencies, emergency response organization and areas along evacuation routes; support emergency being conducted by EOC and ESF's.
- 11. ESF-12 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
- 12. ESF desk will be staffed by at least representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
- 13. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
- 14. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
- 15. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

V. ACTIONS:**A. Response**

ESF-12 will be implemented when notified by the Emergency Management Chief or designee. FPL will cooperate with local, state, and federal agencies and public or private entities in achieving the purposes or activities of ESF-12.

The assets (e.g., manpower and donated emergency generators) available to ESF-12 will be used to assist county emergency operations agencies and other ESF's with their emergency efforts to provide power and fuel and other resources as necessary. In response to an emergency, ESF-12 will coordinate support agencies and organizations in an attempt to:

1. Provide sufficient power and fuel supplies to state agencies, emergency response organizations, and areas along evacuation routes.
2. Provide, to the extent possible, materials, supplies, and personnel for the support of emergency activities being conducted by local ESF operations as requested through the EOC.
3. Maintain communication with utility representatives to determine response and recovery needs.
4. Maintain communication with major fuel and other energy providers to determine response and recovery needs; and assist the American Red Cross and local EOC's to identify emergency shelter power generation needs or other emergency power generation needs.

B. Recovery

During the recovery phase of an emergency, ESF-12 will:

1. Upon request, coordinate the provision for resources to assist local, state and federal agencies in restoring emergency power and fuel needs.
2. Review recovery actions and develop strategies for meeting local and state energy needs.
3. Continue to monitor local, state, and utility actions.
4. Communicate with and monitor state, local and utility response actions.

5. Receive and assess requests for aid from local, state, and federal agencies, energy offices, energy suppliers and distributors.
6. Claim, when appropriate, needed resources to repair damaged energy systems.
7. Work with the State Coordinating Officer (SCO) and other state and local emergency organizations to establish priorities to repair damaged energy systems.
8. Update state and local news organizations with assessments of energy supply, demand, and requirements to repair or restore energy systems.
9. Keep accurate logs and other records of emergency responses; and draft recommendations and other reports as appropriate.

C. Mitigation

ESF-12 will work cooperatively with other ESF's to mitigate the effects of any emergency. This will include the coordination of available emergency generators for temporary power.

D. Direction and Control

In the wake of a disaster, many of the local resources will be unavailable due to damage, inaccessibility, or insufficient supply. FPL will coordinate a response to electric related requests with assistance from the ESF-12 support agencies and organizations as well as with assistance from other ESF's. When FPL is notified by Sarasota County Emergency Management that the EOC has been activated, FPL will staff ESF-12 work station in the EOC, identify which support agencies for ESF-12 are needed, and take the necessary steps to assure that these agencies are activated, or at least placed on alert status, as appropriate.

Sarasota County Emergency Management will coordinate a response to non-utility sector energy, such as natural gas and transportation fuel related requests with assistance from the Public Works and other ESF-12 support agencies and organizations as well as with assistance from other ESF's.

MILITARY SUPPORT
ESF-13

I. GENERAL:

- A. Primary Agency:** Florida National Guard (FLNG)
- B. Support Agency:** Department of Military Affairs

II. INTRODUCTION:

A. Purpose:

The purpose of this ESF is to utilize the military support (FLNG) that will be provided to Sarasota County in times of major or catastrophic and/or civil unrest and assist them with their humanitarian or law enforcement mission in the County.

Major or catastrophic disasters will result in widespread damage or total loss of any and all existing civil infrastructure capabilities. Combined with a significant loss of dwellings, structures and widespread displacement of people, local and state authorities will require additional assistance to include federal response of a significant magnitude. In order to fully determine the magnitude of the disaster on the population and provide an immediate and effective response, an impact/needs assessment will be conducted at the earliest possible time following a major or catastrophic disaster.

B. Scope:

The Military Support operation is extremely diverse as the FLNG is identified as a support agency to ten (10) of the seventeen (17) ESF's at the State level. Therefore, the primary goal of the Military Support ESF is to prioritize all requests for assistance and allocate available resources based upon mission priorities as established by Sarasota County Emergency Management. Military support operations include, but are not limited to, supporting the following ESF's and special missions:

1. ESF-1 - Transportation: Support with surface and air movement of personnel and equipment.
2. ESF-2 - Communications: Support with temporary telecommunications equipment and personnel.

3. ESF-3 - Public Works and Engineering: Support for debris removal and clearing operations, emergency restoration of public services, technical assistance and damage assessment.
4. ESF-4 - Firefighting: Support primarily in a non-urban environment with personnel and aviation support operations.
5. ESF-5 - Information and Planning: Support with reconnaissance missions for impact assessment information.
6. ESF-6 - Mass Care: Support with personnel and equipment for food preparation.
7. ESF-7 - Resource Support: Support with limited equipment loans to other agencies.
8. ESF-8 - Health and Medical: Support with medical personnel and equipment.
9. ESF-9 - Urban Search and Rescue: Support with personnel and engineer, aviation and medical equipment.
10. ESF-10 - HAZMAT: Support with personnel and equipment for containment and decontamination.
11. ESF-11 - Food and Water: Support with personnel and equipment in food distribution and water purification and distribution.
12. ESF-16 - Law Enforcement and Security: Support with personnel and equipment to assist in curfew enforcement, site security and crowd control operations.

C. Planning Assumptions:

1. When the situation is so severe and widespread that effective response and support is beyond the capacity of local and state government, and all civil resources have been exhausted, assistance is provided.
2. When required resources are not readily available from commercial sources, National Guard support will be furnished if it is not in competition with private enterprise or the civilian labor force.
3. National Guard resources will normally be committed as a supplement to civil resources that are required to cope with the humanitarian and property protection requirement caused by a civil emergency or mandated by law.
4. Assistance will be limited to the task that, because of experience and the availability of organic resources, the National Guard can accomplish more effectively or efficiently than other agency.
5. When an emergency or disaster occurs and waiting for instructions from higher authority would preclude an effective response, a

National Guard commander may do what is required and justified to save human life, prevent immediate human suffering, or lessen major property damage or destruction. The commander will report the action taken to higher military authority and to civil authority as soon as possible. Support will not be denied or delayed solely for lack of a commitment for reimbursement or certification of liability from the requester.

6. The National Guard will be employed with adequate resources to accomplish the mission when conducting civil disaster/emergency relief operations. That determination will be made by the on-scene commander or the senior officer present. Military support to civil authorities will terminate as soon as possible after civil authorities are capable of handling the emergency.
7. When a public service is lost or withdrawn, and an immediate substantial threat to public health, safety, or welfare is evident, the National Guard may be called to restore and/or continue that public service. It is desirable that supervisors, managers, and key personnel of the public service be available to provide technical assistance to National Guard personnel. In the absence of key public service personnel, the state Adjutant General will make plans and coordinate with appropriate civil authorities to perform the mission within the capabilities and limitations of the National Guard.
8. The capability of the National Guard to assist in the restoration/continuation of public services depends primarily on the degree of military or civilian skills possessed by National Guard personnel.

III. CONCEPT OF OPERATIONS:

A. General:

1. Mission: When directed by the Governor, the Adjutant General of Florida deploys personnel and equipment, through appropriate commanders, to assist civil authorities.
2. Execution: The FLNG will provide Military Support to Civil Authorities in accordance with existing Florida National Guard Operation Plan for Military Support to Civil Authorities.

B. Organization:

1. Mission: When directed by the Governor or the GAR, the Adjutant General of Florida employs FLNG personnel and equipment, through appropriate commanders, to assist civil authorities.
2. Execution: The FLNG will provide Military Support to Civil Authorities in accordance with the existing Florida National Guard Operation Plan for Military Support to Civil Authorities (FLNG-MSCA).
3. Concept of Operations: As a potential disaster develops, or upon the occurrence of a disaster, the FLNG will dispatch the Military Support (ESF-13) Emergency Coordinating Officer (ECO) and his/her team will advise the State Emergency Response Team (SERT) Leader on FLNG capabilities and resources, the ongoing mission status, troop numbers, and estimated daily costs, and legal considerations. The SEOC will receive official mission requests to support other ESF's and pass through the ECO to the Adjutant General's Emergency Operations Center (TAG-EOC) for action.
4. Upon the issuance of the Governor's Executive Order and prior to an imminent disaster, when possible, the Adjutant General, through appropriate commanders, will mobilize and stage in and around the projected disaster area, personnel and equipment, as necessary, to restore/preserve law and order, support the committed elements, and provide support to other ESF's respectively as directed by the SERT Leader and within FLNG capabilities.
5. As supported ESF's determine that all available state resources are exhausted and/or a mission exceeds the ESF's' capabilities, the ESF's Primary Agency ECO will pass a request to ESF-13 in the form of a "Mission." This mission request will then be forwarded to the TAG-EOC for immediate staffing and determination of support ability. If the FLNG can support the requested mission, the Adjutant General will determine the number of personnel and type of equipment necessary through the appropriate commander who will immediately contact the supported agencies local point of contact for mission coordination. Simultaneously, the ESF-13 ECO will be notified of mission acceptance and kept updated on mission status.
6. In major or catastrophic disasters requiring a large federal DOD response, the Adjutant General and his staff will serve in a liaison role between the State of Florida and the Active Component Commander in charge. As the state's first line military response in times of disaster and civil emergency, the National Guard will

closely coordinate with the active federal military to ensure mutual support during federal disaster relief operations.

C. Notification:

1. ESF-13 response will be activated upon notification by DEM that an emergency condition is imminent or exists that requires personnel and/or resources of the FLNG. Initial notification will be made by the State Warning Point (SWP) to the designated ESF-13 ECO or alternate. If the ECO cannot be reached by the All Page system they will be notified telephonically.
2. Upon notification of imminent or existing emergency conditions, the FLNG-ECO will notify the Adjutant General who will then order the activation of personnel and equipment as necessary to provide military support. Simultaneously, the SERT leader will notify SERT members, as required, and report immediately to the SEOC.
3. Based upon the magnitude of the FLNG activation, directors and staff will be activated and advised to report to TAG-EOC.
4. As FLNG units are activated, the Adjutant General will appoint an Area Commander. The Area Commander will normally be a Colonel or Brigadier General who will assume operational command and control of all FLNG assets operating within this area of operations. The Area Commander will receive all mission tasking from TAG-EOC.
5. FLNG units will utilize existing unit alert plans to assemble troops at their home station. Orders for deployment will be forwarded through military channels to the Commanding Officer of the unit or units mobilized.

IV. RESPONSIBILITIES:

Primary Agency: Florida National Guard (FLNG)

Support agencies: Department of Military Affairs

Responsibilities:

1. Identify staging areas and tactical operations centers.
2. Mutual aid responders will be sent to a pre-designated Staging Area.
3. The Sarasota County 911 Communication Center will be the point of contact for all outside mutual aid for obtaining directions to the Staging Areas. The Staging Area Manager will notify the EOC at

- the time of arrival of all outside resources.
4. ESF-13 is required and expected to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
 5. ESF desk will be staffed by at least representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
 6. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
 7. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
 8. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

V. ACTIONS

A. Preparedness:

ESF-13 conducts regional Liaison Officer (LNO) Training Courses for members of each Task Force. These LNO's are utilized to assist the Emergency Preparedness Managers in the affected counties on the capabilities and limitations of the FLNG and to assist them in the operations of their Emergency Operations Centers (EOC). The FLNG also trains throughout the year on its wartime mission that increases the readiness of the FLNG.

B. Response

All FLNG units are potentially available to support civil authorities during times of emergency or disasters. The FLNG is task organized to support minor, major, or catastrophic emergencies/disasters. Task Force organizational integrity will be retained when operational requirements permit. However, any FLNG element may be modified to create special Task Force (TF) organizations and attached to other units to enhance the capability to provide greater support during major/catastrophic emergencies. Response operations focus on those of life saving functions required by the population in the disaster area. Examples of response the FLNG can provide during a state of emergency include:

Evacuation

Rapid Impact Assessment

Search and Rescue	Transportation of Supplies and Services
Distribution Points	Provide and Operate Generators
Mass Feeding	Communications
Clear Roads and Bridges	Emergency Medical Support
Comfort Stations	Remove and Transport Debris
Water Purification	Base Camp for Emergency Workers
Aviation Operations	Law Enforcement and Security
Engineer Support	Civilian Acquired Skills

C. Recovery

Recovery operations begin the process of returning the community infrastructure and services (both municipal and commercial) to a status that satisfies the needs of the population. FLNG will continue to provide military support to lead agencies during the recovery, however, the FLNG assets will typically be incrementally withdrawn as services are contracted to the civilian sector and local/state agencies regain control of the situation utilizing organic resources. FLNG forces will adjust or redeploy as operations transition from the response and recovery stage to the restoration stage.

D. Direction and Control

1. Command of the National Guard is exercised through the Adjutant General of Florida (TAG) or his designated military representative. Command and Control is administered through TAG's Emergency Operations Center, IAW the FL-STARC, and EOC-SOP. Mission assignments are received, staffed and approved by the TAG. Mission tasking is through normal military channels to the appropriate unit's organization for mission execution.
3. Southern Regional Emergency Management Assistance Compact (EMAC). Out of State National Guard units and organizations will be under the Command and Control of the Adjutant General of Florida. In addition to the guidance outlined in the EMAC additional coordination between TAG's will be contained in established MOA's and MOU's.

VI. REFERENCES AND AUTHORITIES

1. DOD Directive 3025.12, Use of Military Resources During Peacetime Civil Emergencies within the U.S., Its Territories and Possessions.

2. National Guard Regulation 500-1, Military Support to Civil Authorities (NGR-MSCA).
3. Headquarters, Florida National Guard Operation Plan for Military Support to Civil Authorities (FLNG-MSCA).
4. Florida State Area Command, Emergency Operation Center Standard Operating Procedures (FL-STARC, EOC-SOP).
5. Chapter 23, F.S., Florida Department of Law Enforcement, Florida Mutual Aid Plan and the Florida Mutual Air Act.

PUBLIC INFORMATION**ESF-14****I. GENERAL**

- A. Primary Agencies:** Sarasota County Public Communications
Sarasota County Communications Professionals
- B. Support Agencies:** Law Enforcement Public Information Officers
Sarasota County School Board Public Information Officer
Municipality Public Information Officers
Sarasota County Health Department Public Information Officer
Convention and Visitors Bureau
Access Sarasota staff members

II. ORGANIZATION

ESF-14 works under the supervision of the Emergency Management Chief or designee and coordinates information and data with ESF- 5. ESF-14 can be activated at anytime day or night through the use of the Sarasota County PIO contact list. The Sarasota County PIO contact list is maintained at the County Warning Point to ensure 24-hour contact capability.

III. INTRODUCTION**A. Purpose**

Emergency Support Function 14 (ESF-14) is charged with disseminating emergency information to the general public through the news media, the County Government Access Television channel, the County Internet site, social media, the Call Center and other appropriate means.

B. Scope

This ESF applies to natural or manmade disasters or emergencies whenever local emergency response is required in either a declared or undeclared emergency. The scope includes, but is not limited to performing the necessary actions to:

1. Disseminate information concerning specific disasters, their

- associated threats and protective actions to the news media and general public;
- 2. Provide a central point that would allow the news media and general public to access information concerning protective actions taken by Sarasota County;
- 3. Coordinate release of information with the Call Center phone bank before, during and after a disaster; and
- 4. Release public information concerning needed volunteer goods and services.

C. Policies

- 1. Sarasota County Public Communications is the primary agency for ESF-14. The Emergency Management Chief or designee will activate the PIO as needed.
- 2. ESF-14 will:
 - a. Disseminate information concerning specific disasters, their associated threats and protective actions to the news media and general public.
 - b. Provide a central point that would allow the news media and general public to access information concerning protective actions taken by Sarasota County.
 - c. Establish a format for managing and staffing of the Call Center during and after activation.
 - d. Release of public information concerning needed volunteer goods and services.
 - e. Coordinate information from all resources including the general public, municipalities, ESF's, emergency workers and volunteers.
 - f. All information received will be verified and confirmed with the necessary ESF's, municipalities and the Policy Group prior to release by the Communications Director or designated PIO.
 - g. Provide a member of ESF-14 to staff the Joint Information Center (JIC) with FEMA personnel and State of Florida Public Information personnel.

D. Planning Assumptions

- 1. A significant natural disaster, emergency condition or other major incident will be of such severity and magnitude that the means of

dispensing public information in the disaster area may be severely affected or cease to function.

2. Extensive destruction of media communications facilities and loss of electrical power might severely disrupt the normal flow and dispensing of information in the disaster area.
3. The demand for public information in the disaster area might exceed the capability of local government to provide service, or the nature of the disaster might cause inquiries from state agencies requiring responses. Additional support might be requested from the state.
4. In the aftermath of a disaster, information will frequently be erroneous, vague, difficult to confirm and contradictory. Monitoring media and social media will be essential to monitoring misinformation.
5. The news media will be a valuable asset in communicating timely and accurate information to the public.
6. In the aftermath of a disaster, there will be significant demand to know what volunteer resources are needed.

IV. CONCEPT OF OPERATIONS

A. General

ESF-14 staff will coordinate public information activities from the Sarasota County Emergency Operations Center. When an emergency is declared and the EOC is activated, ESF-14 staff will be notified and will report to the PIO-in-charge for assignments. ESF-14 staff will operate in accordance with established procedures set forth in the Sarasota County Comprehensive Emergency Management Plan.

The primary responsibility of ESF-14 staff will be to gather, verify and release appropriate emergency information to the public through the news media and social media sites directly through county communications channels. Sarasota County ESF-14 staff will coordinate activities with ESF-14 counterparts in other counties and at the state level as necessary and in accordance with policies and protocol set forth in the Sarasota County Comprehensive Emergency Management Plan.

B. Organization

1. Sarasota County Public Communications will primarily staff ESF-14. Communications professionals from support agencies will provide

additional resources.

2. Lead Public Information Officer: All ESF-14 staff members work at the direction of the Sarasota County Communications Director or appointed designee.
3. Public Information Officers: Each ESF-14 staff member will become part of a team of public information officers who will fulfill the duties listed in Part III, paragraph B of this plan. When the Emergency Operations Center is activated, the Lead Public Information Director or designee will immediately assign and schedule activities of team members. During normal conditions, Emergency Services staff, with the cooperation of Sarasota County Communications, will perform the duties and responsibilities listed in Part III, Paragraph A of this plan.
4. Access Television: The Sarasota County Television channel will provide emergency information to citizens with cable television. Television staff members will be included on the staff roster for ESF-14.
5. Web site: ESF-14 staff will ensure that current emergency information is posted to the County web site and social media channels.
6. Emergency Information Center (EIC): ESF-14 will provide frequent updates to the Call Center to ensure accurate, relevant and timely information is available to callers and is consistent with all other information and messages disseminated to the public. County employees who have volunteered for duty staff the EIC call center. To augment existing Call Center staff, additional county staff may be needed for additional shifts.

V. RESPONSIBILITIES:

Primary Agencies: Sarasota County Public Communications
Sarasota County Communications Professionals

Support Agencies: Law Enforcement Public Information Officers
Sarasota County School Board Public Information Officer
Municipality Public Information Officers
Sarasota County Health Department Public Information Officer
Convention and Visitors Bureau staff members
Access Sarasota staff members

Responsibilities:

1. Maintain listings of public information sources, such as emergency management officials, local governments, volunteer organizations Active in Disasters (VOAD), news media and other public information stakeholders.
2. Establish working relationships with other agencies, individuals, and related groups in order to build an awareness, understanding, and acceptance of Emergency Management activities.
3. Develop outreach activities that encourage awareness, understanding and acceptance of Emergency Management activities.
4. Disseminate information about Emergency Management activities through the news media, county web site, television outlets and other social media sites or mass communications channels.
5. Develop uniform information distribution systems.
6. Establish media policies and procedures for use during emergencies.
7. Develop plans and procedures, including administrative staff and technical support, as required for the efficient and effective performance of public information functions.
8. Gain a working knowledge of equipment and procedures used for processing public information.
9. Recruit, assign, and train public information team personnel.
10. Maintain media lists.
11. Arrange and conduct meetings with the media in advance of emergency conditions on an annual or routine basis in order to review media needs, responsibilities and informational needs.
12. Collect, prepare and disseminate appropriate routine and emergency messages to all mass media or designated communications channels.
13. Instruct news media representatives concerning the role of the PIO during emergency conditions, and provide technical and supportive information regarding Emergency Operations Center functions.
14. Establish a rapid, uniform media notification system.
15. Maintain contact with other emergency agencies or utilities.
16. ESF-1 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.

17. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
18. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
19. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

Specifically, these duties involve the routine, day-to-day operations of Emergency Management. Information disseminated during normal conditions will consist of systematically approved media releases; news features and radio and television programs, all intended to instruct the public regarding potential hazards involving natural or man-made disasters. The emphasis during this stage will involve explanations of individual responsibilities and actions to take during emergency conditions to minimize loss of life, injuries and property. These programs are proposed to increase public awareness of Sarasota County Emergency Management programs and to educate the public concerning proper methods for obtaining additional information and assistance.

C. Response

1. Develop external messages

- a. Meet with Emergency Management Chief and Incident Commanders to develop key messages.
- b. Craft simple, accurate messages that convey emergency information.

2. Disseminate information

a. News Media

- (1) Distribute media alerts, advisories and releases.
- (2) Respond to media queries.
- (3) Hold press briefings and conferences.
- (4) Arrange for media briefings and interviews.
- (5) Coordinate radio and television broadcasts originating from the EOC.
- (6) Facilitate news media in the EOC press room by providing credentials and appropriate access.

- b. Access Television
 - (1) Provide live coverage from the EOC.
 - (2) Televisе pre-produced relevant informational content.
 - (3) Use text and graphics to convey emergency information.
 - c. Web site
 - (1) Provide textual and graphic content
 - (2) Emergency Information Center
 - (3) Social media channels
 - d. Employees
 - (1) Inform employees of telephone numbers, web site addresses and other emergency information channels.
3. Monitor accuracy and correct media reports

D. After an Emergency (Recovery)

- 1. When emergency operations cease, and until the needs for recovery and rehabilitation procedures are satisfied, the Emergency Management Chief and designated staff will evaluate information obtained from all operation levels, related agencies, and other sources. Based on this information, updates will be issued to the media and general public including post-disaster conditions, explanations of efforts by emergency management teams to alleviate disaster-related problems and descriptions of available disaster relief, including where and how disaster victims may apply for such assistance.
- 2. Working in consultation with the Emergency Management Chief or IC, ESF-14 will respond to reporter queries for damage assessment statistics and estimates. In coordination with FEMA, ESF-14 will publicize the status of disaster declarations, types of assistance available to disaster victims and recovery center locations. Upon request, ESF-14 will staff a Disaster Field Office. The PIO will seek assistance as needed from the Public Information Team or may contract for additional services.

E. Additional Responsibilities

- 1. Coordinate with other public information specialists and serve as a contact point for them, including the Department of Health, the American Red Cross, and local hospitals; serve as a contact point

- for area utilities.
- 2. Maintain files of all media reports related to Emergency Management Operations and evaluate reports for accuracy.
- 3. Monitor meetings of the Board of County Commissioners and the EOC staff and prepare media releases accordingly, including the schedule for periodic updates of public information, meeting schedules and cable television messages.
- 4. Establish communications with field Emergency Operations centers during spot disasters in order to prepare public information releases, including operations based at other County facilities.
- 5. Coordinate media identification system by maintaining roster of registered media representatives and issuing temporary activation media passes.
- 6. Designate area for a JIC in close proximity to the EOC or any field command post for media pool and arrange for media's physical needs.

V. CONTENT OF EMERGENCY INFORMATION

A. Rationale

During emergency conditions, the public should be informed of implementation efforts to manage the situation, including governmental decisions, recommendations and instructions. Accurate, relevant and timely authoritative information becomes vital under these circumstances. In the absence of correct information, the public may otherwise rely upon rumors, hearsay or misinformation that causes panic, fear, confusion and hesitation. A continuous flow of adequate information is necessary to provide full public knowledge of the disaster conditions, safety precautions and relief services available.

B. Specific information

- 1. Location of comfort stations; boil water orders; road closures.
- 2. School and government office closures.
- 3. Environmental hazards.
- 4. Areas to be evacuated, including weather status, map profiles of evacuation areas for storm categories 1, 2, 3, 4, 5, including road profiles, routes and evacuation destinations.
- 5. Locations of all American Red Cross public shelters designated to receive evacuees.
- 6. Ongoing public service information to the evacuees of Sarasota

County in cooperation with other designated Emergency Management personnel, cable TV, radio and local television stations.

7. Schedule and procedures for a voluntary evacuation, followed by mandatory evacuation start time.
8. Ordering of all bridges between the keys and the mainland to be secured in the closed position.
9. Damage estimates and casualty number (in coordination with damage assessment teams and utility officials).
10. Available disaster relief assistance and locations of Disaster Assistance Centers (work with the Emergency Management Chief to complete guidelines for rehabilitation and return of evacuees to evacuated areas and homes, including spot evacuations; include coordination with law enforcement command center and instructions for appropriate safety information such as bottled water instructions).
11. Hurricane Advisory information directed by the Incident Commander and disseminated by the PIO.
12. Estimates of the nature of the disaster and the probable degree of impacts to threatened communities.
13. Reports concerning periodic weather conditions, government response levels and related information via the news media and County broadcast systems. Information sources will include the law enforcement command center, remote County operations areas, interviews with key personnel, and standard guidelines, issued by staff (PIO will establish contact points or communication lines for media queries).

VOLUNTEERS AND DONATIONS

ESF 15

I. GENERAL

A. Lead Agency

Sarasota County Human Services (HS),

B. Support Agencies

Adventist Community Services (ACS)
All Faiths Food Bank
American Red Cross (ARC)
Calvary Chapel Relief Ministries
Catholic Charities
Christian Contractors
Christian Reform World Relief Committee (CRWRC)
Church of the Brethren
Church World Services
Community Foundation of Sarasota
Coordinated Assistance Network (CAN)
Department of Agriculture (USDA)
Department of Elder Affairs
Episcopal Diocese of Southern Florida
Federal Emergency Management Agency (FEMA)
Florida Association of Volunteer Centers
Florida Department of Children and Families
Florida Hurricane Relief Fund
Florida Interfaith Networking in Disaster (FIND)
Florida Volunteer Organizations Active in Disasters (VOAD)
Goodwill Industries
Habitat for Humanity
Housing and Urban Development (HUD)
Jewish Family and Children's Services
Lutheran Disaster Response
Mennonite Disaster Services
Presbyterian Disaster Assistance
Salvation Army
Sarasota Community Organizations Active in Disaster (COAD)

Scientology Disaster Response
Senior Friendship Centers
Southern Baptist Disaster Services
Storm Recovery Florida Conference United Methodist Church
United Church of Christ Disaster Response Ministry
United Methodist Committee on Relief (UMCOR)
United Way of Manasota
United Way 2-1-1 of Sarasota
Volunteer Community Connections (VCC)
Volunteer Florida

C. Terminology

1. Affiliated Volunteers – An affiliated volunteer is an individual who has made a commitment to a particular agency to perform tasks or provide services where needed. Volunteers will be recruited as an ongoing function of the relevant agencies like Volunteer Community Connections (VCC), Sarasota Community Organizations Active in Disasters (COAD), the American Red Cross (ARC), the Salvation Army, etc. Databases may be maintained separately to meet the needs of the individual agencies. Training will be coordinated by the agency where the volunteer is affiliated although other individuals and agencies may provide training as well. The Sarasota COAD, whose main goal is to increase cooperation, coordination, communication, and education between organizations involved with disaster response, will (via and other volunteer-driven agencies) also recruit, coordinate, and maintain a database on volunteers willing to affiliate with a recognized volunteer agency. These volunteers form the core cadre for paraprofessional and nonprofessional volunteers. Volunteers will be recruited as an ongoing function of the relevant agencies (i.e. American Red Cross, Salvation Army, etc.)
2. Unaffiliated Volunteers – An unaffiliated volunteer is an individual who offers their services, but who has not previously made a commitment to a particular agency. They are willing to respond to the greatest need as determined by the authorities. They generally feel motivated by a degree of community ownership of the disaster. They are not part of a recognized volunteer agency and may have no formal training or relevant skills. Unaffiliated volunteers will be coordinated through the Volunteer Reception Center (VRC). The

VRC Standard Operating Procedures Manual maintained by Volunteer Community Connections (VCC) includes detailed information on the recruitment, registration, training, and placement of unaffiliated volunteers (**Exhibit D**).

3. Professional Volunteers – Emergency personnel from other jurisdictions, agencies or organizations. They are certified or licensed and can include physicians, emergency medical technicians, nurses, firefighters and police. Medical personnel are certified by the Medical Reserve Corps Coordinator in the Sarasota County Health Department.
4. Volunteer Reception Center (VRC) – Provides a place where unaffiliated volunteers can be efficiently processed and referred to the agencies that need their services.
5. Emergency Operations Center (EOC) – An EOC is the physical location where an organization comes together during an emergency to coordinate response and recovery actions and resources. These centers may alternatively be called command centers, situation rooms, war rooms, crisis management centers, or other similar terms. Regardless of the term, this is where the coordination of information and resources takes place. The EOC is not an incident command post; rather, it is the operations center where coordination and management decisions are facilitated.
6. Health and Human Services Operations Center (HHS Ops) – HHS Ops is an extension of the ESF 8 (Health and Medical) and ESF 15 (Volunteers and Donations) functions outside the Emergency Operations Center. It is in a separate location to allow for an expanded array of human service and ESF 15 coordination and community collaboration.

II. INTRODUCTION

A. Purpose

The purpose of Emergency Support Function 15 (ESF 15) is to coordinate the utilization of donated monies, goods, services, and volunteers to meet the needs of the people in an impacted area. A local stakeholders group, Sarasota Community Organizations Active in Disasters (COAD),

comprised of nonprofit, civic, and faith-based organizations, government agencies and private businesses has been established to facilitate the utilization of volunteers and donations based on assessed needs. ESF 15 will only be activated in response to a verifiable need for such coordination. When possible, Volunteer Reception Centers (VRCs) will be activated no later than three days after the event.

B. Scope

The scope of ESF 15's mission is to coordinate response/recovery efforts as related to affiliated and unaffiliated volunteers, to assure the delivery of donated goods/services to disaster survivors. Should designated disaster monies be donated, ESF 15 will assure the delivery of goods and services to disaster survivors.

ESF 15 staff will be present in the activated EOC and at HHS Ops. They will coordinate calls for volunteers, donated goods, monies, and services. A call-in number of 941-861-5000 (or other designated phone number) will be in place to provide information to individuals who seek to volunteer or donate goods and services. Sarasota County ESF 15 staff will act as the liaison with State ESF 15 staff to assess and prioritize the affected area needs as relates to the deployment of volunteers.

At the Volunteer Reception Center (VRC), written and verbal safety instructions will be issued to all volunteers before reporting to their worksites for the safety, health and welfare of both the volunteers and survivors. Volunteers will also be issued disaster information and referral cards to give to disaster survivors. .

C. Planning Assumptions

1. There will not be a sufficient number of volunteers to meet the demand.
2. ESF 15 staff themselves may be impacted by the event and unable to respond.
3. Communications may be difficult among emergency officials, staff and volunteers.
4. ESF 15 is not a first responder but would be activated once emergent conditions subside.

5. Once emergency conditions subside, individuals and relief organizations from outside the disaster area will begin to offer goods and services to assist the impacted area. Offered assistance will be coordinated among Sarasota County ESF 15, State ESF 15 (Volunteer Florida), State VOAD, and local agencies.
6. Individuals (affiliated and unaffiliated) and organizations will spontaneously arrive in the disaster area to offer assistance creating the need for a coordinated response of volunteers, goods and services.
7. The number of all volunteers and those at the VRCs may not be sufficient to meet the needs. This may necessitate state assistance.
8. Outside assistance for volunteers and donations may overwhelm the ability of the local resources to manage the situation in the absence of a comprehensive planning mechanism.
9. Unaffiliated volunteers may present problems themselves. They may be unaware of the hazards involved in disaster work and may become injured as a result, add to the population at risk, present a liability to local government, not work in the most effective manner because they are not coordinated with an experienced volunteer agency, or be motivated by self interest.

III. CONCEPT OF OPERATIONS

A. General

When the Emergency Operations Center (EOC) is activated, the following activities will occur in phases:

Level I: Human Services will review the contact list to ensure accuracy and e-mail/phone support agencies updating them on the pending event.

Level II: Human Services will notify Sarasota COAD members, and may request Strike Team Leaders and Sarasota COAD leadership to report to or contact Health and Human Services Operations (HHS Ops) for briefings

Level III: At the level of full activation, all participating ESF 15 agencies will be notified by the State Emergency Responders and Volunteers of Florida (SERVFL) network. Participating Sarasota COAD members will report to previously designated locations.

B. Organization

The Sarasota COAD has identified and established an interface with local nonprofit, civic, faith-based agencies and local government. Activities will be coordinated through HHS Ops. When local resources are inadequate, HHS Ops will notify the EOC. The appropriate EOC representative will contact the State EOC for additional resources.

xSarasota County Health and Human Services (HHS) has a memorandum of understanding (MOU) with Volunteer Community Connections (VCC) **(Exhibit C)** to coordinate the registration and assignment of unaffiliated volunteers in Sarasota County. The MOU with Volunteer Community Connections clarifies their role in the staffing and operation of the VRC, and identifies the duties Sarasota County in ensuring the VRC has the appropriate resources to operate (computer access, phones, etc.).

HHS has a Memorandum of Agreement (MOA) in place with Sarasota County Parks and Recreation and Sarasota County Libraries to host the Volunteer Reception Centers at their various locations **(Exhibit A, Parks and Recreation and Exhibit B Libraries)**. If locations identified for potential VRCs cannot be utilized, ESF 15 staff will coordinate with the EOC to identify alternate locations.

C. Notification

In the event of a potential threat, primary agencies will be notified by SERVFL.

The Human Services Operations Section Chief will oversee notification of all Sarasota COAD members and may request Strike Team Leaders and leadership to report to or contact HHS Ops as needed.

IV. RESPONSIBILITIES

A. Sarasota County Government Responsibilities

1. Coordinate and support of volunteer needs and donated goods and services.
2. Submit reports to the Incident Commander.

3. Respond to requests for resources that are approved by the EOC and HHS Ops. Forward requests for volunteer resources to the Volunteer Reception Center (VRC).
4. Assure volunteer agencies continue to be operational when the EOC is no longer activated. Activities may be coordinated from HHS Ops and may involve participation by VRCs, recovery centers, ongoing voluntary relief agencies, donations warehouses and regional relief/recovery centers.
5. ESF 15 will keep ESF 5 (Information and Planning) in the EOC fully informed of their response and recovery actions and initiatives.
6. ESF 15 desk will be staffed by at least one representative at all times during activation, unless absence is approved by the Incident Commander or EOC manager.
7. All actions taken by ESF 15 will be entered and tracked electronically with the software provided in the EOC or with provided hard-copy forms.
8. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
9. ESF 15 will maintain Recovery Operation Plans and Guidelines (ROPs/ROGs) for activation specific roles and responsibilities and ensure that an updated copy is located at the ESF 15 desk in the EOC at all times.

B. Volunteer Community Connections (VCC) Responsibilities

1. Gather signage and supplies that will be needed to man the VRC for at least one week, with the assistance of HHS.
2. Provide volunteers to operate the VRC(s).
3. Register volunteers via pre-established protocols.
4. Pre-train volunteers on VRC working protocols.
5. Match volunteers with particular skills to areas where those skills can be best utilized to the maximum extent possible.
6. Provide safety briefings to volunteers at the time they are registered and keep complete and accurate records of all such trainings.
7. Refer volunteers to agencies that have requested volunteer services.
8. Document all hours worked by VRC site staff and volunteers placed in service.
9. Assist HHS in accounting for reimbursable expenses should the event be of such magnitude that FEMA reimbursement is available.
10. Coordinate with HHS staff to arrange transportation for volunteers to the impact areas when necessary.
11. Maintain a database of prearranged skilled volunteer resources, e.g. fork lift operators, truck drivers, electricians, etc.
12. Coordinate with HHS to recognize volunteers for their efforts.

C. Sarasota County Human Services (HS) Responsibilities

1. Act as ESF 15 lead agency.
2. Identify sites to be used for VRCs and obtain access to them in the event of a disaster.
3. Assist Volunteer Community Connections in obtaining the supplies necessary to open and operate one or more VRCs.
4. Obtain access to or provide phone banks, copiers, fax machines and computer connections at all VRC sites.
5. Provide FEMA reimbursement for Volunteer Community Connections (VCC) eligible expenses incurred during a FEMA reimbursable event.
6. Coordinate and/or provide security to VRC sites as needed.

D. Support Agency Responsibilities**1. All Faiths Food Banks**

- a) Provide supplemental groceries, if available, in support of ESF 11 (Transportation may be a need).
- b) If necessary, request the assistance of a National Food Bank Network. They will assist with soliciting donated groceries and will coordinate available transportation of donated groceries into the disaster area
- c) Assist with warehousing and distribution of donated groceries to eligible agencies

2. Adventist Community Services

- a) Donated goods
- b) Management of volunteers
- c) Non-perishable food
- d) Debris removal
- e) Spiritual care
- f) Warehousing of donations

3. American Red Cross (ARC)

- a) Liaison with EOC and HHS Ops
- b) Toll free hotline for volunteers/donations

- c) Resource directory of services available specific to this disaster
- d) Tally and communicate unmet needs

4. Catholic Charities

- a) Liaison with other dioceses in the state
- b) Licensed disaster counselors
- c) Liaison to Catholic Churches in Southwest Florida
- d) Liaison to national organizations
- e) Direct and emergency assistance
- f) Culturally competent case management

5. Christian Contractors

- a) Building and repair
- b) Building materials
- c) Debris removal to street
- d) Skilled labor
- e) Spiritual care
- f) Disaster volunteer training

6. Christian Reform World Relief Committee

- a) Cleanup and childcare
- b) Advocacy services
- c) Housing repair and construction
- d) Needs assessment

7. Church of the Brethren

- a) Child care
- b) Skilled building teams

8. Church World Services

- a) Liaison between responders from the religious community, government, and other volunteer agencies
- b) Counsel and assist representatives of national denominations and communions, local judicatories (judicial systems), and state and local ecumenical and interfaith organizations

9. Community Foundation of Sarasota County

- a) Serve as the fiscal agent for cash donations received by the Sarasota COAD, under the authority of a resolution creating the Sarasota County Disaster Relief Fund (Exhibit F).

10. Coordinated Assistance Network (CAN)

- a) Coordinated web based resource database
- b) Case management
- c) Client information sharing network

11. Department of Agriculture (USDA)

- a) Farmland debris removal
- b) Re-leveling
- c) Fence repair
- d) Restore farm ponds and structures

12. Department of Elder Affairs

- a) Meals
- b) Funding for disaster relief (case management, etc.)

13. Episcopal Diocese of Southern Florida

- a) Donated goods
- b) Family counseling
- c) Information and referral
- d) Spiritual care

14. Federal Emergency Management Agency (FEMA)

- a) FEMA Voluntary Agency Liaison with faith based, volunteer and non-profit agencies/organizations

15. Florida Association of Volunteer Centers

- a) Work closely with State ESF 15 to ensure coordination at the state and local levels

16. Florida Department of Children and Families

- a) Liaison provided to HHS Ops
- b) Emergency food stamps

17. Florida Hurricane Relief Fund

- a) Virtual warehouse for recovery

18. Florida Interfaith Networking in Disaster (FIND)

- b) Interfaith and volunteering network will work through State ESF 15
- c) Long-range mitigation efforts to promote safe and secure housing, healthy communities, and organized disaster training

19. Florida Volunteer Organizations Active in Disasters (VOAD)

- a) Daily statewide volunteer networking via conference calls
- b) Coordinates with other state and national relief agencies

20. Goodwill Industries

- a) Job training and placement
- b) Information and assistance/referral
- c) Locate and establish temporary housing and placement of disaster survivors

21. Habitat for Humanity

- a) Build homes destroyed in the event for needy families

22. Housing and Urban Development (HUD)

- a) Advise on buying a home, renting, foreclosures, credit issues and reverse mortgages

23. Jewish and Family Children's Services

- a) Case management
- b) Family counseling
- c) Spiritual care

24. Lutheran Disaster Response

- a) Hardship grants
- b) Spiritual/emotional care
- c) Volunteer coordination
- d) Long-term recovery

25. Mennonite Disaster Services

- a) Cleanup, repairs and rebuilding by skilled volunteers with special emphasis on elderly, handicapped

26. Presbyterian Disaster Assistance

- b) Volunteer teams
- c) Volunteer villages
- d) Long-term recovery
- e) Spiritual care
- f) Building and repair
- g) Debris removal
- h) Skilled labor

27. Salvation Army

- a) Assist with warehousing and distribution of donated goods
- b) Coordinate with local offices to identify unmet needs

28. Scientology Disaster Response

- a) Transportation
- b) Donated goods
- c) Elderly/special needs
- d) General family assistance
- e) Language interpretation
- f) Family counseling
- g) Debris removal

- h) Information and referral
- i) Spiritual care

29. Senior Friendship Centers

- a) Assist with coordination of volunteer agencies to identify unmet needs at the local level
- b) Provide assistance with locating volunteers to conduct outreach and case management
- c) Provide information on the needs of elders

30. Southern Baptist Disaster Services

- a) Mass feeding
- b) Debris removal

31. Storm Recovery Florida Conference United Methodist Church

- a) Case management training
- b) Casework responsibilities
- c) Building and repair
- d) Management of volunteers
- e) Debris removal
- f) Information and referral
- g) Spiritual care

32. United Church of Christ Disaster Response Ministry

- a) Building and repair
- b) Building materials
- c) Skilled labor
- d) Spiritual care

33. United Methodist Committee on Relief (UMCOR)

- a) Spiritual and emotional care to disaster victims
- b) Long term care for children impacted by disaster
- c) Repair and rebuilding assistance

34. United Way of Sarasota

- a) Works through Sarasota COAD

35. United Way 2-1-1 of Manasota

- a) Information and referral services

36. Volunteer Florida

- 1. Works through State ESF 15 to coordinate resources and volunteers to the local communities

V. ACTIONS

A. Preparedness

- 1. Sarasota COAD coordinates preparedness through the Incident Command Structure (ICS) action plan, individual agency activities, and community awareness.
- 2. Develop, maintain and distribute a roster of agency contacts and support personnel.
- 3. Identify and schedule disaster operations training for ESF 15.

B. Response

- 1. Develop and maintain a database of volunteers, donated monies, goods and services.
- 2. Act as liaison with other ESF's regarding available volunteers.
- 3. Maintain a daily log of activities; including scheduling staff and volunteers and submitting the situation report (SITREP) information to ESF 5 (Information and Planning).
- 4. Assist in the coordination of field activities related to volunteers and donated resources.

5. Ensure appropriate information intended for public distribution is made available to ESF 14 (Public Information).

C. Initial Recovery

1. Human Services staff will represent ESF 15 at regular Sarasota COAD meetings.
2. Sarasota COAD will support COAD operations in providing recovery related database information.
3. Coordinate with all other ESFs in compiling a daily needs list that will be given to ESF 14 for public release. This information may include pick-up points and any specific field information useful to the public. Information for situation reports will be provided to ESF 5 and ESF 14.
4. ESF 15 staff in collaboration with Volunteer Community Connections (VCC) will develop and manage one or more volunteer reception centers (VRC). The purpose of the VRCs is to:
 - a. Provide one or more central locations for unaffiliated volunteers to report to following a disaster.
 - b. Screen volunteers for basic demographic variables, certifications, licenses, knowledge, and abilities.
 - c. Assign unaffiliated volunteers to other ESF's as requested and needed.
 - d. Train unaffiliated volunteers on the nature and the scale of the disaster, the human needs, the damage that may be seen, and general safety concerns.
 - e. Train volunteers for specific functions as requested or needed by other ESF's.

- f. Coordinate the procurement of suitable personal and vehicular identification and needed safety equipment for the volunteers.
5. The regional relief center, donations warehouse, and state staging area will coordinate response efforts with ESF 15, but are not subordinate to ESF 15.
6. The volunteer reception centers will coordinate efforts with ESF 15 and are subordinate to ESF 15 EOC and HHS operations.
7. The state donations toll-free hotline will be activated as needed by the State. Offers of volunteers and donations will be logged in Aid Matrix or other volunteer database system being utilized.

D. Long Term Recovery/Mitigation

ESF 15 may be represented on the Community Redevelopment Task Force (CRTF), in coordination with ESF 18, to monitor long-term rebuilding activities and assist in the coordination of local rebuilding, relocation and voluntary agency efforts. The CRTF considers and proposes possible rule and ordinance changes that would reduce disaster related costs through proper mitigation activities. ESF 15 will also work with the Sarasota COAD Long Term Recovery Committee.

VI. DONATIONS MANAGEMENT

1. County Government must prepare to handle donations in the form of monies, goods and services.
2. A monetary donation procedure has been established to coordinate spontaneous cash donations in the event of a disaster (Exhibit E)
- 3.
4. Donations will only be distributed for the provision of goods and services, which promote the common interests, safety, health, and welfare of individuals and families.
5. The Community Foundation of Sarasota County will serve as the fiscal agent for monetary donations received by the Sarasota COAD, under the authority of a resolution creating the Sarasota County Disaster Relief Fund (**Exhibit F**).

(EXHIBIT A)

**Memorandum of Agreement
for Facility Usage with
Sarasota County Parks and Recreation**

SARASOTA COUNTY GOVERNMENT

PARKS AND RECREATION & HEALTH AND HUMAN SERVICES

MEMORANDUM OF AGREEMENT

DATE: April 2, 2015
SUBJECT: Volunteer Reception Center

This memorandum serves as an agreement between Health and Human Services and Parks and Recreation for the establishment of a Volunteer Reception Center (VRC) at Woodmere Park in Venice, Florida. A VRC is established only when required by the Emergency Operations Center (EOC) through Emergency Support Function (ESF) 15, Volunteers and Donations. A VRC is a location where nonaffiliated volunteers register and then are assigned tasks after a disaster or other significant event has occurred in or near Sarasota County.

The location of each VRC and the total number of VRC's required will be based on the location and nature of the event. A VRC is opened only after a significant event where additional volunteers are required. A VRC will open the day following the event or when the EOC deems that it is safe to do so. Based on the nature of the event, the VRC may remain open for several days or weeks. A VRC will operate typically only during daylight hours while the volunteers can safely travel and work. Initially, a VRC will not be located in the affected area, but in an area that is in convenient proximity to that area.

Parks and Recreation agrees to make available the following:

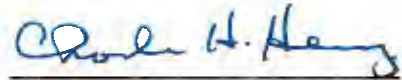
1. Access to the following facility:
 - Woodmere Park, 3951 Woodmere Park Boulevard, Venice, conference room.
2. Tables and chairs that normally are available to the designated areas.
3. Adequate parking or alternative parking.
4. Access to restrooms.
5. Use of power, network and phone outlets in designated areas.

Health and Human Services agrees to provide the following:

1. Advance notification to Parks and Recreation staff of the need to activate a VRC at least one day prior to establishing the VRC.
2. Staff from Human Services is responsible for establishing and operating the VRC.
3. Staff from Human Services will be responsible for the security of the facility and its contents.
4. The VRC's operations will take place only in predetermined areas.
5. Human Services staff will work together with Parks and Recreation staff to ensure minimal disruption of the facility's regular activities.



Carolyn Brown, Director
Parks and Recreation



Charles Henry, Director
Florida Department of Health
in Sarasota

(EXHIBIT B)

**Memorandum of Agreement
for Facility Usage with
Sarasota County Libraries**

SARASOTA COUNTY GOVERNMENT

LIBRARIES & HEALTH AND HUMAN SERVICES

MEMORANDUM OF AGREEMENT

DATE: April 2, 2015
SUBJECT: Volunteer Reception Center

This memorandum serves as an agreement between Health and Human Services and Sarasota County Libraries for the establishment of a Volunteer Reception Center (VRC) at the Fruitville Library and the North Port Library. A VRC is established only when required by the Emergency Operations Center (EOC) through Emergency Support Function (ESF) 15, Volunteers and Donations. A VRC is a location where nonaffiliated volunteers register and then are assigned tasks after a disaster or other significant event has occurred in or near Sarasota County.


The location of each VRC and the total number of VRC's required will be based on the location and nature of the event. A VRC is opened only after a significant event where additional volunteers are required. A VRC will open the day following the event or when the EOC deems that it is safe to do so. Based on the nature of the event, the VRC may remain open for several days or weeks. A VRC will operate typically only during daylight hours while the volunteers can safely travel and work. Initially, a VRC will not be located in the affected area, but in an area that is in convenient proximity to that area.


Sarasota County Libraries agrees to make available the following:

1. Access to the following facilities:
 - Fruitville Library, 100 Coburn Road, Sarasota, large and small conference rooms.
 - North Port Library, 13800 South Tamiami Trail, North Port, large conference room.
2. Tables and chairs that normally are available to the designated areas.
3. Adequate parking or alternative parking.
4. Access to restrooms.
5. Use of power, network and phone outlets in designated areas.

Health and Human Services agrees to provide the following:

1. Advance notification to Sarasota County Libraries staff of the need to activate a VRC at least one day prior to establishing the VRC.
2. Staff from Human Services is responsible for establishing and operating the VRC.
3. Staff from Human Services will be responsible for the security of the facility and its contents.
4. The VRC's operations will take place only in predetermined areas.
5. Human Services staff will work together with Sarasota County Libraries staff to ensure minimal disruption of the facility's regular activities.


Sarabeth Kalajian, Director
Sarasota County Libraries


Charles Henry, Director
Florida Department of Health
in Sarasota

(EXHIBIT C)

**Memorandum of Understanding
With Volunteer Community Connections**

SARASOTA COUNTY GOVERNMENT
HEALTH AND HUMAN SERVICES
&
VOLUNTEER COMMUNITY CONNECTIONS

MEMORANDUM OF UNDERSTANDING

DATE: April 2, 2015
SUBJECT: Volunteer Reception Center

The purpose of this memorandum of understanding is to establish a working relationship between Volunteer Community Connections and Sarasota County Health and Human Services (HHS), for pre-disaster emergency management coordination efforts and post-disaster Volunteer Reception Center (VRC) operations. It suggests a pattern by which we may coordinate our personnel and service facilities, and provides a broad framework for the cooperation between organizations in the time of emergencies or disasters. The outcome of the cooperation between these organizations is the expeditious recruitment, assignment, training and recognition of volunteers for Sarasota County.

Definition of a Disaster

A disaster is a natural or man-made occurrence such as a hurricane, tornado, storm, flood, high water, fire, explosion, or other situation that causes human suffering or creates human needs that victims cannot alleviate without assistance.

Method of Cooperation

All parties are responsible for the following tasks:

- Regularly attend local meetings regarding emergency management of volunteers.
- Affiliate and participate with the local Community Organizations Active in Disaster (COAD).
- Participate in finding suitable locations for VRCs around the county.

-
- Develop a public information plan for letting spontaneous volunteers know before a disaster occurs how to get involved.
 - Prior to an event, engage the local business community to encourage donation of goods and services to be used post-event.
 - Develop recommended floor plans for each VRC location including telephone and network connections/access.
 - Provide updated information on volunteer needs to the media for publishing, both pre and post disaster.
 - Refer the donation of goods from individuals and larger donations to the designated donation receiving center(s).

Volunteer Community Connections is responsible for the following tasks:

- With the assistance of HHS, gather supplies that will be needed to man the VRC for at least one week, including signage.
- Provide volunteers to man and operate the VRC(s).
- Register volunteers via pre-established protocols.
- Pre-train volunteers on VRC working protocols.
- Match volunteers with particular skills to areas where those skills can be best utilized to the maximum extent possible.
- Provide safety briefings to volunteers at the time they are registered and keep complete and accurate records of all such trainings.
- Refer volunteers to agencies that have requested volunteer services.
- Document all hours worked by VRC site staff and volunteers placed in service.
- Assist HHS in accounting for reimbursable expenses should the event be of such magnitude that FEMA reimbursement is available.
- Coordinate with HHS staff to arrange transportation for volunteers to the impact areas when necessary.
- Maintain a database of prearranged skilled volunteer resources, e.g. fork lift operators, truck drivers, electricians, etc.
- Coordinate with HHS to recognize volunteers for their efforts.

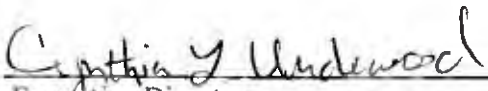
Volunteer Community Connections is not responsible for the following tasks:

- Background screening or verifying medical credentials for volunteers being referred.
 - Providing direct services to individuals other than referring volunteers to their volunteer assignments as required by ESI-15.
-

Health and Human Services is responsible for the following tasks:

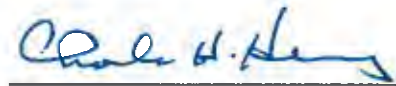
- Act as ESF 15 lead agency.
- Identify sites to be used for VRCs and obtain access to them in the event of a disaster.
- Assist Volunteer Community Connections in obtaining the supplies necessary to open and operate one or more VRC.
- Obtain access to or provide phone banks, copiers, fax machines and computer connections at all VRC sites.
- Provide FEMA reimbursement for Volunteer Community Connections eligible expenses incurred during a FEMA reimbursable event.
- Coordinate and/or provide security to VRC sites as needed.

This memorandum of understanding shall be in effect as of the fully executed date of this document indicated below and shall remain in effect until 30 days after written notification from either party that they desire to change the provisions of this memorandum.



Cynthia Y. Underwood
Executive Director

Volunteer Community Connections
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Sarasota County Human Services



VOLUNTEER RECEPTION CENTER (VRC) LIAISON OPERATIONS MANUAL

April 2012

VRC Liaison Operations Manual

Purpose and Overview

When a community experiences a disaster of such magnitude that the capacity of local response organizations is severely challenged, spontaneous volunteers will respond. The purpose of Emergency Support Function (ESF) 15 after a natural or manmade disaster is to direct and coordinate unaffiliated volunteers and unsolicited donations to meet the needs of the people in the impact area. Staff support for this function is the responsibility of Sarasota County Human Services. Human Services is the lead agency for ESF 15 and acts as liaison between the EOC, the Health and Human Services Operations Center (HHS Ops), and the nonprofit provider under contract to operate the Volunteer Reception Centers (VRCs) during activation.

Other Human Services Emergency Duties

During any recovery effort, various human services are needed in the community. It is anticipated that the need for services can be more effectively and efficiently met through a coordinated effort combining multiple resources in the community. Human Services is also the lead agency for **ESF 8 Human Services** and acts as liaison between the EOC, HHS Ops, and the Human Services Strike Teams.

In response to the donations problem generated during Hurricane Andrew and other disasters, FEMA invited its planning partners – voluntary agencies, state and local governments, other federal agencies, and some business and industry partners – to address the problem of ***unsolicited donated goods and services***.

Unaffiliated Volunteers

ESF 15 is responsible for managing unaffiliated volunteers. Here is the difference:

Affiliated volunteers are attached to a recognized voluntary or nonprofit organization and are trained for specific disaster response activities. Their relationship with the organization precedes the immediate disaster and they are invited by that organization to become involved in a particular aspect of emergency management.

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Unaffiliated (spontaneous) volunteers are not part of a recognized voluntary agency and often have no formal training in emergency response. They are not officially invited to become involved but are motivated by a sudden desire to help others in times of trouble. They come with a variety of skills. They may come from within the affected area or from outside the area.

Planning Assumptions

- Volunteering is a valuable part of every healthy community:
 - ✓ Volunteers come from all segments of society and provide essential services.
 - ✓ Everyone has the potential to contribute strength and resources in times of emergency. It is important to the recovery of the community that the persons most affected be involved in the recovery effort to the extent possible.
 - ✓ When an activity is well managed, it positively affects the volunteers themselves and thus contributes to the healing process of both individuals and the larger community.
 - ✓ Volunteers must accept the obligation to “do no harm.”
- Ideally, all volunteers should be affiliated:

Volunteers should be affiliated with an established organization and trained for specific disaster response activities. However, the spontaneous nature of individual volunteering is inevitable; therefore it must be anticipated, planned for and managed.

Human Services Response

Prior to EOC activation, ESF 8 Human Services and ESF 15 teams are alerted via e-mail and/or telephone from the Incident Command Center. The various EOC and HHS Ops leaders will gather their teams to review the work plan and shift assignments for the EOC, the expanded HHS Ops at 2200 Ringling in the HHS building, and the Volunteer Reception Centers to follow for the duration of the incident. Steps involved in that task include determining availability of team members, confirming/assigning roles, and developing the work schedule. Depending on the type of incident and staff coverage, shifts may be in eight or twelve-hour segments. Shifts are scheduled with half-hour overlaps to allow the incoming shift to transition into their roles more easily.

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For ESF 15 and ESF 8 HS, the most important phase of an incident takes place post-event. Pacing the work of the ESF 15 team lowers the chance for burnout. All ESFs utilize the software system found in the EOC (currently WebEOC) and in HHS Ops to communicate needs, availability and current status of activities.

Shift Change

At the end of a shift, the arriving staff/volunteers will be briefed by the departing staff/volunteers on the current state of affairs that includes but is not limited to:

- status of the event—a short synopsis of the event during the shift,
- trends and probabilities, and
- pending actions and messages to be disseminated.

The departing staff should expect to be “on-call” by cell phone for about an hour after the hand-off to answer any questions. If there can be no face-to-face communications (i.e. when activation is not 24/7), the same can be accomplished via phone or e-mail. Ideally, it should not occur strictly on paper because such papers are too easy to lose.

Volunteer Reception Centers

A Volunteer Reception Center provides a place where large numbers of volunteers can be efficiently processed and referred to the agencies that need their services. It is the responsibility of ESF 15 to coordinate with the agencies that have affiliated volunteers, and place unaffiliated volunteers in a position that is rewarding to the individual and necessary to the recovery efforts. Spontaneous unaffiliated volunteers may:

- be unaware of the hazards involved in disaster work and may become injured as a result,
- add to the population at risk,
- present a liability to local government, or
- not work in the most effective manner because they are not coordinated with an experienced volunteer agency.

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Sarasota County has a contract with Volunteer Community Connections (VCC) to coordinate the registration and assignment of unaffiliated volunteers in Sarasota County. VCC is responsible for staffing and operations of the VRC(s). The County is responsible for ensuring that the VRC has the appropriate resources to operate (computer access, phones, etc.).

Four potential VRCs have been identified pre-storm, scattered throughout the county as follows:

- Fruitville Library; 100 Coburn Road, Sarasota
- Bee Ridge Park; 4430 South Lockwood Ridge Road, Sarasota
- Woodmere Park; 3951 Woodmere Park Boulevard, Venice
- North Port Library; 13800 Tamiami Trail, North Port

(Please note that the location of a VRC is dependent upon existing resources and may be reduced to a tent in a parking lot depending on the impact of the event. The County prefers VRCs to be located in County-owned facilities, but that may not be possible.)

Human Services has a Memorandum of Agreement in place with Sarasota County Community Services to host the Volunteer Reception Centers at their various locations. Signage would be strategically placed on major incoming routes in order to direct unaffiliated volunteers to the center. In a **major** event, signage preparation and location is the responsibility of the Florida Department of Transportation. In a **minor** event, VCC will be responsible for signage. The County may assist VCC with signage, if necessary.

When responding to a disaster, it is anticipated that there will not be a sufficient number of trained volunteers ready to work. This is where unaffiliated volunteers may be used to fill in where possible. When an organization needs more volunteers, they are typically looking for people with particular skills. Without the screening and referral process provided by the VRC, the lack of volunteers with appropriate skills can hamper the response effort. An advantage to having unaffiliated volunteers is that they often

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have more time to meet the individual needs of disaster victims offering comfort and encouragement.

At the VRC, each volunteer would need to complete a registration form which would include information on knowledge, skills and abilities; credentials; special training; and interests. Copies of credentials must be presented in order to have them considered when making certain volunteer assignments.

Composition of a VRC

Depending on the severity of the event, some or all of the following functions should be included in the floor plan or staffing pattern for each VRC:

- **Registration/Orientation** – Greeters provide volunteers with the volunteer application and instructions including the floor plan of the facility with each station labeled.
- **Interview** – Talk to volunteer to discuss their skills and abilities and their limitations and makes an assignment, if possible.
- **Data Coordination** – The volunteer presents the forms to the data coordinator who records the referral.
- **Volunteer Identification** – Identification is provided to each volunteer to prove to the on-site authorities that this is a verified volunteer. Staff will document where the volunteer is referred to and the dates on which the volunteer expects to work.
- **Safety Training** – A safety briefing is mandatory. Before reporting to their worksites, the volunteers must receive information on the nature and scale of the disaster, the human pain and suffering and the damage that might be seen. General safety concerns will also be addressed. The trainer will document everyone who attended safety training and sunscreen, water, mosquito repellent, etc., may be handed out at this time
- **Phone Bank** (if necessary) – Volunteers will contact other volunteers to make assignments and determine if the volunteer is willing to go at that particular date and time.

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VRC Functions (including but not limited to):

The purpose of the VRC during the initial recovery phase is to:

- Provide one or more central locations for unaffiliated volunteers to report to following a disaster.
- Screen volunteers for basic demographic variables, certifications, licenses, knowledge and abilities.
- Assign unaffiliated volunteers to other ESFs as requested and needed.
- Train unaffiliated volunteers on the nature and the scale of the disaster, the human needs, and the damage that may be seen and general safety concerns.
- Provide suitable personal and vehicular identification and needed safety equipment for the volunteers.
- Have sunscreen, mosquito spray and water available at the VRCs or other appropriate location for the volunteers who will be working in the field.

REMEMBER: VRC Liaisons (Human Services staff) will act as liaison between the HHS Ops and the Volunteer Reception Center(s) and will work in collaboration with VCC to develop and manage one or more volunteer reception centers (VRC). Staff may be asked to assist **in any VRC function** as requested by VCC and approved by the Volunteers and Donations Group Supervisor or VRC Liaison Leader located in HHS Ops or as directed by the Emergency Operations Center.

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Attachment A - EOC Activation Levels

The following is a guideline only since each event is different. Decisions will be made during the various activation levels that may be different than those listed here as a result of the type of event, potential landfall, etc. When activated by the Emergency Operations Center (EOC), the following activities may occur in three phases:

Level 3 - Monitoring:

Emergency Management staff will be monitoring the progression of the storm to determine if it is heading toward Sarasota County. The state EOC will be monitoring the storm statewide providing a stream of information to local agencies regarding the event.

ESF 15 staff will remain at their normal duty stations and:

- Check the agency contact lists to ensure accuracy
- Check the staff roster with phone numbers and addresses to make sure it is updated
- Ensure that the ESF/VRC boxes are ready to go and are adequately supplied (pens, arm bands, pencils, policy and procedures manual, arm bands, stapler, paper clips, etc.)
- Contact VCC to alert them of the status of the storm
- Contact Parks and Recreation and Libraries where the VRCs are planned to be located to ensure contact lists are available in case a key is needed to access the facility

Level 2 – Partial Activation:

During this time, EOC and all ESF staff will be meeting to plan response activities. Level 2 activation could require staffing the EOC ESF 15 desk for 8 to 12 hours per day, depending on the status of the event. ESF 15 staff will:

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- Notify essential voluntary agencies updating them on the current status of the event (if they have not been present at the EOC briefings) and requesting their assistance should the storm hit. The EOC will also notify their contact list (submitted to the EOC by each ESF) to advise of a potential disaster.
- Staff should develop a communication plan and secure equipment to communicate between HHS Ops, the EOC, and the VRC(s).
- All personnel will be alerted to secure their homes and make arrangements for sheltering their families. Employees who will be staffing the EOC during the event will be released from work to make home preparations.
- Contact VCC to make arrangements to open the VRC(s) as seems appropriate considering the path of the storm.
- Develop a schedule to staff the EOC, HHS Ops, and the VRC(s).
- An incident action plan will be completed and turned in each operational period (12 hours).

Level I – Full Scale Activation:

At the level of full activation, ESF 15/EOC Staff will notify all participating ESF 15 agencies. Not all will report to the EOC but all will have a vital part of the overall state response. Level 1 activation could require 24 hour staffing of the EOC and/or HHS Ops, depending on expected landfall. ESF 15 staff will:

- Develop a database of donated goods, services, and money.
- Maintain a daily log of activities.
- Act as liaison with other ESFs regarding needed and available donated resources.
- Maintain staff schedule.
- Coordinate field activities related to donated resources at the local and state level.
- Call for the activation of Volunteer Reception Centers when appropriate.
- Review recordkeeping procedures for personnel time and equipment to be documented as a result of the event.

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- Collect supplies of FEMA attendance forms and other forms that will be needed immediately after the event.
- Contact VCC to coordinate services and ensure sufficient supplies (volunteer applications, etc.) are made readily available or are procured in advance of the recovery phase.
- Ensure VRC sites are available, furnished and equipped with phones and computers.
- Make arrangements with Community Services to ensure appropriate access to the designated VRCs in case they are activated.
- Establish a designated post-event reporting location for staff.
- During landfall of a major hurricane, staff are expected to take shelter as appropriate (i.e. at home, at their designated duty stations or designated evacuation locations)

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Attachment B – Job Description - Volunteer Reception Center Liaison Leader

VRC Liaisons (Human Services staff) will act as liaison between the HHS Ops and the Volunteer Reception Center(s) and will work in collaboration with VCC to develop and manage one or more volunteer reception centers (VRC). Staff may be asked to assist in any VRC function as requested by VCC and approved by the Volunteers and Donations Group Supervisor or VRC Liaison Leader located in HHS Ops or as directed by the Emergency Operations Center.

You report to: Volunteers and Donations Group Supervisor

Duties:

- The VRC Liaison Leader will perform all the functions of a VRC Liaison (see the VRC Liaison job description for details). Additional duties include, but are not limited to:
 - Acts as liaison between the VRC and HHS Ops keeping both updated on the current status of the VRC and its operations.
 - Coordinates VRC activities with the EOC and HHS Ops as requested.
 - Supervises VRC Liaisons by ensuring their responsibilities are completed in an accurate and timely manner.
- Persons under this job description report to their designated location as directed by the Vol/Don Group Supervisor.
- A shift may vary between 8 to 12 hours of work per day.
- Be available 24 hours for period of duty.
- Arrive 30 minutes before your shift for a briefing by the shift leader.
- Track all labor and distributed materials and equipment costs/locations.
- Maintain a daily log of activities.
- Other activities as needed or directed by the Vol/Don Group Supervisor

Required Training:

- ICS 100
- ICS 200
- IS 700

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Attachment C – Job Description - Volunteer Reception Center Liaison

VRC Liaisons (Human Services staff) will act as liaison between the HHS Ops and the Volunteer Reception Center(s) and will work in collaboration with VCC to develop and manage one or more volunteer reception centers (VRC). Staff may be asked to assist in any VRC function as requested by VCC and approved by the Volunteers and Donations Group Supervisor or VRC Liaison Leader located in HHS Ops or as directed by the Emergency Operations Center.

You report to: Volunteer Reception Center Liaison Leader

Duties:

- Coordinates with Volunteer Community Connections (VCC) to ensure smooth operations.
- Observes reception center activities and makes recommendations to VCC and/or HHS Ops.
- Ensures adequate equipment is provided to enhance operations (i.e. Copier, tables, chairs, food, drink, pens, pencils, etc)
- Persons under this job description report to their designated VRC location as directed by the Vol/Don Group Supervisor or VRC Liaison Leader.
- A shift may vary between 8 to 12 hours of work per day.
- Be available 24 hours for period of duty.
- Arrive 30 minutes before your shift for a briefing by the shift leader.
- Track all labor and distributed materials and equipment costs/locations.
- Maintain a daily log of activities.
- Other activities as needed or directed by the VRC Liaison Leader.

Required Training:

- ICS 100
- IS 700

Exhibit E

Sarasota Community Organizations Active in Disaster (COAD) Monetary Donations Procedure

The following monetary donations procedure has been established by the Volunteers and Donation Strike Team in conjunction with Sarasota Community Organizations Active in Disaster (COAD). The purpose of the procedure is to coordinate spontaneous cash donations in the event of a disaster.

The Sarasota County Disaster Relief Fund of the Community Foundation of Sarasota County, Inc. has been established to hold and administer monetary donations for emergency support. The Sarasota County Disaster Relief Fund will defray the direct and indirect costs related to disaster relief. Note: Acceptance of donations in kind or non –monetary donations will be subject to approval by the Donations Strike Team.

At any given location:

- Onsite designated volunteers and Sarasota County staff are authorized to accept monetary donations on behalf of the Sarasota COAD.
- Persons (donors) wanting to contribute to relief efforts will be directed to the designated greeter at each facility.
- Donors will be asked to complete the attached donation form.
- The bottom portion of the form will be provided to the donor as a receipt.
- Donations will be stapled to the form and taken to the designated Sarasota County staff on site.
- Sarasota County staff will collect and transport monetary donations and forms to the Community Foundation of Sarasota County, Inc.
- Donors who provide their name and address along with their donation will receive an acknowledgment of their donation from the Community Foundation of Sarasota County, Inc. and Sarasota COAD.

Monetary donations are gratefully accepted with the provision that they may be disposed of as best meets the needs of disaster relief.

Thank you for your donation to The Sarasota County Disaster Relief Fund.

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone _____ Preferred Email _____

Your donation will be used to support disaster relief efforts.

- Cash in the amount of \$_____.
- A check for \$_____ made payable to the Sarasota County Disaster Relief Fund.
- Please charge my credit card a one-time gift of \$_____.

Credit card:

Name on Credit Card _____

Number _____ Expiration Date _____

Or visit the Community Foundation of Sarasota County at www.cfsarasota.org to make your secure donation.

I/we wish to be listed in the following manner in listings recognizing my/our generosity:

Print name(s) as you wish them to appear

Thank you for your donation to the Sarasota County Disaster Relief Fund.

This acknowledges receipt of your donation to the Sarasota County Disaster Relief Fund.

Your gift of \$_____ was received on _____.

Site contact: _____.

The Sarasota County Disaster Relief Fund is a fund of the Community Foundation of Sarasota County, Inc., which is a 501 (c) 3 charitable organization. A copy of the official registration and financial information may be obtained from the division of consumer services by calling Toll-Free 1-800-435-7352 within the state. Registration does not imply endorsement, approval, or recommendation by the state. ID# 591956886.

RESOLUTION CREATING THE SARASOTA COUNTY DISASTER RELIEF FUND

WHEREAS, the Community Foundation of Sarasota County, Inc. ("Community Foundation") has been established with a principal purpose to receive and administer funds for various charitable and educational purposes in and for the citizens of Sarasota County and surrounding communities;

AND WHEREAS, the Board of Directors of the Community Foundation understands that Sarasota County lies in an area that is vulnerable to tropical storms, hurricanes and other natural disasters,

AND WHEREAS, the Community Foundation has previously helped the citizens of Sarasota County and surrounding areas with funds to aid in disaster relief,

AND WHEREAS, the Board of Directors of the Community Foundation ("Board of Directors") recognizes that our uncertain times require us to be able to respond quickly to disaster relief efforts when they occur,

NOW THEREFORE, be it resolved by the Board of Directors of the Community Foundation of Sarasota County, Inc. that it create the following fund that shall be managed in the following manner:

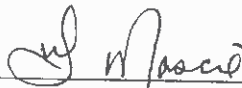
1. A Fund shall be established on the books of the Community Foundation that shall be known as **"The Sarasota County Disaster Relief Fund"** ("the Fund") of the Community Foundation of Sarasota County, Inc.
2. The Community Foundation agrees to hold and administer contributions to the Fund on the terms and subject to the conditions set forth in the Community Foundation's governing instruments, including its articles of incorporation and bylaws resolutions, policies, and procedures.
3. Income and principal of this Fund shall be used at the discretion of the Board of Directors to provide emergency support for emergencies that strike Sarasota County or surrounding counties in Florida. This support may include, but is not limited to the provision of: food, clothing, shelter, medical treatment and other support that may be deemed necessary to the welfare of individuals. Funds may be provided directly for this support or to qualified non-profit charities for use in these efforts. This Fund will be used primarily to fund the efforts of the local VOAD (Voluntary Organizations Aiding in Disaster) and will take advice from such a constituted body. If there is not a local VOAD or COAD, the Fund will be used solely at the discretion of the Board of Directors.
4. The Fund shall be the property of the Community Foundation held by it in its corporate capacity and not be deemed a separate trust. The Community Foundation shall have the ultimate authority and control over all property in the Fund, and the income derived therefrom in accordance with its Articles of Incorporation and Bylaws. The Community Foundation has the responsibility and authority for the investment of the assets of the Fund. The Fund shall be recorded on the books and records of the Community Foundation as an identifiable and separate fund although the Fund may be commingled with other funds held by the Community Foundation to maximize investment value. All income derived from such investment, if any, will be credited to the Fund and be available exclusively for charitable purposes, less such costs of investment and administration as the Board of Directors of the Community Foundation shall from time to time apply to all such

similar funds held by it. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida applicable to agreements made and to be performed entirely within such State. It is intended that the Fund hereby established should be continued as long as the need therefore exists and money or other property is available in the Fund for its purpose.

5. It is intended that the Fund shall be a component part of the Community Foundation and that nothing in this Instrument shall affect the status of the Community Foundation as an entity that is a qualified charitable organization. This Instrument shall be interpreted in a manner consistent with the foregoing intention and so as to conform to the requirements of the Internal Revenue Code and any regulations issued pursuant thereto applicable to the intended status of the Community Foundation.

**PASSED AND DULY ADOPTED BY THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS OF THE COMMUNITY FOUNDATION OF SARASOTA COUNTY, INC. THIS
21st DAY OF SEPTEMBER, 2007**

For the Board of Directors: _____

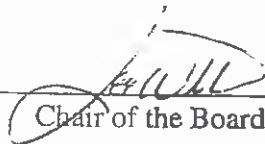


Secretary of the Corporation

Date: _____

9.21.07

Attest: _____



Chair of the Board

LAW ENFORCEMENT AND SECURITY**ESF-16****I. GENERAL:**

- A. Primary Agency:** Sarasota County Sheriff's Office
- B. Support Agencies:** City of Sarasota Police Department
Longboat Key Police Department
Venice Police Department
Northport Police Department
Florida Highway Patrol (FHP)

II. INTRODUCTION:**A. Purpose**

The purpose of this ESF is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment to support local law enforcement agencies and ensure public safety and the protection of life and property in emergencies and to establish procedures for the use of the Florida National Guard in security missions requested by local law enforcement.

B. Scope

This ESF involves the coordination and deployment of law enforcement to natural or manmade disasters or emergencies. When local law enforcement agencies require assistance from the state or another jurisdiction in either declared or an undeclared emergency, and when the resources of one or more local law enforcement departments is inadequate to meet the needs, then this ESF will coordinate directly with the State EOC ESf-1.

C. Planning Assumptions

1. Response requirements of the disaster or emergency incident will be an immediate and continuous demand for law enforcement and security. The demand will eventually exceed the capabilities of the affected local law enforcement agencies.
2. The Sheriff will coordinate all law enforcement activities within the county.

3. The Sheriff or Police Chiefs or their designees will assess the situation to determine if outside resources are necessary prior to the situation becoming critical. The Sheriff can request city resources and the Police Chiefs can request county resources.
4. The Sheriff may request assistance from other sheriffs through the pre-existing Florida Sheriffs Statewide Mutual Aid Agreement.
5. When the Governor declares an emergency, assistance may be obtained from any city or county law enforcement agency throughout the state pursuant to Florida Statute 23.1225 (5(a)),
6. State law enforcement and Florida National Guard resources also may be sought by the affected local law enforcement agencies in addition to other requested assistance. Florida National Guard resources and state law enforcement may be requested by local law enforcement through FDLE on a mission basis.

III. CONCEPT OF OPERATION:

A. General:

When an emergency situation is anticipated or erupts, the Sarasota County Sheriff's Office will dispatch sworn personnel from the nearest affected agency to establish aid liaisons and monitor the situation. Those personnel will coordinate any requests for additional county law enforcement resources from within the affected area of the county and make requested resources immediately available to the local law enforcement agency through the EOC if activated. Coordination of the use of state resources will be accomplished for the local law enforcement executive(s) by the ESF-16 representative or designee from the EOC. Should the situation escalate or immediately require additional state law enforcement resources from outside the affected area, such resources will be dispatched in conjunction with other state law enforcement agency(s) listed in this annex by the FDLE Mutual Aid Director in Tallahassee. Emergency Management and/or the EOC will be kept informed of resource requests to the State EOC.

B. Organization:

The organization of ESF-16 consists of one lead agency, the Sarasota County Sheriff's Office, law enforcement liaisons representing municipal law enforcement agencies, and other support agencies are aligned below along a horizontal plane. Each agency has specific, basic responsibilities, as described in the ROG's/ROP's.

C. Notification:

Emergency Management routinely monitors incidents throughout the county that may require law enforcement involvement and/or have the potential for escalation. When local law enforcement responds to an incident and requires additional law enforcement assistance, the Sheriff and Police Chiefs may call directly on the local regional commander of any agency from which they need assistance. Those agencies notify the nearest FDLE office for potential escalation beyond the capabilities of regional state law enforcement resources, and the State Mutual Aid Director notifies other ESF-16 member agencies including the Florida National Guard and EM.

If it appears that state law enforcement resources will be required beyond those in the affected region, FDLE may request an activation of the State EOC, and depending on the size and nature of the incident, those ESF-16 agency Emergency Coordination Officers (ECO's) necessary for response will be notified by the State Mutual Aid Director to report to the State EOC. ESF-16 ECO's will notify their regional offices of the need for additional resources, and prepare for response. Emergency Management will determine which other ESF's are needed based on the incident, and ensure similar notifications and response to the EOC.

IV. RESPONSIBILITIES:

Primary Agency: Sarasota County Sheriff's Office

Support agencies: City of Sarasota Police Department
Longboat Key Police Department
Venice Police Department
Northport Police Department
Florida Highway Patrol (FHP)

Responsibilities:

1. Lead agency is responsible for overall command and coordination of ESF-16, and the deployment of affected local agencies. Responsible for staffing the ESF-16 desk in the EOC, Command Posts, and maintaining liaisons with affected Police Chiefs. ESF-16 is responsible for collecting statistics such as manpower, arrests, deaths, etc., in accordance with the Mutual Aid Plan and will

- participate in investigations/task forces related to the disaster, as necessary, and gather intelligence.
2. Sarasota County Emergency Management will request that a representative from each agency or a municipal liaison is dispatched to the EOC to assist in coordinating the response from ESF-16. SSO will ensure that the representative from each agency, or municipal liaison when present in the EOC, is consulted in coordinating the response from ESF-16. Responding personnel will be available to provide general law enforcement services to the impacted Sheriff and Police Chiefs, and will provide equipment as required to fulfill their assignments.
 3. ESF-16 is required to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
 4. ESF desk will be staffed by at least 1 representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
 5. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
 6. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
 7. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

V. ACTIONS

A. Preparedness:

1. Training

FDLE annually conducts training for state and local law enforcement in emergency response. The courses involve an understanding of the Florida Mutual Aid Plan under Chapter 23, F.S., (The Florida Mutual Aid Act), and the Comprehensive Emergency Management Plan under Chapter 252, F.S., (State Emergency Management Act). Particular emphasis is given to the roles of Emergency Support Functions, particularly ESF-16.

ESF-16 member agencies participate in training conducted by Emergency Management in EOC operations, Hurricane exercises, and Radiological Emergency exercises.

2. Pre-positioning

ESF-16 agencies are able to identify the number of law enforcement personnel and equipment available to respond. When initial assessments indicate that additional resources will be needed for initial response, ESF-16 agencies will pre-position resources as accommodations allow. In incidents such as high profile dignitary visits, trials, or public events which may result in civil disorder, ESF-16 will pre-position resources nearby in a sequestered manner in order to avoid precipitating an incident.

B. Response

1. Assessments

Because of the statewide dispersal of FDLE offices, contact with the State can be made to determine law enforcement resource needs for the particular incident. That information is amassed and transmitted to the affected FDLE Regional Operations Bureau, Headquarters Command Staff, and the Mutual Aid Director. The FDLE Regional Operations Bureau activates its EOC, and selects locations in the impact area for establishing Mutual Aid Command Posts to fulfill assignments requested by local law enforcement. This information is provided to all ESF-16 agencies. Mutually, ESF-16 agencies begin response and pre-positioning preparations, as required.

2. Physical Deployment

ESF-16 at the EOC coordinates deployment of their resources. All law enforcement resources typically respond in numbers and types of equipment based on initial assessments made. Based on the type of assignments, each ESF-16 agency coordinates with FDLE, and their agency representative, upon arrival and assumes their responsibilities.

C. Recovery

Law enforcement and security assistance from ESF-16 may continue to be required into the recovery phase of an incident. Normally, by this time the majority of assignments have been assumed by local law enforcement or are no longer required. FDLE will continue to conduct assessments of all assignment requirements with the EOC and will respond accordingly.

D. Direction and Control

1. Control

The Sarasota County Sheriff's Office is given the responsibility for command and coordination of local law enforcement planning, operations, and mutual aid. In the State Comprehensive Emergency Management Plan, FDLE is given the responsibility of lead agency for ESF-16 at the State Emergency Operation Center.

2. Mission Assignments

ESF-16 agency assignments are determined by the basic responsibilities designated to each member agency as described within this annex. Agency responsibilities typically are those they assume in normal operations with some deviations.

Assignment procedures follow established guidelines within the EOC for all ESF's. Assignments come from several sources such as directly from the Call Center, County Liaison, other ESF's and telephone calls from local and state law enforcement agencies in the impacted area.

ANIMAL PROTECTION**ESF-17****I. GENERAL:**

- A. Primary Agency:** Sarasota County Sheriff's Office
Animal Services
- B. Support Agencies:** County Cooperative Extension Office
Department of Health (DOH)
Florida Fish and Wildlife Conservation
Commission (FWC)
- C. Volunteer Resources:** S.W. Florida Veterinary Medical Association
Florida Animal Control Association (FACA)
State and local animal care support agencies
National animal care support agencies
Farm Bureau
Cattlemen's Association

II. INTRODUCTION:**A. Purpose**

ESF-17 will assume responsibility to coordinate animal related activities within Sarasota County during an emergency or disaster to provide support to the residents of Sarasota County and their animals.

B. Scope

The purpose of ESF-17 is to coordinate the response of agencies in assisting local and volunteer organizations to provide all animals affected by disasters with emergency medical care, evacuation, rescue, temporary confinement, shelter, food, water, and identification for return to the owner. The coordination may also involve diagnosis, prevention, and control of diseases of public health significance. Disposal of dead animals is also a major concern. ESF-17 will also work with ESF-6 Mass Care in regard to Pet Friendly Shelters, ESF-8 in regard to public health & disease, decay of dead animals, and with ESF-11 in regard to Agricultural issues and Food Production.

C. Planning Assumptions:

1. Following a disaster, it can be expected that there may be many loose pets and livestock throughout the county. The disaster impact, flying debris, floodwaters, or evacuation traffic may kill some animals. Decaying carcasses may cause a health threat.
2. There may be a shortage of shelter facilities, animal control officers, and vehicles. Volunteer resources may be difficult to locate during response, but may be available during recovery. These resources may come from local, state or national sources.

III. CONCEPT OF OPERATIONS:**A. General:**

The coordination of local and volunteer agencies includes tasks before, during, and after a disaster where local resources may not be sufficient and local government requests state assistance.

1. Coordinate unmet needs for emergency medical care for all animals, including commercial livestock, poultry, fish, exhibition (racing) animals, zoo animals, laboratory research animals, wildlife and domestic pets.
2. Coordinate with ESF-15 to refer volunteer personnel to county and coordinate efforts to provide water, food, and shelter and other physical needs to animals; and store and distribute animal food and medical supplies to the County.
3. Coordinate with ESF-14 (Public Information) to ensure that information is provided on the location of pet shelters and other animal-related matters before, during, and after the disaster. Also, coordinate public education efforts such as brochures distributed to veterinary offices. Abandonment of animals should be discouraged due to the welfare of both the animals and the public. When necessary, assist with soliciting needed resources to fill shortages.
4. Coordinate efforts to rescue and capture animals including relocation prior to the disaster. Animal Services may identify available barns, pastures, kennels, etc., with the assistance of local agencies and volunteers.
5. Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners.
6. Coordinate with ESF-15 for the storage of emergency relief

- supplies and their distribution to animal caretakers/shelters.
7. Coordinate with ESF-8 for the identification, prevention, and control of zoonotic (animal) diseases that have public health significance, including epidemiological and environmental health activities.
 8. Coordinate with ESF-6 for Pet Friendly Shelters
 9. Coordinate with ESF-11 for Agricultural and Food Issues.

B. Organization:

ESF-17 is organized to ensure rapid response to animal care needs in the impacted disaster area. The primary and support agencies, including local animal control, must have a thorough and up-to-date disaster plan that has been coordinated through Florida Department of Agriculture and Consumer Services (FDACS). When activated, agencies in ESF-17 will operate under the CEMP and its support documents.

ESF-17 focuses primarily on coordinating emergency medical care, evacuation, rescue, capture, temporary confinement, shelter, provision of food and water, identification and tracking for reunification of owners with their animals, and disposal of dead animals.

The primary agency for ESF-17 is Sarasota Sheriff's Office (SSO) Animal Services Section with direct contact for animal issues in the EOC/Operations Section. Personnel assigned to ESF-17 will provide daily direction in the assignment of personnel to handle requests for assistance, and ensuring that requests for assistance are prioritized, met, and documented. ESF-17 establishes coordination with other appropriate ESF's and will maintain open communications with these ESF's in both the planning and operational phases.

SSO Animal Services as the primary agency will provide sufficient personnel to staff ESF-17, 24 hours per day, 7 days per week while the EOC is at a Full (Level 1) activation or as requested by Emergency Management. The personnel will be managers, skilled professionals with subject knowledge, and operations personnel qualified to expedite decisions for the agency.

In coordination with SSO Animal Services, support agencies will be encouraged to develop plans that support their ESF-17 assignments.

C. Notification:

1. Upon notification by the EOC of a potential or actual event requiring response, ESF-17 will notify all support agencies and organization members by telephone or through the communication facilities at the EOC.
2. All support groups contact persons will be instructed to alert their contacts throughout the county to ensure all available resources are on standby.
3. Other resources inventories will be confirmed for possible use.

IV. RESPONSIBILITIES:

Primary Agency: Sarasota County Sheriff's Office Animal Services

Responsibilities:

1. Develop and maintain a roster of personnel that staff Animal Issues for 24 hours per day, 7 days per week coverage as long as the EOC is operational.
2. Catalog (Inventory) the availability of resources for the disaster area by maintaining a database including the following:
 - a. A list of pet shelters and confinement areas for Sarasota County.
 - b. A list of food and water sources provided by support agencies.
 - c. A list of animal medical personnel within the county.
 - d. A list of county State Animal Response Coalition (SARC)

If the resources are not available, contract or establish appropriate MOU's with agencies able to provide those resources. Where applicable GPS coordinates should be provided for each site on the list.

3. Establish a protocol for prioritizing response activities.
4. Coordinate activities with other ESF's.
5. Be prepared at all times to make status reports.
6. SSO Animal Services will develop and maintain recommended operating procedures that detail all necessary activities. Those ROP's will be coordinated with the support agencies and organizations, and EM.
7. SSO Animal Services will participate in disaster exercises with assistance from support agencies and organizations.

8. ESF-17 is required and expected to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
9. ESF desk will be staffed by at least representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
10. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
11. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
12. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

Support agencies: County Cooperative Extension Office
Department of Health (DOH)
Florida Fish and Wildlife Conservation Commission (FWC)

Volunteer Resources: S.W. Florida Veterinary Medical Association
Florida Animal Control Association (FACA)
State and local animal care support agencies
National animal care support agencies

Responsibilities:

1. County Animal Emergency Coordinator:
 - a. Identify the possible locations within the county for emergency animal shelters and confinement areas.
 - b. Request assistance when local resources are insufficient to meet the need; and have agreement with appropriate State and National agencies to provide those resources needed.
 - c. Maintain a list of permanent available shelters and confinement areas.
 - d. Maintain a list of local sources for food and water for sheltered and confined animals.
 - e. Work with ESF-8 Health, Medical and Human Services and State Department of Agriculture to develop plans and agreements for the disposal of animal carcasses and wastes.

2. Department of Health:

Coordinate with ESF-17 to diagnose, prevent and control zoonotic diseases (such as rabies) and other animal-related conditions of public health significance.

3. Florida Fish and Wildlife Conservation Commission:

- a. Conduct warnings and assist in the coordination of evaluation of zoo animals including mammals, birds, and reptiles) kept in major exhibits/wildlife dealers/circus facilities as needed.
- b. Conduct assessment of lost or escaped "exotic" animals as well as the assessment of damage to marine life.
- c. Using specialized personnel and equipment coordinate recapture of potentially dangerous or hazardous exotic animals with zoos, dealers, and owners.
- d. Will assist in the coordinating of the needs of marine life before, during, and after a disaster.
- e. Will assist with the removal of beached or dead marine life.

4. Local Animal Support Agencies and Organizations:

- a. Provide volunteer personnel for animal care.
- b. Establish an adoption procedure consistent with Florida Statute 703 for unclaimed, lost animals.

C. Resource Requirements - prior to the disaster:

1. Shelters and confinement areas available at the time of evacuation so that owners can leave their animals.
 - a. Food and water
 - b. Identification tags or collars, as a contingency if not provided by the animal owner.
 - c. Medical supplies and possibly a source of electricity.
2. Personnel:
 - a. Shelter and confinement area coordinators.
 - b. Animal care volunteers.
3. Resources required for continuing operations, i.e. fence material, bedding, cages, vehicles, portable telephones, animal traps (Have-

a-Heart), animal catch poles (dog/cat), water, and disinfectant for cleaning (household bleach).

V. ACTIONS:

A. Preparedness

1. ESF-17 will conduct at least one training program annually for county animal emergency coordinators and interested persons.
2. ESF-17 assists in releasing information annually on disaster planning and safety for animals through news releases or brochures.
3. ESF-17 develops and maintains a database of all county animal emergency plans and all county animal emergency coordinators.
4. ESF-17 will develop, maintain and regularly update lists of available animal shelters and confinement areas along with GPS coordinates for Sarasota County, (including shelter for exotic or zoo animals) as provided by county animal coordinators, The database will include personnel and resource information.
5. When feasible, ESF-17 will assist county animal emergency coordinators in identifying suitable facilities for shelters and confinement areas.
6. ESF-17 with ESF-15 and/or other appropriate organizations develops and maintains a database of medical and non-medical volunteers and agencies that will provide care assistance. This will include information on the type of service being offered, number of volunteers, resources available, and contact person with telephone numbers and logistical/operational abilities of each.

B. Response

1. ESF-17 will track the activities of all available animal shelter facilities and confinement areas identified before, during, and after the disaster. This tracking will be based on information provided by the SSO Animal Services.
2. ESF-17 will coordinate with ESF-5 to provide information on the location and availability of shelter space, food, and water for animals.
3. ESF-17 will coordinate with ESF-11 and ESF-15 regarding storage sites and staging areas for animal food and medical supplies.

C. Recovery

1. ESF-17 will coordinate damage assessment through the County Emergency Animal Coordinator.
2. ESF-17 will coordinate all operations at the Sarasota County's "Small Animal Recovery Facility" and the "Large Animal Recovery Facility" at locations to be determined and designated as needed.
3. ESF-17 along with ESF-15 will coordinate the assignment of relief personnel and the distribution of supplies from supply areas or staging areas.
4. ESF-17 will coordinate the consolidation or closing of animal shelters or confinement areas, personnel and supplies as the need diminishes.
5. ESF-17 will assist support agencies for long term maintenance, placement, or disposition of animals that cannot be returned to their normal habitat or which have been separated from their owners.
6. ESF-17, with support agencies, will coordinate the animal medical services needed for animal shelter and confinement areas.
7. ESF-17 will coordinate with ESF-1, ESF-3, ESF-8, and ESF-11 for the removal and proper disposal of animal waste and dead animals.

E. Direction and Control

1. ESF-17 will be implemented as requested by Emergency Management to provide assistance prior to or following the occurrence of a disaster.
2. ESF-17 activities will be coordinated through the local Emergency Operations Center.
3. ESF-17 will assist local animal control agencies, humane organizations, livestock or farming organizations, or other animal industry representatives. All federal assistance for animal care, such as military veterinarians, must be requested by the animal emergency coordinator and must be coordinated through ESF-17.

BUSINESS AND INDUSTRY**ESF-18****I. GENERAL**

- A. Primary Agency:** Visit Sarasota County
- B. Support Agencies:** Sarasota County Office of Business and Economic Development, Economic Development Corporation of Sarasota County, and area Chamber of Commerce's

II. ORGANIZATION

ESF-18 compiles, analyzes and coordinates overall information and planning activities in the Emergency Operations Center (EOC) in support of emergency operations.

III. INTRODUCTION**A. Purpose**

Emergency Support Function (ESF) 18 will coordinate County and Business resources within Sarasota County during an emergency or disaster to provide support to the residents of Sarasota County and help the community recovery from the impacts of disasters. ESF-18 will collect, analyze process and disseminate essential information and data for use by local, state and federal authorities in response to a disaster situation.

B. Scope

ESF-18 helps with gathering information regarding the impact of the incident to business and industry, to include employment; Provide assistance, services and information to business and industry during the recovery process to minimize the economic impact of the disaster; Provide available business assets to the County to assist in the recovery; Develop and implement programs to restore tourism and related industries after an incident; Facilitate the involvement of the business and industry in the overall response and recovery efforts of the County; Expedite access of affected business and industry to County, State and Federal assistance program

C. Planning Assumptions

1. Following a disaster, it can be expected that there may be impact to business and industry throughout the County. The disaster impact, will affect the ability of business and industry to recovery.
2. The resources of Sarasota County might be expended and mutual aid might be required.
3. Neighboring counties might also be impacted.
4. ESF-18 will be needed to provide volunteers for both the field and to staff the Emergency Operations Center (EOC) if a 24-hour operation is required.

III. CONCEPT OF OPERATIONS:**A. General:**

The coordination of County and local agencies involved in assisting local economic development, workforce, tourism and other business support agencies includes performing tasks related to preparedness, response, recovery and mitigation where local resources are not sufficient and local government would need to request State and Federal assistance during times of disaster with the County.

B. Organization

For Emergency Support Function 18, primary agency responsibilities, Visit Sarasota will act as the Lead Agency during an EOC activation and report to the Emergency Management Chief. They will provide sufficient staff to the EOC to coordinate ESF 18 resources and needs with the other ESF's.

C. Notification:

1. Upon notification by Sarasota County Emergency Management of a potential or actual event requiring response, the emergency contact person for the lead agency will notify all other Emergency Support Function members by telephone, pagers or through the Emergency Operations Center (EOC).
2. All support agency contact persons for ESF-18 will be

instructed to alert their contacts to ensure that all available resources are on standby.

3. Resource inventories will be confirmed for possible use.

D. Actions:

1. Preparedness
 - a. In conjunction with Emergency Management, facilitate disaster planning and training for businesses i.e. Business Continuity Planning
 - b. Coordinate support agencies and resources during exercises
 - c. In cooperation with Emergency Management, facilitate business outreach
 - d. Develop and maintain a database of agency/business contacts
 - e. Identify local resources or funding for immediate and long term business recovery
2. Response
 - a. Track response activities of business community and support agencies
 - b. Maintain roster of agency/business contacts
 - c. Coordinate with ESF 5 - Information and Planning - and ESF 14 -- Public Information - to disseminate recovery information
 - d. Coordinate utilization of local resources with ESF 7 - Resource Support
3. Recovery
 - a. Track recovery activities
 - b. Coordinate initial impact assessment of general business impact i.e. job loss, dollar loss, etc.
 - c. Coordinate with Federal and State agencies to support delivery of disaster recovery assistance programs such as :
 - Small Business Administration (SBA) Loans
 - Florida Small Business Emergency Bridge Loans
 - Other
 - d. Coordinate with Visit Sarasota County to determine lodging availability for out of county responders.
4. Mitigation

Participate on Local Mitigation Strategy (LMS) work group

IV. RESPONSIBILITIES:

Primary Agency: Visit Sarasota County (VSC)

Support agencies: Office of Business and Economic Development (OBED), Economic Development Corporation of Sarasota County (EDC), and area Chamber of Commerce's

Responsibilities:

1. ESF-18 assists local government and Business and Industry in their response to a disaster.
 - a. Conduct pre-incident coordination meeting with support agencies.
 - b. Establish a call-out roster of all personnel and volunteers.
 - c. Coordinate volunteer resources with other county ESF's to include staffing of the EOC.
 - d. Coordinated shutdown/evacuation of Business and Industry.
 - e. Access to affected areas by Business and industry damage assessment teams.
 - f. Coordination with all ESF's as to these procedures before during, and after the incident.
 - g. Assist in coordination of Business and Industry response, recovery and restoration efforts.
 - h. Coordinate transportation of Business and Industry materials, personnel and supplies for the purpose of recovery and restoration activities.
 - i. The focal point for all business related communications before during and after an emergency event.
 - j. Development, implementation and management of Business and Industry emergency relief programs.
 - k. Identification of Business and Industry resources available for community wide relief/recovery efforts.
 - l. Assimilation of Damage Assessment to Business and Industry for inclusion in the ESF-5 Final Damage Assessment Reports.
 - m. Partner with the EOC in Education and Training of Disaster exercise programs.
2. All support agencies will maintain an inventory list of resources that may be used for response and recovery. The support agencies will support the lead agency in staffing the EOC and other needed support.

3. ESF-18 is required and expected to keep ESF-5 fully informed regarding their response and recovery actions and initiatives as the EOC is the focal point for all information.
4. ESF desk will be staffed by at least one representative at all times during activation, unless absence is approved by the Incident Commander or EOC Manager.
5. All actions taken by the ESF will be entered and tracked electronically with the software provided in the EOC or with provided hard copy forms.
6. Appropriate ICS forms and FEMA daily logs will be completed by all staff assigned to work during activation.
7. ESF will develop and maintain ROG's/ROP's for activation specific roles and responsibilities, ensuring an updated copy is located at the ESF desk in the EOC at all times.

V. ADDITIONAL INFORMATION

Pre-hurricane season preparation

1. All persons who staff the ESF-18 table to complete I-700 FEMA certification by May 31 of each year.
2. Compile current information for disaster kit to include:
 - CD with list of county accommodations and tourist attractions. List should include information on number of rooms, contact name, contact phone numbers, special needs amenities
 - CD with list of local businesses who can provide supplies or services pre and post event. Should include suppliers of food, water, fuel, construction materials.
 - CD with list of value-added business to be contacted post event.
3. Create ESF-18 notebook that will remain on the ESF-18 desk at all times. Notebook to be updated in May of each year. Information to be included:
 - These operating procedures
 - Hard copies of all lists from #2 above
 - Hard copies of staff emergency contact list (#5 below)
 - Hard copies of state emergency contact.
 - Hard copies of forms, letters and contacts for the bridge loan program.
4. Identify and secure commitment for a remote office for both the Economic Development Corporation (EDC) and Visit Sarasota County (VSC) away from anticipated severe damage area. Possible locations could include county office, city offices, chambers of commerce, educational institutions.

5. Set up staff emergency contact list for both VSC and EDC that includes evacuation locations (relative or friend's house, etc.) for each staff member. Print out hard copy of the list and provide copies to each ESF-18 staff person and in the ESF-18 notebook.
6. Update emergency contact list for partners and resources that will assist with local response and recovery efforts (Visit Florida, Enterprise Florida, Department of Economic Opportunity (DEO), Agency for Workforce Innovation, Workforce Florida, local Small Business Development Center, banker's coalition etc.).
7. Provide staff emergency contact information, including alternate/cell telephone numbers and alternate e-mail address, to Visit Florida, Enterprise Florida, DEO and other organizations that will assist with local response and recovery efforts.
8. Train staff on the use of text messaging and other technologies that may be used during an emergency.
9. Set up a remote server, secure Web site and/or 800 number(s) for disaster recovery information that can include information for businesses and for tourists.
10. Update Damage Assessment forms and other information to be sent to businesses just prior to a storm.
11. Meet with local chambers of commerce to define their role which could include:
 - Distribution of Disaster Preparedness Manuals to businesses throughout the year
 - Fax/E-mail Damage Assessment forms to members just prior to a storm
 - Distribute re-entry armbands/ID tags
 - Identify possible locations for Business Assistance Centers post-event
 - Identify possible locations for temporary EDC and/or VSC office locations post-event
 - Identify volunteers for EOC duty
 - Identify volunteers for door-to-door surveys post-event

Pre-event preparation (3 to 4 days out)

1. Establish schedule and identify ESF-18 personnel to staff EOC for the next several days to include lock down period.
2. Call businesses on supply list to determine availability of supplies. For accommodations determine number of visitors, occupancy and any group business scheduled.
3. Bridge Loan Preparation
 - Contact banking coalition members to confirm participation and emergency contact information. Print out hard copy of information for ESF-18 notebook.
 - Establish checking account for receipt of bridge loan funds.

- Update all forms and letters to request enactment. Copies of all should be on CD and in ESF-18 notebook.
- 4. Locate and purchase cell phones that can be used post-event.
- 5. Secure personal cell phone and home phone numbers for all key personnel including EOC leadership.

During event (Lock Down period)

1. Monitor storm progress
2. Review post-event activities and prepare to go into action

Post event:

1. Coordinate media coverage and key messages with Sarasota County Public Information Office.
2. Identify businesses that might be severely compromised or might pose a contamination or other threat if operations are shut down, due to physical damage or loss of power for a sustained period of time.
3. Identify companies that could provide support to emergency operations and restoration in the community including supplying food and water, debris removal equipment, logistics or transportation support, vacant building or land sites that that could be used for staging areas, disaster recovery centers, etc.
4. Identify potential vacant parcels of land that have access to water, power and other necessary infrastructure and could be available as sites for FEMA emergency housing trailers.
5. Locate available hotel rooms, condos or other properties to house temporary emergency workers who relocate to the area.
6. Locate available hotel rooms, condos or other properties to house temporarily displaced residents.
7. Establish single location of contact for visitors following the storm.
8. Collect damage assessment forms from businesses and communicate information to appropriate personnel in the EOC.
9. Identify businesses that might be prepared to resume operation and employment quickly with a minimal amount of debris removal or damage repair or a temporary “emergency” waiver of some permitting or other county regulation.
10. Prepare “welcome” packets for FEMA, SBA and other emergency workers who arrive to assist with disaster recovery. Included in these packets would be the following:
 - Maps and lists of hotels, restaurants, laundry services, etc.
 - Shelter map and Disaster Recovery Center maps
 - Contact information for EDC and VSC staff and other essential Business Recovery Team members

- Location and other pertinent information regarding the Business Assistance Center
11. Activate emergency bridge loan program including the establishment of pre-determined business assistance centers.
 12. Identify, train and hire temporary personnel for business assistance centers.

Equipment and Supplies for ESF-18 Station:

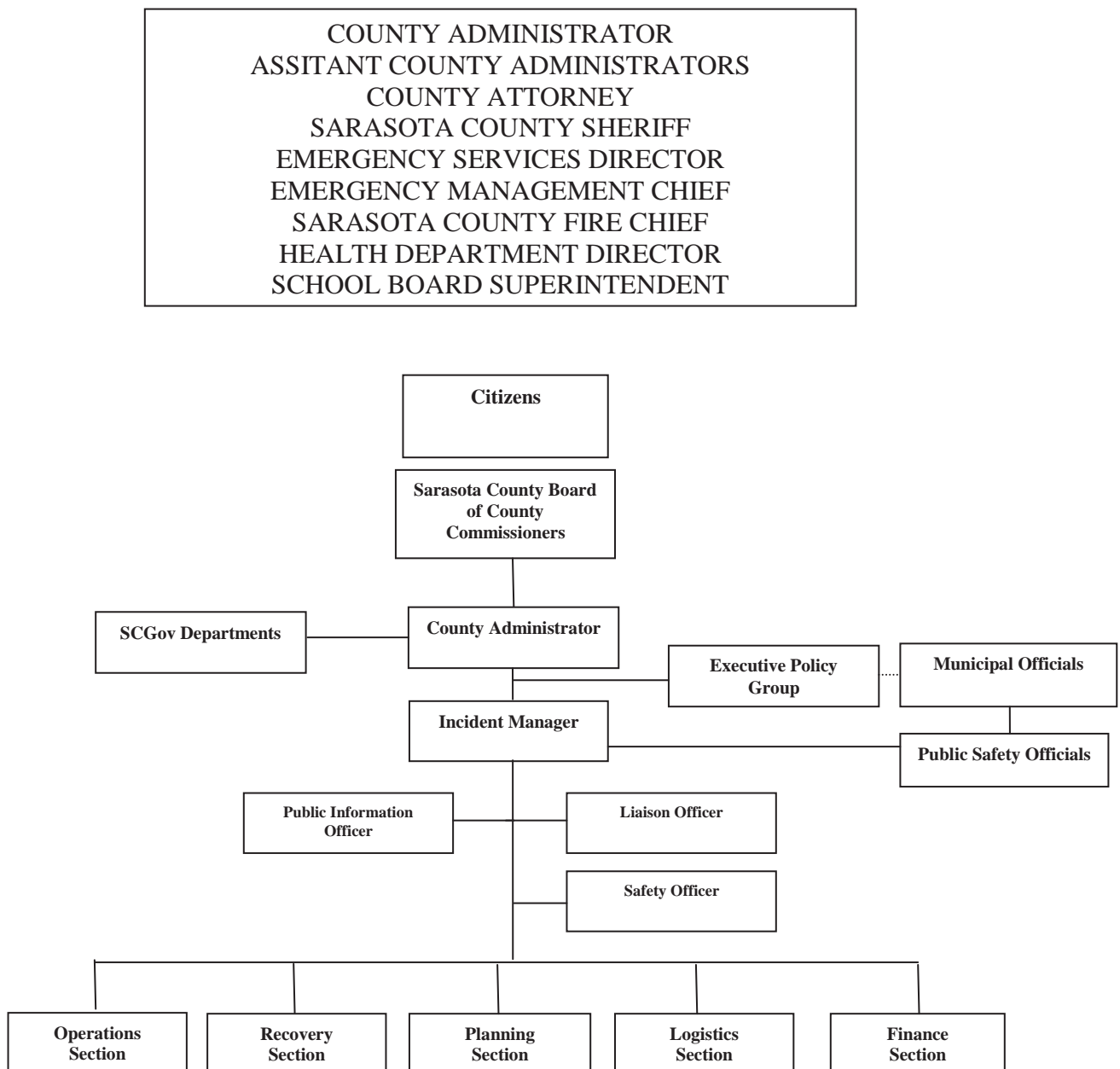
1. Telephone
2. Computer
3. ESF-18 Manual
 - Recommended Operating Procedures
 - Hard copies of all lists
 - Hard copies of staff emergency contact list
 - Hard copies of state emergency contacts.
 - Hard copies of forms, letters and contacts for the bridge loan program.
4. Writing pads, pens, pencils

EXECUTIVE POLICY GROUP

The County Administrator is the Chair for the Executive Policy Group and the Agency Administrator of emergency county government and county resources.

The Executive Policy Group (EPG) acts in accordance with any and all Emergency Ordinances providing policy decisions and prioritizing incident response and resource allocation. The EPG also ensures the county, municipalities and its partners function in a unified manner to implement administrative policy and rule/order decisions and advises jurisdictions on decision priorities based on the established objectives.

The Executive Policy Group (EPG)



TRAINING APPENDIX

I. PURPOSE

The Training Appendix outlines a training program ensuring emergency responders and the public fully understand the overall concept of Emergency Management and responsibilities before, during and after an emergency or disaster.

- A. The objective of Emergency Management training is the development of interagency team skills for use in the Sarasota County Emergency Operations Center. This includes mobilization of field operations, public information systems and technical information related to hazard mitigation, preparedness, response and recovery. Also included are the roles and responsibilities for all levels of government and the private sector while ensuring the safety and care of Sarasota County residents and visitors.

II. CONCEPT OF OPERATIONS

A. GENERAL

This training appendix provides guidance focused on improving the capability of local governments to effectively prepare, respond and recover from an emergency or disaster regardless of magnitude.

1. The training program has three dimensions:
 - a. Programs and courses available through the Federal Emergency Management Agency (FEMA), the state, and other governmental and volunteer agencies.
 - b. Local departmental/agency emergency response training.
 - c. Community-based awareness; self-help, population protection procedures, and public awareness training for the general public.
 - d. Basic and advanced NIMS/ICS training provided by instructors approved by the Emergency Management Division.

B. PHASES OF EMERGENCY MANAGEMENT

1. Mitigation and Preparedness Training

- a. Departments and agency heads designate a coordinator within the represented organization to be a point of contact for the Emergency Management Division.
- b. Department, agency heads and Coordinators participate in Emergency Management training better preparing the represented organization for response to emergencies or disasters.
- c. Departments and agencies identify the needed Emergency Management training and submit a request to the Sarasota County Emergency Management Division.
- d. All divisions, departments and agencies are encouraged to budget for training and exercising.
- e. The Local Mitigation Strategy working group provides quarterly meetings enhancing the mitigation program. These sessions are conducted to train and enlighten participants to ensure effective mitigation projects and programs. The LMS working group meetings are open to the public and all employees.
- f. When available, the Emergency Management makes every effort to acquire funds to deliver required training that enhance the emergency management program.

2. Response

- a. The Emergency Management Institute (EMI) and the Florida Division of Emergency Management (FDEM) provide resident training for law enforcement, medical, fire services, utilities, school and emergency management personnel, as well as local appointed officials and staff.
- b. Resident training at the Emergency Management Institute is encouraged for response groups from the jurisdictions to better understand the integrated Comprehensive Emergency Management concept and the local plan.

- c. Group training is encouraged and promoted for all Sarasota County Emergency Operations Center, Executive Policy Group, Public Information Officers; all government division, department heads and Coordinators. Damage Assessment Teams, school board personnel; medical/health and institutional personnel, volunteers, communications personnel are also included.
- d. Internal training surrounds concepts of field operations and key components of the Sarasota County Comprehensive Emergency Management Plan. Training is essential for departments or agencies in developing specific department's emergency procedures.
- e. Internal training is often done on-site and in groups. Community awareness programs provide training to citizens regarding actions expected of them before, during and after an emergency or disaster.
- f. Preparing citizens for protective action and self-help practices before and immediately following a disaster is part of the Emergency Management training program.
- g. The Emergency Management training program encourages members of all groups to take advantage of available training.

3. Exercises

General: "Exercising" is the primary method to activate, test and evaluate the components of the Sarasota County Comprehensive Emergency Management Plan. Exercising the response plans and procedures ensures an effective, efficient response.

- a. There are four principal reasons for conducting exercises:
 - 1) To detect deficiencies in a plan.
 - 2) To detect deficiencies in the overall system.
 - 3) To identify potential personnel and staff difficulties and shortfalls of divisions, agencies.
 - 4) To detect and resolve problems relative to functional operation of equipment.

b. Progressive Exercising

- 1) Tabletop exercises are designed to detect potential problems with coordination and to determine the appropriateness of assigned responsibilities and to achieve a certain level of familiarity of a plan.
- 2) Functional exercises are more complex and are designed to test individual functions, such as direction and control, multiple functions, decision making, warning, public information or recovery.
- 3) Full-scale exercises are the highest and most intense level of exercise. They are the culmination of the exercise program. Full scale exercises are designed to evaluate the operational capability of the emergency management system over a substantial period of time. They test major components and sub-components of the plan.

c. Jurisdiction Exercise Requirements

- 1) In order to provide a coordinated response, exercising must involve an integrated approach by all agencies. This includes the execution of city and county plans and standard operating guidelines ensuring the appropriate distribution and execution of roles and responsibilities.
- 2) The Sarasota County Emergency Management Division conducts an annual exercise, which incorporates the integration of all participating county, municipal and private sector agencies, using the County CEMP and the EOC Operational Guide.
- 3) A constructive evaluation of exercises is completed for the purpose of plan revisions. This after-action review is in accordance with HSEEP protocols thereby facilitating the identification of strengths as well as any deficiencies promoting a more effective response plan.

C. RECOVERY & MITIGATION

- a. Recovery exercises complete the process of exercising the Sarasota County Comprehensive Emergency Management Plan. Recovery exercises are designed to fit the format from tabletop to full-scale exercises.
- b. Individual and departmental evaluations of exercise performance are used to determine internal training requirements.
- c. Group and individual training at the Emergency Management Institute should be scheduled routinely. These courses cover natural and technological hazards, as well as event-specific courses.

III. RESPONSIBILITIES

- A. Training and scheduling of training for Emergency Management purposes is coordinated through the Sarasota County Emergency Management Division.
- B. Department/agency heads will budget for, and participate in, training activities related to emergency preparedness programs.
- C. Municipalities: The City Manager (or designee) is responsible for the training of personnel under the jurisdiction of that office. Appropriate personnel should attend training courses offered by federal, state and local organizations whenever possible.
- D. The Sarasota County Emergency Management Division is responsible for ensuring that the Sarasota County Emergency Operations Center staff and operational responders fully understand their procedures and responsibilities, as outlined in the Sarasota County Comprehensive Emergency Management Plan and the EOC Guide.
- E. The Sarasota County Office of Emergency Management:
 1. Coordinates all disaster-related training within the County ensuring that all of the overall objectives of the CEMP are met. Examples include:
 - a. Incident Command System (ICS) Training
 - b. NIMS Compliance Training
 - c. Emergency Support Function/ICS Interface Training
 - d. Resource Management

- e. Preparedness
 - f. Damage Assessment*
 - g. Mitigation Assessment
 - 2. Assists County departments, municipalities, and non-governmental disaster agencies, as required, in attaining coordinated training and education objectives.
 - 3. Utilizes the fullest extent of all available means to reach the maximum number of County residents with a successful public information program designed to develop:
 - a. booklets, pamphlets, and brochures for public distribution
 - b. lectures and presentations relating to personal disaster preparation
 - c. local public information spots on radio and television
 - d. disaster planning guides for distribution
 - 4. Conduct exercises to evaluate components of the CEMP. Upon completion of the exercises, procedures and training will be modified to correct the deficiencies noted.
- F. Those agencies or departments having primary and support responsibilities for EOC Operations will establish training programs covering their respective responsibilities, in accordance with Sarasota County Emergency Management Division approved curriculum.

* Damage Assessment Training Includes:

- 1. Operational Safety
- 2. Data collection parameters
- 3. Software integration and operation
- 4. Equipment usage and responsibilities

See the Sarasota County Damage Assessment Recommended Operating Guidelines for a detailed explanation of topics covered.

IV. CREDENTIALING

- A. The National Incident Management Systems requires the appropriate credentialing for personnel operating in the emergency operations center.
- B. The table on the following page sets the minimum training for personnel positioned within the disaster support system or for emergencies requiring emergency operations center support.

Sarasota County Emergency Management NIMS/ICS Training Guidelines

Position	ICS TRAINING- Basic	ICS TRAINING- Advanced	POSITION SPECIFIC TRAINING
County Commissioners	IS700	ICS-402	
County Administrator/ACA's/Directors	IS100, IS200, IS700, IS800	ICS 300, 400, 402	
All Sarasota County Employees	IS100, IS700		
All Frontline Supervisors	IS100, IS200, IS700, IS800		
NIMS SPECIFIC ROLES & ASSIGNMENTS (As assigned by EM)			
EOC – Command & General Staff: Incident Manager PIO Safety Liaison Planning Section Chief Finance Section Chief Logistics Section Chief Operations Section Chief	IS100, IS200, IS700, IS800.	ICS 300,400,IS775	L950 All Hazard Incident Commander L967 All Hazard Logistics Section Chief, L958 All Hazard Operations Section Chief L973 All Hazard Finance Section Chief L952 All Hazard Public Information Officer L954 All Hazard Safety Officer L956 All Hazard Liaison Officer
Field Assigned NIMS Positions: Assistant Branch Directors, Division/Group Supervisors, Unit/Task Force/Strike Team Leaders	IS100, IS200, IS700, IS800	ICS 300	Finance: <ul style="list-style-type: none"> L975 Unit Leader Operations: <ul style="list-style-type: none"> NPODs: IS26 Damage A:IS559 Debris: G202 Div/Group:L960 Evac/Re Entry:G358 Logistics: <ul style="list-style-type: none"> Comm Unit: L969 Supply Unit:970 FacilitiesUnit: L971 Plans: <ul style="list-style-type: none"> Sit Unit:L964 Resource:L965

Sarasota County Emergency Management NIMS/ICS Training Guidelines

Position	ICS TRAINING- Basic	ICS TRAINING- Advanced	POSITION SPECIFIC TRAINING
EOC Assigned NIMS Positions:	IS100, IS200, IS700, IS800	ICS 300, G191, IS775	<p>Finance:</p> <ul style="list-style-type: none"> • L975 Unit Leader <p>Operations:</p> <ul style="list-style-type: none"> • Div/Group:L960 <p>Logistics:</p> <ul style="list-style-type: none"> • Comm Unit: L969 • Supply Unit:970 • FacilitesUnit: L971 <p>Plans:</p> <ul style="list-style-type: none"> • Sit Unit:L964 • Resource:L965 <p>IS 801 Transportation IS 802 Communications IS 803 Public Works IS 804 Firefighting IS806 Mass Care IS807 Logistics IS808 Public Health & Medical IS809 Search & Rescue IS810 Hazmat IS244 Developing & Managing Volunteers</p>

Hazards Categories And Impact Typically Expected

[illegible]

**SARASOTA COUNTY HURRICANE
DECISION MATRIX
LANDFALL – 72+ HOURS
THROUGH
L-36 HOURS**

DECISION	L-72 Hours	L-48 Hours	L-36 Hours
EOC Activate	LEVEL III, Advisory to Incident Management Team all ESF's/Local Governments/conference call with state	LEVEL II, Conference call with State/Planning for PSN evacuation/ Advisory to all/Begin Conference calls with Region 6 Counties & NWS Ruskin	Decision on declaration of Local Emergency /PSN/Plan at risk population and General Population (GP) evacuation analysis
Advisory to Local Governments	E-mail/Phone/Pager	Email/Phone/Pager Conference Call	Email/Phone/Pager Conference Call
Agency Notice (County and/or Local Governments)	Each agency executes own plans/Advise workers of need to execute plan and impact. Protect Public Property	Continue preparation/ID workers needed for hurricane preparedness and inform them of requirement. Protect public facilities and property.	Release workers according to own plan to prepare own homes (earlier if possible)
Special Needs	EOC monitors situation	Publish SN list/ begin Automated phone notification Advise Hospitals and Home Health Care Agencies	Plan/Prepare for decision/Plan and prepare shelters. Begin Live calls to PSN clients in vulnerable areas
At Risk Population (Manufactured Homes)	EOC monitors situation	EAS-Public Service announcements, Press release, Press conference	EAS-PSA, Press release, Press conference, scroll on Gov TV
General Population	EOC monitors situation	EAS-PSA Press conference, scroll on Gov TV	Plan for evacuation/ EAS/PSA May move decision forward
Executive Policy Group	Receive Advisories from EOC	Establish Policy Group at EOC	Policy Decisions/EAS/ Conference calls
ESF's	Receive Advisories from EOC	Activate necessary ESF's & Recovery & Response Operations	Activate necessary ESF's & Recovery & Response Operations

**SARASOTA COUNTY HURRICANE
DECISION MATRIX
LANDFALL – 30 HOURS
THROUGH
L-18 HOURS**

DECISION	L-30 Hours	L-24 Hours	L-18 Hours
EOC Activate	Decision on declaration of Local Emergency /SN/Plan at risk population and General Population (GP) evacuation analysis	LEVEL I, Warning/Decision on evacuation for GP and at risk population and continue with SN evacuation	Evacuate of at risk population/GP if needed/continue with SN
Advisory to Local Governments	E-MAIL/Phone/Pager Conference call	E-MAIL/Phone/Pager Conference call	E-MAIL/Phone/Pager Conference call
Agency Notice (County and/or Local Governments)	Preparedness continue/SN evacuation/SN shelter opened	Workers return/prepare for evacuation/arrival/ shelters ready for families of public servants opened	Prepare/evacuate/ relocation of local Governments, if required
Special Needs	Gain decision/Notify Local Governments/ open SN shelter/ evacuate/EAS	Continue evacuation/ monitor progress	Continue evacuation/ Report completion
At Risk Population (Manufactured Homes)	Plan for evacuation/EAS May move decision forward	Decision on evacuation Voluntary evacuation considered	Evacuate/EAS Monitor progress
General Population	Decision on evacuation Volunteer evacuation considered	Decision on evacuation Volunteer evacuation considered	Evacuate/EAS/PSA Press releases Monitor progress
Executive Policy Group	Declaration of Local Emergency/Decision on SN Evacuation/ Conference calls	Decision on at Risk Evacuation/ GP Evacuation/ Conference calls	Policy Decisions/ EAS/PSA/ Conference calls
ESF's	General planning	Level I, all ESF's report to EOC	All preparedness actions reviewed/ Evacuate for GP

**SARASOTA COUNTY HURRICANE
DECISION MATRIX
LANDFALL – 12 HOURS
THROUGH
LANDFALL**

DECISION	L-12 Hours	L-6 Hours	Landfall
EOC Activate	Advisory to all local Governments, ESF's and Policy Group	LEVEL I, Monitor activities	Planning re-entry for public safety of citizens
Advisory to Local Governments	E-MAIL/Phone/Pager Conference	E-MAIL/Phone/Pager Conference	E-MAIL/Phone/Pager Conference
Agency Notice (County and/or Local Governments)	Advisory of storm status	Advisory of storm status	Advisory of storm status and impact
Special Needs	Support/Report problems	Support/Report problems	Support/Report problems
At Risk Population (Manufactured Homes)	Continue evacuation/ EAS/Monitor progress	EAS-Monitor progress	EAS/Monitor progress
General Population	Evacuate/EAS/PSA	EAS/Monitor progress	EAS/Monitor progress
Executive Policy Group	Policy Decisions/EAS/ Conference calls		Preparation of policy on potential re-entry & other citizen welfare issues
ESF's	Evacuation continued/ Planning	Preparation for landfall	Work staff issues Prepared for relief & recovery

**SARASOTA COUNTY HURRICANE
DECISION MATRIX
LANDFALL +12 HOURS
THROUGH
LANDFALL + 48 HOURS**

DECISION	L+12 Hours	L+24 Hours	L+48 Hours
EOC Activate	Re-entry policy decision/ Public safety assessment/Conference call with State/Response & Recovery actions begin	Public safety assessment/ Re-entry/Decision on Recovery Operations Center (ROC)/ Continue Response & Recovery	Continue public safety assessment/Establish ROC/Continue Response & Recovery
Advisory to Local Governments	E-MAIL/Phone/Pager Conference Call	E-MAIL/Phone/Pager Conference Call	E-MAIL/Phone/Pager Conference
Agency Notice (County and/or Local Governments)	Public safety assessment/Critical needs assessment/ Damage assessment	Damage assessment/ Public safety assessment Critical needs assessment	Citizen needs/ Protection/ Project Worksheets
Special Needs	Plan consolidation of SN into shelters, home, other	Continue planning for post sheltering/await Policy Group decision	Continue planning/ Completion if not needed
At Risk Population (Manufactured Homes)	EAS/Pending decisions on public safety re-entry	Decision on re-entry/ Post sheltering	Pending re-entry/ Post sheltering
General Population	EAS/Pending decisions on public safety re-entry	Re-entry/Damage assessment	Damage assessment/ Post sheltering
Public Safety Advisory Group/Policy Group	Policy Decisions on public safety—re-entry /curfew/General issues and welfare of citizens	Continue Policy Decision on re-entry/curfew/public safety/ & ROC decision	Hazard Mitigation Recovery/Activate Haz-mat Teams
ESF's	Response & Damage Assessment	Response/Recovery & Damage Assessment	Response/Recovery & Damage Assessment/ ROC

**SARASOTA COUNTY HURRICANE
DECISION MATRIX
LANDFALL + 72 HOURS
THROUGH
LANDFALL + TBD**

DECISION	L+72 Hours	L+96 Hours	L+ TBD
EOC Activate	Establish Recovery Center for Federal/State/& Local Response & Recovery	Media Information/ Recovery Center/ Individual assistance/ Public assistance/ Recovery	Public/Individual assistance/Coordinate Response & Recovery
Advisory to Local Governments	E-MAIL/Phone/Pager Conference Call	E-MAIL/Phone/Pager Conference Call	E-MAIL/Phone/Pager Conference Call continues until no longer required (may be replaced by meetings)
Agency Notice (County and/or Local Governments)	Citizen needs assessment/Project Worksheets (PWs)	PWs/Coordinate with Federal, State & Local Governments	PSs and all other actions as required. Complete evaluation of ability to resume governmental responsibilities
Special Needs	Close shelter if able/ Check life support & energy needs	Close shelter if able	Secure energy needs for critical life support systems. Home, facilities, etc.
At Risk Population (Manufactured Homes)	Re-entry Post sheltering	Post sheltering/return	Post sheltering/return
General Population	Post sheltering/ Damage assessment	Damage assessment/ Post sheltering	Damage assessment/ Post sheltering
Public Safety Advisory Group/Policy Group	Develop Recovery Plan/ Public Assistance/ Individual assistance/ Overall recovery Plan	Policy Decision on extension of Emergency Declaration. Decision on curfew & other in place restrictions. Public Official briefing/update	Contact Emergency Government if required
ESF's	Response & Damage assessment	Response/Recovery	Response/Recovery