

RESOLUTION NO. 99-47

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AMENDING AND SUPPLEMENTING THE PERSONNEL POLICY, RULES, AND PROCEDURES, AUTHORIZING THE PROVISION OF COMPENSATION IN THE FORM OF OVERTIME OR COMPENSATORY TIME FOR COUNTY PERSONNEL EXEMPT FROM THE FAIR LABOR STANDARDS ACT, WHO ARE ON-DUTY IN EXCESS OF 40 HOURS PER WEEK RESULTING FROM A MAJOR OR CATASTROPHIC DECLARED DISASTER**

**WHEREAS**, on March 23, 1999, the Board of County Commissioners adopted Resolution No. 99-47 containing the "Peacetime Emergency Plan" for St. Johns County; and

**WHEREAS**, the County's "Peacetime Emergency Plan" is designed to promote the health, safety and welfare interest of the citizens of St. Johns County; and

**WHEREAS**, the event of a major or catastrophic disaster impacting St. Johns County would require the dedication of significantly increased work hours by Fair Labor Standards Act exempt employees both in the response, recovery and restoration phases; and

**WHEREAS**, this time spent in disaster related activities would be required despite the high potential for these employees to also be victims of the event; and

**WHEREAS**, the provision of compensation to exempt employees during a federally declared disaster is a Federal Emergency Management Agency (FEMA) reimbursable expense only when a definitive policy is in place at the time of impact; and

**WHEREAS**, the St. Johns County Personnel Policy, Rules and Procedures was adopted as a changeable document which allows for modifications as deemed necessary,

**NOW, THEREFORE BE IT RESOLVED** by the Board of County Commissioners of St. Johns County, Florida, that the Personnel Policy, Rules and Procedures be amended and supplemented to include the following added section:

**SECTION A**

1. When the Board of County Commissioners has declared a major or catastrophic emergency (i.e., hurricane, tornado, etc.), employees of the County that perform essential services (exempt and nonexempt) may be required to work as deemed necessary by the County Administrator or designee.
2. The County Administrator or designee will make the determination on a case by case basis

as to the appropriate form of compensation (regular pay, overtime pay or compensatory time) based on County Personnel Policy, particular needs and fiscal constraint of the County.

3. Nonexempt employees (except for employees on a Section 7 (k) schedule) will be compensated for all emergency duty hours assigned by the County Administrator or designee, in excess of forty (40) hours in a work week. Exempt employees will be compensated for emergency duty hours assigned in excess of their regular salary work week or designated shift schedule.
4. All hours worked by exempt and nonexempt personnel will be documented by the "Director of Emergency Services" to define scope and hours of work to assist in the Federal Emergency Management Agency (FEMA) reimbursement procedure.
5. Emergency work hours will be entered on time cards and identified by codes announced by the Personnel Department.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, State of Florida, this 23 day of March, 1999.

BOARD OF COUNTY COMMISSIONERS  
ST. JOHNS COUNTY, FLORIDA

By: Marc Jealove  
Chairman

ATTEST: Cheryl Strickland, Clerk

By: Patricia DeGrupe  
Deputy Clerk



STATE OF FLORIDA

# DEPARTMENT OF COMMUNITY AFFAIRS

*"Helping Floridians create safe, vibrant, sustainable communities"*

JEB BUSH  
Governor

STEVEN M. SEIBERT  
Secretary

March 31, 1999

Mr. E.R. Ashton, Director  
St. Johns County Emergency Management  
4455 Avenue "A", Suite 102  
Saint Augustine, Florida 32095

Dear Mr. Ashton:

In accordance with the provisions of Rule Chapters 9G-6 and 9G-7 Florida Administrative Code (FAC), the Division of Emergency Management (DEM) has completed its review of the St. Johns 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 in resolution by the County Board of Commissioners in accordance with Rule 9G-6.006(9) FAC. You must forward a copy of the adoption resolution to DEM to complete the "compliance criteria". This action should be completed within 90 days from the date you receive our letter or a notification (in writing) be provided regarding the delay.**

If you have any questions or need additional information regarding the plan's approval, please contact your review team leader, Denise Imbler, at (850) 413-9916.

Sincerely,

  
Eve Rainey, Chief  
Bureau of Compliance Planning and Support

cc: Joe Myers  
Chairman, Board of County Commissioners  
Denise Imbler  
Jim Britts  
Eric Poole  
Jeff Alexander  
Suzanne Adams

2555 SHUMARD OAK BOULEVARD • TALLAHASSEE, FLORIDA 32399-2100  
Phone: (850) 488-8466/Suncom 278-8466 FAX: (850) 921-0781/Suncom 291-0781  
Internet address: <http://www.state.fl.us/comaff/>

# St. Johns County, Florida

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## St. Johns County Comprehensive Emergency Management Plan

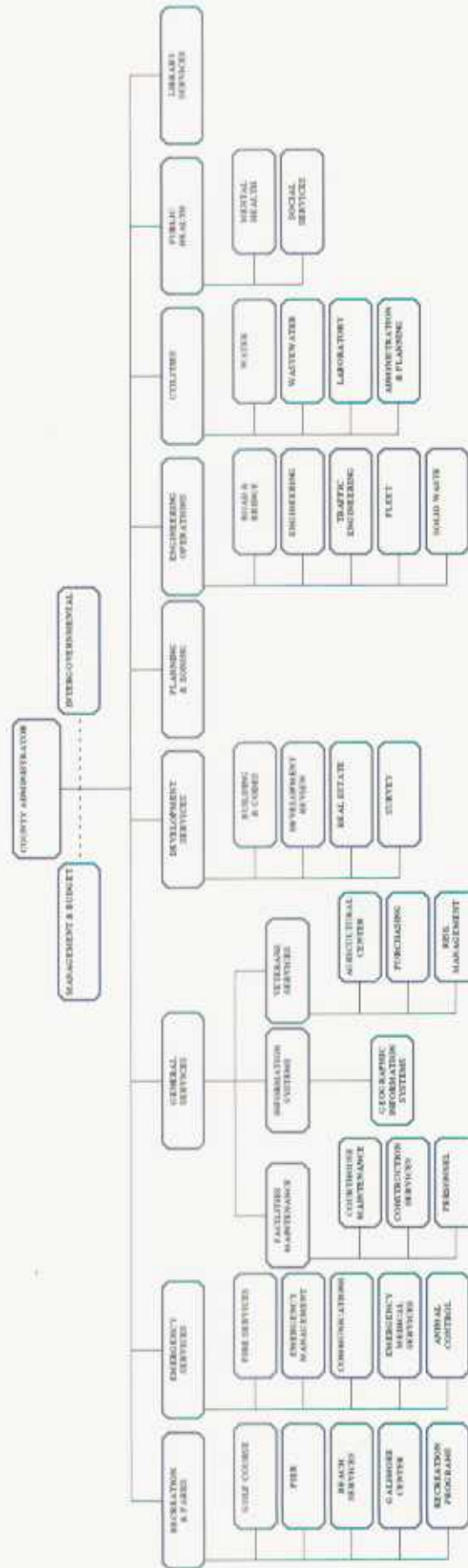
Prepared by: St. Johns County  
Division of Emergency Management  
April 1999



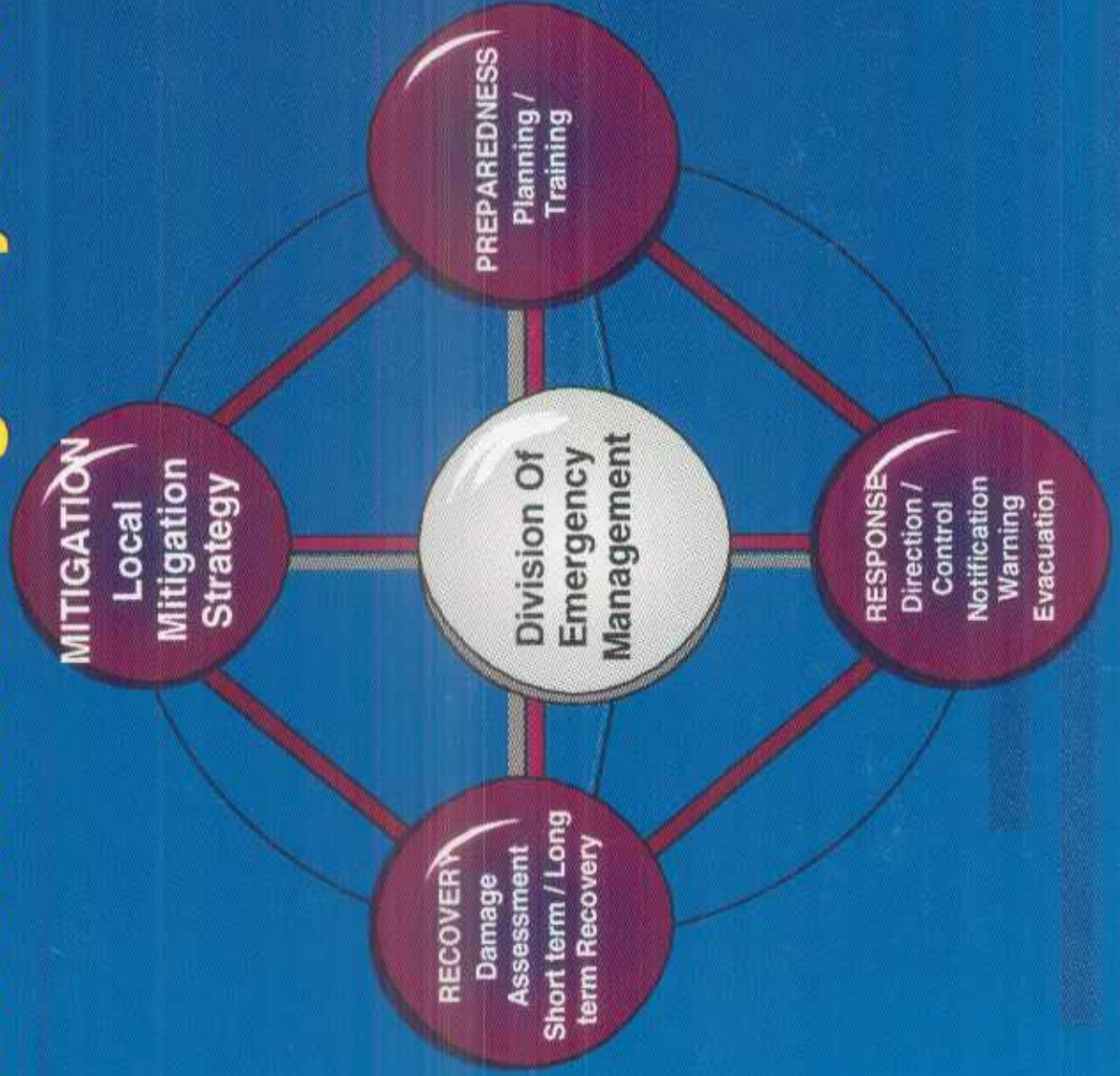
**T**o protect the lives and property of the citizens of St. Johns County with a consistently high quality system that delivers Fire Protection, Emergency Medical Services, Mitigation and Public Safety Programs in a professional and cost effective manner.



# ST. JOHNS COUNTY ORGANIZATIONAL CHART



# St. Johns County Department Of Emergency Services



St. Johns County  
 Comprehensive Emergency Management Plan  
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## GLOSSARY OF ACRONYMS

AAR	After Action Report
AC	Area Command
ARES	Amateur Radio Emergency Service
SJCFR	St. Johns County Fire Rescue Division
CEMP	Comprehensive Emergency Management Plan
CMO	Central Movement Office
COA	Council on Aging
DART	Disaster Animal Response Team
DAT	Disaster Assistance Team
DEM	Department of Emergency Management
DEP	Department of Environmental Protection
DFO	Disaster Field Office
DOO	Duty Operations Officer
DRC	Disaster Recovery Center
DSR	Damage Survey Report
EAS	Emergency Alert System
EEI	Essential Element of Information
EMD	Emergency Management Director
EOC	Emergency Operations Center
ESF	Emergency Support Function
ETOC	Estimated Time of Completion
FAT	Florida Advance Team
FCO	Federal Coordinating Officer
FCG	Florida Coordination Group
FDO	Food Distribution Officer
FHMT	Federal Hazard Mitigation Team
FHMIT	Federal Agency Mitigation Interagency Team
FHP	Florida Highway Patrol
FNG	Florida National Guard
FPL	Florida Power and Light
FRD	Fire/Rescue Division
GIS	Geographic Information Systems
HAZMAT	Hazardous Materials
HD PLAN	Health Department Plan
ICS	Incident Command System
IPU	Information Planning Unit

JIC	Joint Information Center
LMSTF	Local Mitigation Strategy Task Force
MLO	Municipal Liaison Officer
MSCA	Military Support to Civil Authorities
NAC	North Area Command
NCP	National Contingency Plan
NFIP	National Flood Insurance Program
NFP	National Flood Plan
NHC	National Hurricane Center
OPLAN	Operations Plan
PHU	St. Johns County Public Health Unit
POL	Petroleum, Oil, Lubricants
RBD	Road and Bridge Department
RIAT	Rapid Impact Assessment Team
RRC	Regional Recovery Center
RRT	Rapid Response Team
SAR	Search and Rescue
SATCOM	Satellite Communications
SEOC	State Emergency Operations Center
SITREP	Situation Report
SJC	St. Johns County
SO	Sheriff's Office
SOP	Standard Operating Procedures
SWMAA	State Wide Mutual Aid Agreement
SWP	State Warning Point
TDD	Deaf Teletype
TF	Task Force
VDSA	Volunteer & Donation Staging Area

St. Johns County  
Comprehensive Emergency Management Plan  
Distribution List

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Copy Number

Organization Distributed CEMP

_____	City of St. Augustine
_____	City Of St. Augustine Beach
_____	Town of Hastings
_____	Clay County Emergency Management
_____	Flagler County Emergency Management
_____	Jacksonville/Duval County Emergency Management
_____	Putnam County Emergency Management
_____	
_____	ESF 1 - Transportation
_____	ESF 2 - Communications
_____	ESF 3 - Public Works & Engineering
_____	ESF 4 - Firefighting & Emergency Medical
_____	ESF 5 - Information Planning
_____	ESF 6 - Mass Care
_____	ESF 7 - Resource Support
_____	ESF 8 - Health & Medical
_____	ESF 9 - Search & Rescue
_____	ESF 10 - Hazardous Materials
_____	ESF 11 - Food & Water
_____	ESF 12 - Energy
_____	ESF 13 - Military Support
_____	ESF 14 - Public Information
_____	ESF 15 - Volunteers & Donations
_____	ESF 16 - Law Enforcement & Security
_____	ESF 17 - Animal Control
_____	
_____	Chamber of Commerce
_____	St. Johns County Administration
_____	St. Johns County Board of County Commissioners
_____	St. Johns County Library System
_____	Florida Division of Emergency Management

Copy Number

Organization Distributed CEMP

\_\_\_\_\_

Clerk of the Court

\_\_\_\_\_

Property Appraiser's Office

\_\_\_\_\_

Supervisor of Elections

\_\_\_\_\_

Sheriff's Office

\_\_\_\_\_

Tax Collectors Office

**St. Johns County C.E.M.P. Record of Changes**

<b>Change Number</b>	<b>Date of Change</b>	<b>Date Entered</b>	<b>Change Made By (Signature)</b>



# **Comprehensive Emergency Management Plan**

## **St. Johns County, Florida Including St. Augustine, St. Augustine Beach, and the Town of Hastings**

### **BASIC PLAN**

#### **I. INTRODUCTION**

St. Johns County's Comprehensive Emergency Management Plan (CEMP), is created in compliance with Chapter 252 of the Florida Statutes. The CEMP gives guidance by defining the Emergency Management cycle: Mitigation, Preparedness, Response, Recovery and return to Mitigation. Those involved in Emergency Management will clearly understand what occurs during each of these phases, and the role of each responder relative to that phase.

The CEMP is applicable to minor, major, or catastrophic disasters. The CEMP is flexible and expandable, depending on the situational needs. Part, or all of the plan, the Emergency Support Functions, government entities, and private sector resources, may be utilized as required by the disaster.

The CEMP defines the functional roles and responsibilities of each government entity and their relationship to each other. It defines the functional roles, responsibilities and relationships of the various municipalities within St. Johns County, and how they will interact with state and federal agencies responding to the same incident.

The CEMP uses the Emergency Support Function concept developed by the Federal Emergency Management Agency. Contact has been established with each of the Support Function areas to assure that qualified representatives of each area will be available for duty in the Emergency Operations Center.

#### **A. Purpose**

The CEMP serves as a one-stop document, which presents an overview of emergency management for St. Johns County. Under item II, Situation, it presents a synopsis of issues that planners need to be aware of and take into account as they develop their response and recovery plans.

Item III, Concept of Operation, provides a step-by-step structure for responding to a threatening situation or disaster, by allowing for resources to be increased incrementally, as needed. It further delineates lines of authority, responsibilities and working relationships, so planners from various agencies (ESFs), clearly knows what each is responsible for. This portion of the document serves a critical purpose, which is to outline the ‘direction and control’ of staff and resource allocation, as well as decision making criteria. The CEMP establishes an effective format for emergency management by:

1. Determining the county’s vulnerability to various types of disasters, and identifying the most threatening, so appropriate mitigation and planning steps can be taken.
2. Addressing each phase of emergency management cycles:
  - a. Mitigation: Pursuing opportunities to take corrective action to improve existing ordinances, policies and/or procedures within government, that might prevent, or limit, property damage, bodily injury or loss of life. The private sector is involved in the process by complying with the government, and by seeking out methods to improve their homes, businesses, and property in such a way as to minimize damage or injury should a disaster occur.
  - b. Preparedness: Utilization of lessons learned from previous disasters, locally and elsewhere, to determine what is likely to occur during any particular type and intensity of disaster. Likely community needs can be determined and prioritized. Planners can determine in advance, how to best utilize resources in responding to the needs. Planning allows for the identification and training of personnel for various duty positions during the disaster. It includes working with the private sector, residents and volunteer organizations, in assisting them to understand what is likely to occur during a disaster, what they need to plan for, and how they can help the community respond
  - c. Response: The implementation of the Plan. Government responds by activating its plan, incrementally increasing response as needed, giving direction and control to the emergency management effort, and looking ahead to recovery. Individual residents respond by implementing their own family plans, whether it means evacuation, or serving as a shelter volunteer. Private businesses implement their plans to secure their assets, and if capable, make available resources to help the community. Volunteer organizations implement their plan, by notifying their own voluntary force of the disaster.
  - d. Recovery: It begins as soon as possible after response has begun. The Emergency Management Director (EMD) will designate a Local Mitigation

Strategy Task Force. The LMSTF will review state and federal aid criteria and coordinate with representatives from both levels of government. The R/LMSTF will determine the extent of the recovery effort, and recommend to the EMD, how to best manage recovery, what resources and personnel will be required, and what/who can be released to normal operations. The LMSTF will coordinate with the private and volunteer sectors during the Response Phase to determine the recovery needs and available resources. The LMSTF may recommend when the EOC can be phased out, or convert the EOC into Recovery. The LMSTF will write an 'After Action Report', recommending mitigation based on lessons learned from the current disaster.

3. Giving adequate warning is critical in emergency management so residents can take steps to prevent or minimize damage to their property, as well as allowing them time to evacuate their families and valuables.
4. Prioritizing concerns. Planning efforts focus on preventing death or injury as a first priority, with the preservation and protection of property being a second priority.
5. Focusing on health and safety issues, so residents, domestic animals and livestock can be restored to their previous environment with a minimum threat to their well-being.
6. Preparing for response and recovery with emphasis on protecting life and property.
7. Responding in a well conceived and orchestrated manner to minimize loss of life, injury or property damage. By maintaining control over the allocation of resources, so maximum public benefit can be derived from them.
8. Facilitating the short term recovery as quickly as possible, without jeopardizing the property, safety of lives of emergency workers or the general population. Addressing public and veterinary health issues as they relate to response, recovery, and mitigation.
9. Establishing procedures for assisting with the long term recovery needs of our citizens, their property and businesses.
10. Record keeping and documentation is frequently overlooked in the heat of the crisis. Employee pay and insurance issues, reimbursement from state or federal government, and accountability of government property cannot be properly addressed without appropriate documentation.

11. Creating a climate within St. Johns County that keeps both government officials and the general public, aware of the importance mitigation plays in the emergency management cycle. Through lessons learned from past emergencies, and an appraisal of the hazard vulnerability of St. Johns County, steps can be taken to lessen the likelihood of future emergencies. Should an emergency occur, through ongoing mitigation efforts, the damage to both private and public property can be lessened, as well as decreasing the likelihood of injury or loss of life.

**B. Scope**

1. The CEMP begins with mitigation, preparedness, response, recovery and returns to mitigation.
2. Duties are described and assigned to various positions within local government. Damage assessment is planned for. Government relations are addressed.
3. Emergency situations or disasters to which St. Johns County is most vulnerable are addressed.
4. Minor, major and catastrophic disasters are addressed by this plan.
5. St. Johns County and municipal resources are brought together in a unified approach to manage the disaster.
6. Resource shortages in an impacted area or municipality, can be augmented by resources from unaffected municipalities, county government, the private sector and volunteer resources.
7. Resource shortages in St. Johns County government capabilities, can be augmented in the unincorporated areas from resources in the various municipalities, private sector and volunteer resources.
8. State and/or federal resources will be requested and drawn from when resources internal to St. Johns County have been exhausted.
9. A unified direction and control structure is described.
10. Planning responsibilities are clearly tasked through item III, Concept of Operation, and by the various ESFs.

11. Under the plan, direction and control authorities will initiate Recovery and Mitigation efforts while the Emergency Management process is primarily in the Response phase. (See III, Concept of Operation)
12. 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. The focus of the EOC shifts from Response to Recovery and Mitigation.

**C. Methodology**

All state and federal statutes, regulations and guidance regarding Emergency Management were used in formulating this CEMP. Components of St. Johns County government participating in development of this plan include:

- a. St. Johns County Agriculture Extension Agent
- b. St. Johns County Animal Control
- c. St. Johns County Board of County Commissioners
- d. St. Johns County Planning and Zoning Department
- e. St. Johns County Clerk of the Court
- f. St. Johns County Emergency Services
- g. St. Johns County Engineering Department
- h. St. Johns County School Board
- i. St. Johns County Sheriff's Office

Other government entities furnishing input and information included:

- a. Florida HRS
- b. State of Florida Division of Emergency Management
- c. National Weather Service
- d. University of Florida
- e. Army Corps of Engineers

Private Sector or volunteer organizations which participated in creating this plan included:

- a. American Red Cross - St. Johns River Area Chapter
- b. Salvation Army
- c. Flagler Hospital
- d. St. Johns County Council on Aging
- e. St. Johns County School Board

1. Local planning involvement includes:

- a. A promulgation letter from the County Administrator is on file with the Division of Emergency Management.
- b. Departmental letters of support of the planning principles are on file with the Division of Emergency Management.
- c. Departmental letters acknowledging and accepting plan responsibilities are on file with the Division of Emergency Management.
- d. Rosters of orientation seminars on mitigation, damage assessment and concepts of operations are on file in the Division of Emergency Management Office.
- e. A distribution list of the CEMP is displayed on page vii - viii.
- f. The Emergency Management Director (EMD) is responsible for ensuring that all changes have been distributed to recipients of the CEMP. The distribution list will be used to verify that all the appropriate persons/offices are copied.

A Record of Changes Log is displayed on page ix. It will be used to record all published changes as they are received by those holding copies of the CEMP. The holder of the copy is responsible for making the appropriate changes, and updating the Record of Changes Log.

A master copy of the CEMP, with a master Record of Changes Log, will be maintained in the EMD's office. 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 posted to it, all the appropriate changes.

## 2. Local Endorsement:

Local planning, participation, and acceptance of responsibilities. Each ESF unit, municipal governments, divisions/departments of county government, and governing bodies, are to furnish a letter of endorsement. It would establish the acceptance of their responsibilities in, and support for, emergency management. They are listed as follows:

1. Letters supporting the planning principals.
2. Letters acknowledging and accepting plan responsibilities.
3. Letters or documents of support by governing bodies.
4. Rosters of training sessions on concepts of operations or plan procedures will be maintained in the files of the Division of Emergency Management.

## **II. SITUATION**

The situation section of the CEMP describes:

- A. Hazard Analysis
- B. Geographic Information
- C. Demographics
- D. Economic Structure

The levels of disasters are defined and planning assumptions used in developing response and recovery procedures are explained.

### **A. Hazard Analysis**

1. Winds or storm surges from hurricanes are high probability/high impact concerns for St. Johns County. The proximity to the Atlantic Coast, which constitutes the eastern boundary and the St. Johns River, which constitutes the western boundary of St. Johns County, are likely to cause major wind damage and a certainty of storm surges and flooding from any category of Hurricane. The areas of greatest exposure have the highest population density in the county. Warning notices, traffic control, evacuations, mass care, public health, recovery and mitigation are all important issues.
2. Floods (non-hurricane related) are a high probability/minor to major impact. Localized street/road flooding is a seasonal occurrence, due to low elevation, the St. Johns River on the county's western boundary, the Atlantic Ocean on the eastern boundary, and seasonal rain storm activity. The areas of the county most exposed to the threat have the highest population density. Warning notices, traffic control, evacuations, mass care, public health, recovery and mitigation are all important issues.
3. Hazardous Material Spills are moderate to high probability/minor to major impact.
  - a. Minor to moderate impact spills, are moderate too high in probability. This is due to the large volume of surface road and rail traffic that transverse St. Johns County.
  - b. Surface transportation of hazardous materials: These materials are often shipped via common carriers on interstates and surface roads as well as rail lines. St. Johns County has Interstate I-95 that runs North-South through the entire county with six exits. St. Johns County planning does directly concern itself with HAZMAT incidents on Interstate 95. Refer to the St. Johns County Comprehensive Hazardous Materials Plan 1997.

- c. Several major state and county roads also transverse the county. Particular routes for commercial trucking include U.S.1, SR207, SR16, and CR210. Among the hazardous materials transported are gasoline, propane, and chlorine.
- d. Rail transportation of hazardous materials: One rail system operates within St. Johns County. It carries propane, chlorine, fluorine, anhydrous ammonia, corrosive materials, flammable materials, and poisons. The line travels through the most densely populated areas of St. Johns County.
- e. Jet Fuel: No jet fuel lines exist in St. Johns County. However, jet fuel is stored on sight at the St. Augustine Airport on U.S.1 North.
- f. Natural Gas: No natural gas lines exist in St. Johns County. However, propane lines are found in the World Golf Village at Interstate 95 and International Golf Parkway.
- g. Industrial and Manufacturing Usage: Numerous light manufacturing facilities are located in the county. Typical industries include: aluminum manufacturing, airplane refurbishing, agriculture, and boat fabrication. Major sites using hazardous materials include:
  - 1. Northrup/Grumman Corporation
  - 2. VAW
  - 3. Ward Ag
  - 4. Utilities
  - 5. Luhrs Corporation
- h. Chemicals Present in St. Johns County:
  - 1. Ammonia
  - 2. Chlorine
  - 3. Hydrogen
  - 4. Methyl Ethyl Ketone Peroxide
  - 5. Nitric Acid
  - 6. Sodium Chloride
  - 7. Sulfuric Acid
- i. Noncommercial Hazardous Materials. Much of St. Johns County is rural, residential, or agricultural. Many lots 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'.

- j. Licensing. St. Johns County does not require occupation licenses. It uses Department of Environmental Protection permitting records for information about the types, quantity and location of chemicals within the county. There may be many sites using hazardous materials which have not been properly permitted by DEP, thus unknown to the local emergency planners.
  - k. References, Data and Research. In 1997, the Northeast Florida Regional Planning Council prepared an Emergency Management Plan, 1997 Appendix for Hazardous Materials. This comprehensive vulnerability analysis lists all facilities that have permits in compliance with Extremely Hazardous Chemicals, SARA, Title 3, Section 302. Included information is: Identification of chemicals present, Vulnerable Zone, Critical Nearby Facilities, Point of Contact names and phone numbers, locator maps. This reference is maintained in the EOC.
4. Nuclear Power Plants are not a major planning issues. The nearest facility is the Florida Power Corporation's Crystal River generating plant. No portion of St. Johns County is within the Ingestion Pathway Zone nor Emergency Planning Zone of any nuclear facility. The county could serve as a mass care site for evacuees from areas near the nuclear facilities. In addition to shelter planning concerns, are the medical and public health issues related to exposure, that some of the evacuees might have experienced.
  5. Civil disturbance is not a significant planning issue. St. Johns County has a moderate history of civil disorder, occurring during the 1960's. Neighboring Duval County has had past rioting. Areas most at risk in Duval County are not located near St. Johns County, so merchants and law enforcement will have adequate time to initiate security measure. Law enforcement is the main planning concern of this scenario.
  6. Mass immigration is a low probability, and a low-to-moderate impact issue. St. Johns county is a coastal, but is too far north to expect so-called 'boat people'.
  7. Coastal Oil Spills are low probability and moderate to major impact should one occur. There are no nearby offshore oil rigs. Shipping on the St. Johns River is relatively light. The greatest threat comes from the Port of Jacksonville. With the large volume of waterborne traffic, a spill is possible. Time, distance and currents are favorable to St. Johns County's planning effort. Warning residents and land owners of the spill's approach, allows for some mitigating actions to take place to minimize damage. Most response capabilities are beyond the scope of St. Johns County and would come

from federal authorities. St. Johns County's efforts would center on warning, recovery and mitigation.

8. **Earthquake:** While Florida is technically in a seismic risk zone, there is no substantial risk of an earthquake occurring in, or impacting on, St. Johns County. Most structures in St. Johns County are single floor construction. There are some government buildings of multiple level construction, but most have been built in recent years and follow current construction standards. There are some privately owned multiple story structures, many of which are multiple story condominiums and two story motels.
9. **Freezes and Droughts:** St. Johns County has recorded several freezes and was affected by the no-name winter storm of 1993. The county was faced with strong winds, freezing temperatures, power outages, and main water line breaks.
10. **Wildfires:** St. Johns County is at risk from large wildfires and experienced the loss of thousands of acres during 1998.

Wildfires cause significant annual loss to timber, agriculture and wildlife. Threats to life and property exist because of the concentration of residents in rural wooded areas of the county.

11. **Exotic Pest and Disease History:** No significant concern.
12. **Severe Thunderstorms:** Severe thunderstorms occur in all seasons of the year. Many of these storms have the potential of causing power outages, and destruction or damage to buildings and can result in loss of life. Florida is the nation's leader in lightning fatalities. Thunderstorms could affect a large portion of the county's population. Minor damage occurs from thunderstorms in the County each year.
13. **Drought Conditions:** No significant concern.
14. **Sinkholes and Subsidence:** No significant concern.
15. **Military Training:** St. Augustine is home to the Florida National Guard Headquarters. The National Guard is located at SR207 and I95.
16. **Tornadoes:**
  - a. Tornadoes are characterized by violent and destructive winds as well as hail, flooding, and lightning which accompany them. The most common, least destructive tornadoes are warm weather tornadoes which occur between May and August. Cool season tornadoes are the most destructive, occurring between

December and April.

- b. St. Johns County is extremely vulnerable to these wind disasters due to a high concentration of the population residing in manufactured and/or mobile homes. A tornado or a series of tornadoes could affect as many as 5,000 people if they should occur in a highly populated area of the County.
17. Hurricanes and Tropical Storms. The Atlantic Hurricane Season is from June 1 through November 30. The season begins with smaller storms developing in the Gulf of Mexico and Caribbean Region and progresses into the Atlantic and Coast of Africa, where the more damaging storms are generated.

**Storm Development**

- Stage 1 - Tropical Depression. Winds up to 39 m.p.h. Hurricane is forming.
- Stage 2 - Tropical Storm. Sustained winds from 39 m.p.h. to 79 m.p.h.
- Stage 3 - Hurricane. Sustained winds greater than 74 m.p.h.

**Hurricane Categories**  
**Based on the**  
**SAFFIR/SIMPSON Scale**

Storm Category	Wind Velocity (mph)	Storm Surge (ft)
1	>74 - 95	4 - 5
2	96 - 110	6 - 8
3	111 - 130	9 - 12
4	131 - 155	13 - 18
5	>155	19+

**Category 1:** Winds of 74 to 95 miles per hour. Damage primarily limited to shrubbery, trees, unanchored mobile homes and portable and poorly constructed signs. Minor damage to other structures, such as loss of awnings, some roofing, and some windows lost to flying debris. Storm-surge of four to five feet above normal causing some flooding to the barrier islands and low-lying coastal roads, minor pier damage, and some damage to small craft in exposed anchorages or poorly moored.

**Category 2:** Winds of 96 to 110 miles per hour. Considerable wind damage to trees and foliage, and downed power lines. Major damage to mobile homes and substandard houses and other structures. Extensive damage to outdoor signs. Loss of roofing materials and some window and door damage. Little major damage to inland buildings. Considerable damage to piers, marinas and small vessels. Storm-surge of six to eight feet above normal.

**Category 3:** Winds of 111 to 130 miles per hour. Large trees blown down, pine trees snapped. Most poorly constructed signs blown down. Damage to roofs, windows and doors. Structural damage to small buildings. Mobile homes destroyed. Serious flooding along major creeks and the St. Johns River.

**Category 4:** Winds of 131 to 155 miles per hour. Major tree damage. Most outdoor signs destroyed. Extensive damage to roofs, windows and doors. Complete destruction of mobile homes. Storm-surge 13 to 18 feet above normal, causing major damage to lower floors of major coastal buildings, destruction of smaller and poorer constructed units. Major flooding along rivers and creeks.

**Category 5:** Winds in excess of 155 miles per hour. Catastrophic damage to manmade and natural environments. Complete outages of power and water. Some complete building failures. Storm-surge of 20 feet or more. Major damage countywide. Major creek flooding and an overload of stormwater drainage systems, manmade and natural. Fatalities can be expected.

St. Johns County was impacted by Hurricane Dora's landfall in 1964. The Bayfront was flooded and areas along State Road 13 were flooded. Two homes were destroyed during the event.

## **B. Geographic Information**

St. Johns County is bordered on the east by the Atlantic Ocean, on the North by Duval County, and Flagler County on the South. The St. Johns River borders the west side of the county with Clay County and Putnam County bordering west of the St. Johns River. See Map, Annex C.

1. Area in Square Miles: 608

2. Topographic:

Bounded by the Atlantic Ocean on the east and the St. Johns River on the west, St. Johns County is the seventh fastest growing county in Florida. It is a mostly rural county with almost 83 percent of its population located in the unincorporated areas. Its county seat, St. Augustine, is the oldest permanent settlement in the United States and the Town of Hastings is known as the potato capital of Florida.

3. Water Area in Square Miles: 52

4. Average Elevation: 15 feet

5. Drainage Patterns:

St. Johns County is part of the upper East Coast Basin that starts south of Jacksonville at

its northern end and runs south to New Smyrna Beach. The drainage area is approximately 730 square miles. This basin is characterized by a strip of coastal ridges separating the Atlantic Ocean from a narrow lagoon system and the mainland. This lagoon system is connected by the Intra coastal Waterway (ICWW). The major lagoons in the northeast Florida region are the Tolomato River which is between St. Augustine and Jacksonville, and the Matanzas River from St. Augustine to the Matanzas Inlet. The Guana River is a lagoon separate from the ICWW which is situated roughly parallel and east of the Tolomato River.

6. Environmentally sensitive areas include:

St. Johns County is part of the Atlantic Coastal Plain that contains a diverse mixture of land cover types that range from coastal marshes to upland oak hammocks and scrub areas. Included in the county are commercial and natural forest areas, rivers and associated wetlands. The large forested areas in the county such as Guana River State Park provide refuge for a wide variety of animal and plant species. The St. Johns River is the western boundary of the county and is the dominant natural resource in Northeast Florida. St. Johns County has 43 miles of coastline along the Atlantic Ocean that provides habitats for plants and animals, protection from storms, recreational opportunities and economic income for the county. The sandy beach is generally backed by a dune system which can reach elevations of 40 feet but is usually 10 to 20 feet high.

7. Flood Prone Areas: See Map, Annex C.

8. Land use patterns for St. Johns County can be found in the Comprehensive Land Use Plan 1990, on file in the Division of Emergency Management Office and the Planning Department.

**C. Demographics**

1. Population based on 1997 estimates from the St. Johns County Planning Department.

City of St. Augustine	12,090	12%
City of St. Augustine Beach	4,024	4%
Town of Hastings	655	.1%
<u>Unincorporated</u>	<u>88,231</u>	<u>84%</u>
TOTAL	105,000	

Population based on Age

0 - 17	23,625
18 - 44	40,110

45 - 64	22,995
65 +	18,270

2. Population in Vulnerable Areas. The greatest concentration of population exists in the areas most vulnerable. This is addressed by: Ongoing mitigation to avoid or minimize damage, planning awareness so the response to at-risk population centers will be swift and sufficient. Planning for adequate recovery, should the population centers be damaged or destroyed.
  - a. Flooding and Storm Surge: The primary concern to St. Johns County comes from the Atlantic Ocean which is the eastern boundary of the entire county. The St. Johns River is the western boundary of the county. The Intercostal Waterway separates the barrier island from the mainland, the entire length of the county. Conditions in the Atlantic Ocean, such as a developing hurricane can influence the Intercostal Waterway and the St. Johns River. Storm surges will create beach erosion, road flooding, impact shoreline development, and effect bridge access.

The projected population likely to be displaced due to storm effects will increase or decrease as the population density in vulnerable areas change. Thus, the table also shows the growth of the displacement associated with the increased population of the county. The number of people projected to require evacuation grows as the projected population of the inundated land area increases.

St. Johns County  
Total Projected Evacuees

Category	Year	1987	1990	1995	2000
1		16250	25100	35000	44200
2		22985	35600	44900	52100
3		29600	47200	61000	70700
4		50773	59400	63800	89800
5		44798	66700	83800	96400

The graph shows the total projected population displacement for St. Johns County in the years 1990, 1995, and 2000.

For the purpose of the transportation analysis the five storm categories were grouped as follows: storm categories 1 and 2 are classified together and storm categories 3, 4, and 5 are classified together.

4. Special Needs Population: Approximately 250. There are 800 nursing home beds in the County and Flagler Hospital has two campuses, East and West.
5. Migrant Population: 508
6. Non-English speaking populations are not a major concern. The Spanish population is very small, with most understanding if not speaking English. A secondary foreign language population, French-speaking Canadians, is seasonal. As with Spanish speaking, most can understand English.
7. Transient Population: 4,208 as an average.

**D. Economic Profile**

1. Employment by Sector (Florida Department of Commerce, Bureau of Economic Development Analysis, 1995 data):

a. Agricultural Services	928
b. Mining	57
c. Trade	11,390
d. Transportation, Utilities	1,131
e. Manufacturing	3,084
f. Construction	2,172
g. Fin., Real Est., Insurance	2,735
h. Services	14,076
i. Government	<u>5,197</u>
TOTAL	40,770

2. Unemployment Rate: 3.5%
3. Property Values:
 

\$5,523,065,392.00	Total
\$ 130,000.00	Per Individual
4. Per Capita Income: 1994 figures are the most recent data available to the St. Johns County Chamber of Commerce. Average personal income in 1994 was \$26,593.00.
5. Major Employment Sectors: St. Johns County Government, St. Johns County School District. Service industries, such as hotels, retail, malls, automobile service centers, make up the majority of employment. Military and civilian defense related employment are also occupations for many residents.

**E. Emergency Management Support Facilities**

1. Critical Facilities are listed in:

The Critical Facilities Inventory is on file with the Division of Emergency Management.

2. Staging areas:

- a. St. Johns County Fairgrounds  
SR207 West of I95
- b. Northrup/Grumman  
US1 North
- c. St. Augustine Outlet Mall  
SR16
- d. St. Johns Greyhound Park  
US1 North

3. Landing Zones are identified in the Florida National Guard MSCA Operations Plan for RIAT Teams.

Primary: St. Johns County Emergency Operations Center  
4455 Avenue "A"  
St. Augustine, FL. 32095  
#295628N0812016

Alternate: St. Johns County Agricultural Center  
3125 Agriculture Center Drive  
(West of I95, South of SR16)  
St. Augustine, FL. 32092  
#295434N0812447W

**III. CONCEPT OF OPERATION**

The Concept of Operation is primarily concerned with response, recovery and mitigation.

**A. Levels of Disaster**



1. **Minor Disaster.** A disaster which can be handled with municipal, county, private sector and volunteer resources. Sharing and realignment of assets, personnel and information would be common. There might be a need for some assistance from the state, where there is a shortfall locally of expertise, equipment or personnel. State assistance would be short term. The EOC monitors at a Level I.
2. **Major Disaster.** A disaster beyond the capabilities of local governments. County, municipal, private and volunteer sectors, have resource shortfalls. Some ESFs might be entirely expended. State and most likely federal assistance are needed. The duration of assistance could be long term in some need areas. The EOC will function in Level II, III or IV.
3. **Catastrophic Disaster.** A disaster beyond the capabilities of state government. All county, municipal, state, private/volunteer sector resources are fully expended. Federal resources may become involved. The duration of assistance will be lengthy. Military personnel might be required. The EOC will operate at Level IV.

**B. General**

1. St. Johns County is a signatory to the State Wide Mutual Aid Agreement, which a copy is maintained by the County Attorney and the Emergency Management Director. There is an ongoing relationship between the county and municipalities. The Fire/Rescue Division jointly staffs fire stations and operates apparatus with two municipalities. The county is a full participant in emergency management activities, exercises and workshops, sponsored by state and federal government. There is an ongoing effort to identify all private and volunteer resources in, or available to, St. Johns County, and bring them into the Emergency Management Planning process. These resources can be of assistance, if needed, for response, recovery and mitigation.
2. The Director of Emergency Services in St. Johns County, serves as Emergency Management Director (EMD). In the absence of the EMD, the EMD appoints a representative to serve as his/her agent. The EMD representative will have all the authority and responsibilities of the EMD. The EMD, or their representative, activates the EOC and gives direction and control to county and municipal government, private organizations and volunteer agencies during the emergency. The EOC operates 24 hours a day under the direction of a shift Duty Operations Officer.
  - a. The Duty Operations Officer (DOO) acts on behalf of the EMD, and through the EMD's authority, manages the emergency. The DOO determines which is the appropriate ESF(s) to address specific needs and so tasks the ESF(s). The DOO coordinates efforts between the ESFs and governmental jurisdictions. The DOO directs the effort by making decisions as to which ESF(s) should address

specific needs.

- b. **Municipal Liaison Officers.** Each municipality in St. Johns County will have one or more Municipal Liaison Officers (MLO) present in the EOC. The MLO represents their community with the DOO and ESF leaders. The MLO's will make requests of the DOO for resources required by their municipality and will keep the DOO advised of resources available in their community for utilization elsewhere. The MLO does not work for the DOO, but is a coordinator, representing their municipality in the EOC.
  - c. During emergencies in which the EOC has not been activated, the traditional lines of authority, command and control are maintained. County and municipal agencies operate as usual, with the sheriff, police or fire departments furnishing the incident commander and functioning as deemed necessary under their normal SOPs. Other county and municipal government subunits, would support the incident commander as would be the usual case. The EMD would be kept updated on the status of the incident by the Emergency Services Communications Center. The EMD could activate the EOC and CEMP if the EMD deems it necessary and in the best interest of the public to do so.
3. Prior to a major disaster, St. Johns County will establish a Private Sector Resource Capabilities List (Vendor List), that delineates what resources and assets are available to the county's emergency management effort if needed. The list will be reviewed annually prior to the start of hurricane season to verify that the resources are still available, and that the contact name and phone numbers are correct.
  4. The EOC is the focal point for the county's emergency management effort. It monitors developing situations, and determines the best method of response. It determines when the tempo of response needs to be increased, and by how much. During the monitoring stage, the EMD makes the decision when to fully staff the EOC. The EMD decision is on based a number of factors: the number of county and municipal government units involved in the emergency, the complexity of the issue, the need for mutual aid, the call-up of off duty personnel, the potential damage to property and loss of lives. In the absence of the EMD, his/her designated representative has the authority to activate the EOC.

Once activated, the EOC gives direction and control to the issuance of public warnings and notification leading to evacuation. It will give direction and control to the ESFs, and monitor the community needs in St. Johns County. It will monitor the availability of resources, and determine when they have been expended. It will establish and maintain communications with state and federal relief agencies, and initiate requests for assistance from state and federal agencies in accordance with prescribed procedures.

The EOC, and alternate locations are:

- a. Primary: 4455 Avenue "A" Suite 102  
St. Augustine, FL. 32095
  - b. Alternate: St. Johns Agricultural Center  
3125 Agricultural Center Drive  
St. Augustine, FL. 32092
5. The basis for the development of the local standard operating procedures, has been driven by the Florida Division of Emergency Management's CEMP Compliance Review. Guidance from FEMA, sample SOPs from other government entities and recommendations from knowledgeable and concerned parties, both internal and external to St. Johns County, have been taken into consideration in developing the CEMP.
6. A diagram depicting the entire emergency management system (preparedness, response, recovery and mitigation) appears in the beginning of this CEMP.

**C. Organization**

1. The Emergency Services Communications Center has a 'call list' for every position of each subunit of the county government, as well as municipalities and constitutional offices. A listing of the most critical positions, with duty and non duty contact numbers, is located in the Emergency Management Office.

Overview: Each EOC position, to include the ESFs, will have three identified personnel assigned to them. This will allow for two start up 12 hour shifts, with ability to have a relief person, or to create a third shift:

Primary: The Lead person for the duty position. A shift.  
Secondary: The Lead person for the duty position. B shift.  
Alternate: A backup person trained for the position, who can work relief, or be utilized to create a third shift in the event the EOC operation becomes lengthy.

2. The EMD has the responsibility of activating the CEMP and for directing Preparedness, Response, Recovery and Mitigation Operations.
3. Lead and Support Agencies for the ESF:

ESF 1	Transportation	Primary:	SJC School Board Transportation Division
		Support:	SJC Council on Aging SJC Road & Bridge Department SJC Sheriff's Office City of St. Augustine
ESF 2	Communications	Primary:	SJC Emergency Services
		Support:	SJC Sheriff's Office St. Augustine Police Department Amateur Radio Emergency Services St. Augustine Fire Department
ESF 3	Public Works Engineering	Primary:	SJC Road and Bridge Department
		Support:	SJC Utilities Department SJC Facilities Maintenance City of St. Augustine City of St. Augustine Beach Town of Hastings
ESF 4	Firefighting Emergency Medical	Primary:	SJC Fire/Rescue Division
		Support:	St. Augustine Fire Department SJC Sheriff's Office SJC Medical Examiner Flagler Hospital SJC Engineering Department SJC Division of Beach Management
ESF 5	Information Planning	Primary:	SJC Planning Department
		Support:	SJC Emergency Services All ESF's SJC GIS Department SJC MIS Department SJC SHIP Program City of St. Augustine Planning Dept.
ESF 6	Mass Care	Primary:	St. Johns River Area Chapter-
SJC CEMP		BP-20	Basic Plan

American Red Cross

Support: SJC School Board  
 SJC Extension Agency  
 SJC Lifeguard  
 Home Health Agencies  
 SJC Emergency Services  
 SJC Health Department  
 Salvation Army

ESF 7 Resource Support

Primary: SJC Purchasing Department

Support: SJC Clerk of the Court  
 Volunteer and Donation Groups  
 All other County Departments  
 City of St. Augustine  
 City of St. Augustine Beach  
 Town of Hastings  
 SJC Jail

ESF 8 Health and Medical

Primary: SJC Health Department (CHD)

Support: SJC Emergency Services  
 SJC Council on Aging  
 SJC Sheriff's Office  
 SJC Mental Health  
 SJC School Board  
 SJC Lifeguard  
 SJC Medical Examiner  
 American Red Cross  
 Flagler Hospital  
 Home Health Care Agencies  
 Medical Supply Companies

ESF 9 Search and Rescue

Primary: SJC Fire/Rescue Division

Support: SJC Sheriff's Office  
 St. Augustine Fire Department  
 SJC Division of Beach Management

ESF 10 Hazardous Materials

Primary: SJC Fire Rescue

	Support:	St. Augustine Fire Department SJC Sheriff's Office SJC Solid Waste Division
ESF 11 Food and Water	Primary:	Salvation Army
	Support:	SJC Extension Agency SJC School Board SJC Emergency Services American Red Cross Private Businesses Volunteer Organizations
ESF 12 Energy	Primary:	SJC Building Department
	Support:	SJC Utilities SJC Facilities Department SJC Emergency Services City of St. Augustine City of St. Augustine Beach Town of Hastings Florida Power & Light Department Jacksonville Electric Authority Jacksonville Beach Electric
ESF 13 Military Support	Primary:	SJC Emergency Services
	Support:	None
ESF 14 Public Information	Primary:	SJC Administration
	Support:	SJC Library System SJC Emergency Services SJC Sheriff's Office City of St. Augustine City of St. Augustine Beach Town of Hastings All Local Media All ESF's and Supporting Agencies
ESF 15 Volunteers Donations	Primary:	SJC Emergency Services
SJC CEMP	BP-22	Basic Plan

	Support:	Salvation Army American Red Cross SJC Extension Agency
ESF 16 Law Enforcement Security	Primary:	SJC Sheriff's Office
	Support:	St. Augustine Police Department St. Augustine Beach Police Dept.
ESF 17 Animal Control	Primary:	SJC Animal Control
	Support:	SJC Emergency Services SJC Sheriff's Office SJC Veterinary Society SJC Extension Agency SJC Cattlemen's Association St. Augustine Humane Society H.A.W.K.E. St. Johns Wildlife

4. The EMD is responsible for developing and maintaining standing operating procedures and checklists. The checklist for the EOC and ESF Duty Positions describes the functions of each position, and what tasks the person in each position is expect to accomplish in support of the CEMP.
5. During the Response phase, the EMD will appoint a Recovery/Mitigation Task Force (R/LMSTF) and designate a Task Force (TF) leader. The R/LMSTF will be responsible for: determining what Recovery Actions will be required and initiating them during the Response phase, as is possible. The TF will identify Mitigation opportunities which can be implemented to prevent future disasters, or to minimize property damage, disruption of service and threat to lives. The R/LMSTF will be the lead in coordinating with state and federal disaster Recovery efforts.
6. Annex A describes the roles and responsibilities of the ESF.
7. The St. Johns County Emergency Services Department's Communications Center uses four Condition Levels. Level I is used in normal conditions. Level II is used when circumstances require close monitoring, with the possibility of the EOC being activated. In Level I and II situations, each municipal and county communications centers are managing their own issues. As the emergency develops into a Level III condition, the EOC becomes operational, and it assumes direction and control of the incident or disaster. Centralized, countywide direction and control replace fragmented, municipal

oriented management.

8. The EMD, who is also the Director of Emergency Services, is responsible for maintaining the operational readiness of each EOC.
9. St. Johns County uses the Emergency Support Functions in its EOC. The County EOC will coordinate with other local government entities, by requesting that a liaison be maintained in the EOC during all hours of operation (Municipal Liaison Officer). The county will request similar liaison with state and federal agencies involved in the emergency.

Coordination will be maintained with municipalities by the presence of MLOs in the St. Johns County EOC. Each municipality will be requested to have 24 hour representation.

**D. Direction and Control**

1. The EMD, is responsible for activating and managing the EOC during emergencies. The EMD will initially appoint two Duty Operations Officers (DOOs), one for each of the two 12 hour shifts that the EOC will initially use. While on duty, the DOOs will have delegated authority from the EMD and function in behalf of the EMD.
2. As the Condition Level increases from I to IV, the Emergency Services Communications Center staff will implement a Response Checklist. It will instruct them regarding: What specific departments, divisions, or agencies of municipal, county and state government need to be advised of the emergency. Which constitutional officers are to be notified. What private sector, special needs and volunteer organizations are to be notified. The Condition Levels are:
  - a. Level I - Normal working conditions. Emergency Services Communications Center Staff continuously monitors ongoing calls for service, weather and boating conditions, and coordinate with the communications centers at the Sheriffs Office and various municipalities.
  - b. Level II - There is a situation warranting the notice of the EMD, based on guidance from the EMD in the Communications Center's SOP. Additional communications center staff may be called. Selected governmental activities might have their on-duty personnel augmented to deal with the situation.
  - c. Level III - The EMD, or authorized representative, authorizes the activation of the EOC and implementation of the CEMP. The exact staffing level, and selections of ESFs for activation, will be determined by the needs of the



emergency. The municipalities will be invited to send representatives, Municipal Liaison Officers, to the EOC.

- d. Level IV - The EOC is fully functional in a 24-hour configuration, with all ESFs participating.
3. The central point for coordinating operational, logistical and administrative support needs of response personnel, both in the EOC and in the field, will be the EOC itself, with the DOO having responsibility for coordination during their shift.
4. Once the EMD has activated the EOC, the communications center staff will begin the call-ups and notifications necessary to establish initial response and make the EOC functional. Additional communications staff will be among the first contacted, to assist in giving direction and control to the emergency responders and the general public.

The Primary, Secondary and Alternates for each ESF will be notified of their shift schedule. The EOC will begin with two shifts, or 12 hours each with capability to expand to three.

The demobilization and release of EOC personnel will be accomplished at the discretion of the EMD. Several options are available. Some ESFs, or other EOC positions, might not be required to function on a 24-hour basis after the initial few days. These positions can be downgraded to day shifts early only, allowing for a release of personnel.

The duty position Alternates can be activated to create a third shift, or to relieve or replace the Primary or Secondary person. 'Time sharing' of duty positions will keep the staff refreshed, and allow them time to return to management of 'normal' responsibilities and duties.

As the EOC demobilizes, its mission will change to that of Recovery/Mitigation. The LMSTF Force could be used as the core of this reconstituted EOC.

5. The St. Johns County Emergency Operations Center is equipped with a computerized messaging system to link the ESF's to the message center.

The computerized messaging system is PC based and a centralized file server is located in the EOC. Staff from the County's Management Information Systems Department are assigned to the EOC to support the system's hardware/software.

The EOC Message Center will start all requests for resources, assistance and information updates as directed by the DOO. All pertinent information will be filled in on the

message form and sent to the appropriate ESF ('s) for action.

The message center has both an incoming and outgoing message PC to minimize delays.

The ESF's will respond to the task assigned and send the message back to the message center for review.

The message center and each ESF have printing capability for quick access to tasks/missions.

The DOO will review all incoming/outgoing computer messages for accuracy, time delays, and status of problems.

All messages/requests for state resources will be approved by the DOO at the message center and then faxed or E-mailed to the SEOC for action.

Each message will be assigned a tracking number and a copy will be printed at the message center.

6. All requests for information from the public will be tasked to ESF 14 (Public Information) to be handled.

All requests for information from other departments, divisions or agencies will be tasked to the message center.

If there is a concern that the request for information is not justified, the situation will be tasked to ESF 16 (Law Enforcement) to further research.

7. Evacuation authority rests with the Governor. Implementation can be accomplished by: The St. Johns County Board of Commissioners evacuating all or part of the county. The County Administrator has the authority to implement evacuation of all or part of St. Johns County. This authority would normally be used only in the absence of a quorum on the part of the commissioners. In the absence of the County Administrator, the EMD has the authority to implement a partial or total evacuation of St. Johns County. In this case, the EMD is acting on behalf of the commissioners, pending their approval of the action. The St. Johns County School Superintendent has the authority to order the evacuation or closing of one or all schools.
8. The Emergency Management Director is responsible for overseeing the mutual aid process. Inter-local agreements other than the State Wide Mutual Aid Agreement, will be negotiated by the appropriate county representatives. Copies of the agreements will be maintained in the offices of the impacted departments, the office of the county attorney,

and the Emergency Management Office. As appropriate, the EOC may request assistance through the SEOC, under the provisions of the State Wide Mutual Aid Agreement.

The Emergency Management Director will monitor the documents to verify they are current, and determine if additional agreements need to be negotiated.

During the emergency, the EMD will make requests or respond to requests, under the provisions of the documents as the EMD determines what's appropriate. The EMD will assign responsibility for responding to requests received from other jurisdictions.

The EMD will monitor use of, or loans of, equipment, supplies and personnel on a status board to be maintained within the EOC.

In the absence of the EMD, the DOO will have authority operate on the EMD's behalf.

9. As soon as the response actions are either accomplished, or well under way, the Emergency Management Director will coordinate the immediate transition to the recovery operations. The recovery efforts will be organized primarily through the EOC, under the supervision and guidance of the Emergency Management Director or the DOO with the Federal and State Disaster Field Office.

#### **E. Notification and Warning**

Prompt notification can literally mean the difference between life and death for many residents. The more notice is given, the greater the possibility residents can protect their property and evacuate with their family members and valuables. For government, prompt notification can make the difference in responding rapidly, with maximum staffing, or delaying response while waiting for personnel to assemble. Notification and warning are critical issues in the county plan.

1. The 24-hour local warning point is located at the St. Johns County Emergency Operations Center:  
  
4455 Avenue "A"  
Suite 102  
St. Augustine, Florida 32095
2. The primary and backup radio and communications systems for both the Sheriff's Office and the Emergency Services Division, is a UHF/VHF Radio system. Primary and backup systems are located at the St. Johns County Emergency Operations Center. Primary and backup weather system is SATCOM, and primary and backup communication with the

SEOC is through SATCOM.

3. The St. Johns County Emergency Operations Center houses the Communications Centers for both Emergency Services and the Sheriff's Office. The EOC is equipped with a 500KW Automatic Switching Diesel Generator that supplies the entire complex with 100% power. The generator is tested every Monday for thirty minutes.

Sensitive equipment is on back-up UPS (power supply) to protect it.

4. Notification to public officials and disaster related personnel will take place in a number of ways:
  - a. Elected officials will be notified by telephone, and if available by pager or cellular phone.
  - b. Key county and municipal staffs are notified through telephones, cellular phones or pagers. Should it be necessary to notify workers, the key staff, as well as the Emergency Services EOC, have call lists.
  - c. Supervisors are next on the call list. During the day they are reached via: telephone, two-way radio, cellular phone or pager. After hours, these same methods are used, including home notification. Initial notification might be informational, advising them of a developing situation. If needed, each supervisor has a call sheet of his/her assistants, work team leaders and individual employees.
  - d. Individual workers will be notified by their immediate supervisor, using home phone notification after hours. In the event a worker does not have a home phone, they will give their supervisor the phone number of a neighbor who can reach them in an emergency.
  - e. ESF leaders are notified by pager, telephone, or fax by the Emergency Services Communications Center.
  - f. Private Sector. Groups such as chambers of commerce, hotel/motel and medical associations will be used in a major notification effort. For other private sector notification, contact names developed by ESFs will be used. This information will be maintained in the EOC.
  - g. The EMD or their representative has the authority to activate the county emergency notification system. During the build up of a developing situation, such as a hurricane, the duty staff in the Emergency Services Communications

Center will keep the EMD informed of changes in the situation, so the EMD can determine when notification is necessary. In the event of a sudden disaster, the communications center staff will immediately notify the EMD of the situation, so appropriate decisions can be made by the EMD.

5. Primary means of warning to the general public will be accomplished through the local radio and television stations in St. Augustine and Jacksonville by the Emergency Alert System (EAS). Activation of the public Emergency Alert System (EAS) is initiated through the traditional line of authority: Board of County Commissioners, Commission Chairperson, County Administrator, Emergency Management Director. In the event the EOC is operational prior to the public Emergency Alert System (EAS) implementation, the DOO has the authority to implement the system during their shift. Once the decision is made to begin public notification, appropriate ESFs will be tasked by the DOO, or other appropriate authority, to initiate Notification per the CEMP, Section III, Subsection E.
6. Specific Warning Zones are not applicable to St. Johns County.
7. Hearing impaired will be notified by using TDDs, located in both the Sheriff's and Emergency Services Communications offices. The Florida Deaf Relay will be notified of emergency information to assist their clients. Cable and commercial television facilities will be used to reach the hearing impaired as soon as possible. With advance notice of a developing situation, newspapers, public displayed posters and handouts will be used. (See item 8 this section). Notifying foreign language speaking visitors will be a challenge. There are no foreign language radio stations in the Jacksonville area. Commercial and cable television broadcasts are in English, with the exception of Miami-based cable television stations.
8. Seasonal visitors are not distinguishable from local residents. They do not register, and live side by side with full time residents. They will be reached, for the most part, by the same means of notification.
  - a. Commercial radio and television stations are located in Jacksonville and St. Augustine. A listing of them with direct telephone lines is maintained in the Emergency Services EOC.
  - b. Cable companies operate in and adjacent to St. Johns County. Contact lists with direct phone line information is maintained in the EOC.
  - c. There are several newspapers that are distributed in St. Johns County. A listing, with direct phone and fax numbers is maintained in the EOC.

- d. Posters in retail establishments, recreational facilities, hotels/motels, banks and other public facilities.
  - e. Handouts will be available at retail and grocery stores, schools, libraries and other public buildings.
9. The SEOC will be notified using which ever communications system is operational following occupancy: satellite, telephones, faxes, radio, Ham radio, Internet E-mail. Once the operation is initiated, ongoing communications will be maintained using these systems as applicable, in addition to in-person communication with on-site representatives of state government.
10. Communications with federal authorities will be coordinated through the SEOC, using telephone, fax, or communicating in person with on-site liaison from Florida DEM. If the incident needs are such that a specific liaison with Federal Authorities is required, the Emergency Management Director will appoint such a person(s).
11. St. Johns County uses a VHF/UHF radio communications system. The weather SATCOM is used. Communication with the SEOC is with Sat-Com. Amateur radio support is available through the Amateur Radio Emergency Service.
12. Shelter communication will be accomplished using the following sequence:
- a. Commercial telephones if operational
  - b. Cellular phones if operational
  - c. Amateur Radio Emergency Service

Staging areas, distribution centers and disaster recovery sites have special security issues. Law enforcement, private contract security, or military presence might be present. Communications efforts would first utilize those resources listed above, followed by:

- d. St. Johns County Emergency Services Department Communications system
- e. St. Johns County Sheriff's Office Communications system
- g. Municipal agencies' Communications systems
- h. National Guard Communications systems

**F. Response Actions**

- 1. General
- 2. Evacuation
- 3. Sheltering

**1. General**

There exists a continuing possibility of the occurrence of natural, technological and manmade disasters or emergencies. It is necessary and appropriate to ensure the readiness of St. Johns County to adequately deal with such emergencies and provide for the protection of the public health, safety, and welfare and to preserve the lives and property of the people of St. Johns County.

**Authority**

In 1994, the St. Johns County Board of County Commissioners passed Ordinance 94-25, outlining the authority for declaring a Local State of Emergency.

**A. Section 6, 94-25, Power to Declare a Local Emergency:**

*The Board is hereby designated and empowered to declare and/or extend a State of Local Emergency whenever it shall determine (i) that a natural, technological or manmade disaster or emergency has occurred that is affecting the County, either directly or because of an interlocal agreement to which the county is a party, (ii) that the occurrence or threat of such disaster or emergency is imminent and requires immediate and expeditious action, or (iii) that an extension of an existing State of Local Emergency is necessary and appropriate to enable the County to receive state or federal assistance and/or aid. When a quorum of the board is unable to meet, the Chair of the Board or the Vice-Chair in his or her absence, or the County Administrator, or his or her designee, in the absence of the Chair and Vice-Chair, is hereby designated and empowered to make such determination, declaration and/or extension.*

**B. St. Johns County schools will be used as the general population shelters. The shelters will be activated by the authority under a Local State of Emergency Declaration. The St. Johns County School Superintendent, or authorized representative in the absence of the Superintendent, will be notified of the Local State of Emergency and will be requested to open the schools as shelters.**

The St. Johns County School Superintendent has the authority to open, evacuate and close any or all schools in the County, when the superintendent deems it in the best interest of the students or the community to do so.

**C. The notification of the closure of business will be made using all available means of communications.**

**1. Radio, television and cable stations. The direct line phone numbers for these are**

maintained in the Emergency Services Communications Center.

2. Local group association, such as chambers of commerce, hotel and motel associations, medical association, can be utilized to notify their members.
  3. Personnel in public buildings, such a post offices, libraries, utility offices will give notice by telephone or in person, to residents and visitors conducting business in their offices.
  4. Law enforcement officers, using public address systems, or door to door contact, can make business owners aware of the disaster declarations.
  5. The St. Johns County Tourist Development Council will use its contact list to make business notifications.
  6. Portable signage can be changed to reference closure, and placed along highly traveled roads.
  7. Volunteer groups, who can be raised on short notice, can be utilized for door to door notifications, providing they are not in danger, and available.
  8. Identifiable property management companies, or owners of commercial or rental property, can be notified with the request that they contact their tenants regarding the business closure.
  9. The management or retail shopping malls will be notified and requested to notify mall tenant businesses.
  10. Contract security companies (i.e., Pinkerton, Brinks, Wells Fargo) will be notified. Contract security companies will need to notify their clients and coordinate the security of their assets.
  11. Notice will be give to, Florida National Guard Headquarters, located in St. Augustine.
- D. Requests for assistance from the State of Florida are made through the Division of Emergency Management in cases of a declared disaster. These can be initiated by the Board of County Commissioners, Chairman of the Board of County Commissioners, or the EMD. Requests for law enforcement support, including ESF 13 (Military Support), can be made through the Florida Department of Law Enforcement. The Sheriff, in addition, can initiate requests in undeclared incidents.



All requests for assistance from the County to the State will be handled through the County EOC Message Center that is staffed by the DOO to the Response Liaisons in SEOC County ESF's will not be instructed to contact the State direct.

E. Safety and Welfare of Families

A priority during the response phase will be the safety and welfare of families of emergency workers. Employees and volunteers have been strongly encourage to have a Family Disaster Plan to relocate their families outside the disaster area to a friend's or relative's house. Emergency workers will be given time to assist their families in securing the home and preparing to leave the area.

If the family cannot relocate, they will be directed to the nearest shelter and security on duty at the shelter will be notified of their arrival.

- F. The Rapid Impact Assessment Team (RIAT) will, jointly with local officials, determine immediate victim needs (food, water, medical, shelter, security) and impact to infrastructures (utilities, public works, communications, transportation and emergency services) at the earliest possible time following a major or catastrophic disaster and report this information directly to the impacted county and state EOC's for action. RIAT's are not tasked or organized to devise disaster related solutions; their sole mission is to define the magnitude of the problem and identify immediate resource requirements. The impacted county and Emergency Support Function (ESF)5, Planning and Information, at the State EOC, determine the necessary corrective action and coordinate resources to alleviate RIAT's identified problems.

RIAT is a small group of civilian and military personnel possessing the expertise to make accurate assessments of the immediate resources required to save lives, prevent human suffering, and mitigate additional property damage. Whenever possible, RIAT assessments are made in coordination with county officials; however, when county governments are unable to function due to disaster related damage, RIAT's are prepared to act independently. Complete Rapid Impact Assessment Team (RIAT) SOP is located in Annex F.

St. Johns County Rapid Impact Assessment Team (RIAT) coordination policies include:

1. Ultimately the EMD is responsible for direction and coordination of St. Johns County's participation in RIAT operations.
2. On an operational level, the DOO in the EOC will direct and coordinate missions taking place during his/her shift.

3. The DOO will direct county departments to support the missions with personnel, equipment or supplies as needed, and will request required assistance from non county ESF's as appropriate.
  4. All information gathered by the RIAT will be furnished to the ESF 5, Information and Planning, for processing and distribution to appropriate ESF's, and recording in the messaging system.
- G. Local personnel and volunteers can be organized through the EOC into Rapid Response Teams (RRT), to be deployed into the impacted area of the state to augment state or county personnel. RRT's are designed to coordinate the influx of outside resources and provide relief for victims and perform other tasks as deemed necessary.

St. Johns County has fully participated in the RRT program by providing local personnel to impacted counties when assigned by the SEOC. Complete Rapid Response Team (RRT) SOP is located in Annex F.

**Assignments Include:**

1. Hurricane Andrew
2. Tropical Storm Alberto
3. Hurricane Opal
4. El Nino Floods
5. Kissimmee Tornado

St. Johns County also was on the receiving side of the RRT Program during the Firestorm of 1998. Emergency Management Personnel from Polk County were utilized in the EOC to augment County personnel.

## **2. Evacuation**

Evacuation is described as a process to withdraw from a place in an organized way especially for protection.

St. Johns County is a coastal county with the Atlantic Ocean as the eastern boundary. The county prepares for the possibility of evacuation of the coastal areas, low-lying areas and the mobile homes each hurricane season. St. Johns County's evacuation zones are based on the Northeast Florida Hurricane Atlas Series 1998 produced by the Northeast Florida Regional Planning Council. The 1998 Storm Surge Map is on file with the Division of Emergency Management.

### **A. Evacuation Routes**

If you live in/you should evacuate to:

**Ponte Vedra Beach/Sawgrass:**

North on State Road-A1A, turn west onto Butler Blvd., proceed to Interstate-95 or points westward.

**Palm Valley area:**

Proceed southeast to County Road-210, proceed to Interstate-95 or points westward. ✓

**On the coast halfway between Micklers Landing and South Ponte Vedra Beach:**

North of Guana Dam, go north to State Road-A1A, proceed west across Palm Valley Bridge on County Road-210. South of Guana Dam, go south on State Road-A1A, proceed west across Vilano Bridge. Continue west on State Road-16 to I-95 or points westward.

**City of St. Augustine - (On the Mainland):**

North on Route US-1, turn west onto State Road-16 or proceed southwest on State Road-207 or south on Route US-1, proceed to Interstate-95 or points westward.

**City of St. Augustine - (On Davis Shores, Anastasia Island South to St. Augustine Alligator Farm):**

State Road-A1A, proceed west across Bridge of Lions to Route US-1 North or Route US-1 South and/or to State Road-16, or State Road-207 to Interstate-95 or points westward.

**South of St. Augustine Alligator Farm to area at south intersection of County Road-A1A Beach Blvd. and State Road-A1A, including City of St. Augustine Beach:**

Nearest route to State Road-312, proceed across Mickler-O'Connell Bridge to Route US-1 across State Road-312 extension to State Road-207, proceed west to Interstate-95 or points westward.

**South of intersection of County Road-A1A Beach Blvd. and State Road-A1A to Crescent Beach:**

South on State Road-A1A to Crescent Beach, turn west on State Road-206, proceed across Crescent Beach Bridge to Route US-1, proceed to Interstate-95 or

points westward.

**Crescent Beach to Flagler County Line:**

North on State Road-A1A to Crescent Beach, turn west on State Road-206, proceed across Crescent Beach Bridge to Route US-1, proceed to Interstate-95 or points westward.

Evacuation Routes to public shelters are displayed in Maps, Annex C.

**B. Evacuation Clearance Times**

Clearance time is the time required to clear the roadways of all vehicles evacuating in response to a hurricane situation. Clearance time begins when the first evacuating vehicle (as defined by a hurricane evacuation behavioral response curve) enters the road network and ends when the last evacuating vehicle reaches an assumed point of safety. Clearance time includes the time required by evacuees to secure their homes and prepare to leave (referred to as mobilization time). Clearance time DOES NOT RELATE to the time any one vehicle spends traveling on the road network. Clearance times allow for the last vehicle leaving to reach its destination or the county line which ever comes first.

Clearance time is a value resulting from transportation engineering analysis performed under a specific set of assumptions. It must be coupled with pre-landfall hazards data to determine when an evacuation order must be issued to allow all evacuees time to reach safe shelter before the arrival of sustained tropical storm winds. Factors that influence clearance time must be studied intensively to determine which factors have the strongest influence. Therefore, a sensitivity analysis was performed and clearance times calculated for each county by varying key input parameters.

**C. Assumptions**

The transportation analysis results in clearance times based on a set of assumed conditions and behavioral responses. It is likely that an actual storm will differ from a simulated storm for which clearance times are calculated in this report. Key assumptions guiding the transportation analysis are grouped into five areas:

1. Population Data
2. Storm Scenarios
3. Evacuation Zones
4. Behavioral Characteristic of the Evacuating Population
5. Roadway Network and Traffic Control Assumptions

These five areas and their assumed parameters are described in Appendixes A, B, and C of the Northeast Florida Hurricane Evacuation Study 1998. Those parameters which are varied for sensitivity analysis are noted.

The most important product of the transportation analysis update is the clearance times developed by storm scenario and by behavioral characteristic by county. Clearance time is one of two major considerations involved in issuing an evacuation or storm advisory. Clearance time must be weighed with respect to the arrival of tropical storm winds to make a prudent evacuation decision. The table illustrates issues of evacuation and their relation to each other.

**D. Clearance Time Results**

The table presents the clearance times estimated for St. Johns County. Clearance times are stratified by intensity of the hurricane (storm scenario), and by rate of response on the part of the evacuating population. An estimate of 1995 clearance times was developed for each county by factoring up the 1990 clearance times.

**E. Clearance Table**

Clearance Times (in hours)  
Northeast Florida Hurricane Evacuation Study  
St. Johns County

<u>Response Rate</u>	<u>1990</u>		<u>1995</u>	
	<u>Cat. 1 - 2</u>	<u>Cat. 3 - 5</u>	<u>Cat. 1 - 2</u>	<u>Cat. 3 - 5</u>
Rapid Response	4-3/4	6-1/4	5-3/4	7-1/4
Medium Response	6-1/4	7-1/2	6-1/2	8-3/4
Slow Response	9-1/4	9-1/2	9-1/4	11-1/4

**F. Mobile Homes**

Treasure Beach Mobile Home Subdivision is located off State Road A1A South at Crescent Beach. It is in the Category 1 evacuation zone. The population of Treasure Beach is estimated between 1,266 - 1,038 based on number of lots, persons per household, and county occupancy rates.

The residents of Treasure Beach will be encouraged to evacuate as soon as possible using State Road-206 to the mainland. The evacuees will have to cross the State Road-206 bridge (Crescent Beach Bridge) to leave the barrier island.

St. Johns County Planning Department currently has 85 Mobile Home Parks identified (Annex I). All mobile home parks will be evacuated in a Category I storm regardless if they are in a storm surge area because of wind.

## **G. Special Needs Citizens**

Florida Statute 252.355 requires local Emergency Management officials to offer registration to any citizen requiring assistance during an emergency. It further mandates that local officials plan for resource allocation to meet the needs of this population. St. Johns County has established a program to register, transport, and shelter this population.

The demographics of St. Johns County are such that a significant portion of the population is in need of assistance during an emergency. More than 250 citizens have been preregistered with the County for assistance. This may be due to age, infirmity, illness, or vulnerability. These citizens require assistance with daily living, whether it be mobility assistance, medical assistance or simply transportation assistance. The typical special needs client in St. Johns County is more than 73 years old, lives alone or with a spouse, suffers from chronic illness, lives in an evacuation area or mobile home, and is cared for in the home by a home health agency.

The St. Johns County Special Needs Registration Program was created to pre-identify and preplan for the needs of persons requiring assistance through registration and prior triage based on information provided by the client and the home health agency.

1. **REGISTRATION** - Registration of those clients who will require services, i.e., transportation or medical care. The registration does not target a short term client who will be physically capable of independent action within a few weeks. The registration target client is long term care, or not expected to perform independently in the future, living in an evacuation zone or mobile home.
2. **NOTIFICATION** - When the threat of disaster is imminent, the Emergency Operations Center will activate the telephone operators. Those individuals will call all of the preregistered clients who reside in the expected impact areas. The clients will be informed about the emergency, and questioned concerning their need for assistance in evacuation. Then if necessary or required, appropriate transportation will then be made available.
3. **TRANSPORTATION** - Due to the large number of clients requiring assistance, transportation may start before an evacuation order/recommendation. Clients may be leaving home during pleasant weather. The County will utilize buses and wheelchair lift vehicles from the St. Johns County School Board and the St. Johns County Council on Aging. Transportation is only available to a shelter or medical facility within St. Johns County. During an emergency, clients will not be transported across County lines, to private home or to hotels/motels.
4. **SHELTER** - The Special Needs Shelter for St. Johns County is located at the St. Johns County Agricultural Center at 3125 Agricultural Center Drive, St. Augustine, FL. 32095. The Agricultural Center is equipped with a generator, plywood shutters, commercial kitchen, showers, office space, and a large multipurpose room.

The complete Special Needs Procedures are detailed in the St. Johns County Opening a

Special Needs Shelter Document and the St. Johns County Guidance Document for Home Health Care Agencies. Both documents are on file in the Division of Emergency Management Office.

**H. St. Johns County swing or draw bridges**

Bridge of Lions (Drawbridge)  
Intercoastal Waterway  
SR-A1A

Palm Valley Bridge (Drawbridge)  
Intercoastal Waterway  
CR-210

Crescent Bridge (Drawbridge)  
Intercoastal Waterway  
SR-206

**I. St. Johns County Marina's**

Camachee Cove Yacht Harbor 3070 Harbor Drive	32095	829-5676 Slips 350
City of St. Augustine Municipal Marina 111 Avenida Menendez	32085	825-1026 Slips 87
Conch House Marina Resort 57 Comares Avenue	32084	824-4347 Slips 96
English Landing Marina 509 S. Ponce De Leon Blvd.	32084	829-8017 Slips 40
Fish Island Marina Inc. State Road 312 - ICW	32084	471-1955 Slips 60
Hidden Harbor Marina 10 Prawn Street	32084	829-0750 Slips 41
Intercoastal Marina 200 Nix Boad Yard Road		824-0138 Slips 0
Marineland Marina Marineland, Florida	32086	471-0087 Slips 50/100
Oasis Boat Yard 256 Riberia Street	32084	824-2520 Slips 22

Pacetti's Marina Campground & Fishing Resort 6550 State Road 13	32095	284-5356 Slips 30
Sebastian Harbor Marina 975 S. Ponce De Leon Blvd.	32086	825-4666 Slips 30
St. Augustine Marine 404 Riberia Street	32084	824-4394 Slips 150
Symi Inc. 258 Riberia Street	32084	824-3446 Slips varies
6 Mile Creek Marina 8155 County Road 13 N.	32092	522-0500 Slips 0

**J. St. Johns County Fish Camps**

Devils' Elbow Fishing Camp 7507 A1A South	32086	471-0398
Pacetti's Fish Camp 6550 State Road 13	32095	284-5356
Tocoi Fish Camp & Lodge 13555 N. County Road 13	32092	829-8930

**K. Listing of Residential Health Care Facilities**

<u>FACILITY NAME</u>	<u>PLAN ON FILE WITH ST. JOHNS COUNTY</u>
1. Ponce De Leon Care Center	Yes
2. Mariner Health Care	Letter sent
3. St. Johns Health Care Center	Yes
4. Vicar's Landing	Yes
5. Flagler Hospital	Yes
6. Wesley Woods	Yes



7.	St. Augustine Health & Rehab.	Yes
8.	Bay View Assisted Living	Yes
9.	Breeze of Matanzas	Yes
10.	Grafton House	Yes
11.	Sefton Park Lodge	Yes
12.	Coral Landing	Yes

**L. Airport**

St. Augustine Airport does have an emergency plan established and on file with Emergency Management.

St. Augustine Airport  
 4796 US 1 North  
 St. Augustine, Florida 32095

**M. Re-entry**

The re-entry of residents to their community will be determined after suitable investigation and inspection by appropriate authorities and approval from the EOC has been granted to re-enter. A re-entry will not be accomplished until the area is completely safe and secure. ESF 16 (Law Enforcement) has responsibility for security relative to re-entry and will accomplish this task in accordance with their SOP.

PLANNING ASSUMPTIONS: The road system and traffic direction capabilities of law enforcement must be able to support the sudden opening of the evacuated area. Shelter managers will need to be prepared for a sudden departure of significant numbers of people, and the associated confusion. As residents and business owners return to their property, they might expect quick disaster relief. Communications capabilities and disaster relief centers must be ready to accommodate the rush of inquiries. Neighboring counties may be impacted by the decision to open an evacuated area. St. Johns County residents may have sought refuge in their shelters.

**3. Sheltering**

Emergency shelter operations are the responsibility of the American Red Cross, Salvation Army, St. Johns County School Board and St. Johns County Emergency Management Division. Shelters are provided by the School Board, while the shelter managers and supplies are provided by the American Red Cross. The Salvation Army supplements the sheltering operation with manpower and supplies

The schools are assessed for shelter designation by the School Board, American Red Cross, State DEM and Emergency Management. The shelter activation list is updated yearly and takes into consideration new school construction, school closings and renovations. See Annex D, St. Johns County Shelter Survey.

Due to the threat to the barrier island, no schools east of the Intracoastal Waterway will be used as evacuation shelters.

### **Shelter Demand**

Destinations of the evacuating population will vary depending on a number of factors, time and income being two of the most important. If enough advance warning is given, some evacuees will leave their county for the comfort of inland hotels and the homes of relatives.

### **Shelter Table**

Public Shelter Demand/Capacity Statistics  
Northeast Florida Hurricane Evacuation Study Update 1988  
St. Johns County

<u>Storm Scenario</u>	<u>Assumed Shelter Demand</u>	<u>Shelter Demand as Percent of Vulnerable Population</u>
Category 1-2	7,500	21%
Category 3-5	9,700	14%

Initial shelter security is maintained by ESF 16. In the event that disagreements or hostilities develop within a shelter, or those being sheltered in the facility refuse to cooperate with shelter management, ESF 16 will be notified for assistance. In the event that ESF 16 is unable to perform adequate security, the EOC will request mutual aid through the SEOC, under provisions of the State Wide Mutual Aid Agreement (SWMAA).

Communications will be provided in accordance with item III, D, 8, of the CEMP. The shelter manager is responsible for ensuring shelter communications. Catastrophic disasters, or a disaster of lesser magnitude located near the shelter, could make planned communications inoperable. The EOC might not be aware of the communications void at first. If aware of the situation, it might not have the capability of correcting the situation until later in the incident. The shelter manager, upon failure of planned communications procedures, will have to initiate alternative methods of communicating with the EOC, until communications are restored. This could include the relaying of messages to the EOC via ESF 1 (Transportation) personnel

bringing evacuees to the shelter, or ESF 16 providing security. It might involve the flagging down of a law enforcement officer, or others with access to radio capabilities in order to establish contact with the EOC.

Communications check is made by the shelter to the EOC, using the following:

1. Telephone
2. Cellular Telephone
3. Fax
4. HAM Radio
5. UHF/VHF Radio

Public shelter logistical needs will be met by all ESFs. For details of the most pertinent ESFs, see: Annex A, Appendices:

- 1 Transportation
- 2 Communications
- 3 Public Works
- 4 Fire Fighting and Emergency Medical
- 6 Mass Care
- 7 Resources Support
- 8 Health and Medical
- 11 Food, Water and Ice
- 12 Energy

Coordination procedures for opening additional shelters include:

- a. Notification of the St. Johns County School Superintendent by the EOC, that the need exists to utilize the facilities as shelters, and request they be vacated. A representative from the school will assist with the opening of the shelter.
- b. Notification is given to the local ARC office by the EOC, that some or all of St. Johns County's primary shelters are becoming operational. Request that ARC implement its response plan.
- c. Notification is given to ESF 1 (Transportation) and ESF 8 (Health Medical) and ESF 14 (Public Information). ESFs 1 and 8, will respond with representatives to the EOC and implement their response plans. ESF 14 and ESF 6 will begin public notification of the shelters' openings.

The Shelters that are vulnerable are easily identified in the St. Johns County Shelter Survey Annex D.

St. Johns County will announce the shelter locations when an evacuation order is issued. All shelters listed may not be opened in the event of a Hurricane.

Refuge-of-last resort will be utilized when all primary shelters, as designated in the CEMP are at full occupancy, or not fit to use because of life threatening conditions, health concerns, or inaccessibility. The ARC, as Primary Agency for ESF 6 (Mass Care) is tasked with responsibility of establishing refuges-of-last-resort, and performing what actions are possible regarding staffing these facilities with medical, food service and other resources available at the primary shelters.

Under the Florida State Wide Mutual Aid Agreement, St. Johns County might request sheltering assistance from neighboring counties.

#### **IV. RESPONSIBILITIES**

##### **A. Overview**

The St. Johns County CEMP is intended to assist all residents of the county, regardless of whether they reside in a municipality or an unincorporated area. By necessity, a disaster places the entire community at risk. In such instances as evacuation, sheltering residents, or responding to an airplane crash, concern focuses on saving lives and protecting property. The Statewide Mutual Aid Agreement, has helped in allowing government to respond to the community needs, by increasing the pool of available resources.

Municipal governments and the St. Johns County Board of County Commissioners have the responsibility of establishing a climate in government that fully supports the emergency planning effort and the Emergency Management Director.

**PLANNING ASSUMPTION:** In the case of minor emergencies/disasters, municipalities and county government will be responsible for the management of incidents within their boundaries or jurisdictions. Local government has the ability to seek mutual aid when its internal resources have been exhausted, or specific expertise or resources are not available internally. This is done through requests to the SEOC for mutual aid, under provisions of the State Wide Mutual Aid Agreement (SWMAA).

In the case of a major emergency/disaster, which involves residents or land area covering multiple jurisdictions of government, St. Johns County will assume increasing responsibility for management of the incident. It has the ability to seek mutual aid from other counties, or request assistance from the State of Florida, when its internal expertise and/or resources have been expended.

1. The Emergency Management Director
  - a. The EMD is responsible for remaining current on laws, procedures, training and other issues related to the role of EMD and emergency preparedness.
  - b. The EMD is responsible for advising persons responsible for mitigation. The EMD is to take the lead in developing the St. Johns County CEMP, and keeping it

current. The EMD is responsible for giving guidance to government entities, private sector individuals or businesses, involved in emergency planning.

- c. The EMD is responsible for maintaining a trained EOC staff. The EMD is responsible for maintaining the EOC in an operational readiness state, including communications capability, office equipment and staff.
- d. The EMD is responsible for developing and maintaining checklists, SOPs, telephone/warning call lists and other documents pertaining to emergency management. The EMD is responsible for seeing that change to these documents, or updated versions, are distributed to the appropriate people or offices.
- e. The EMD is responsible for developing in-house training as capabilities and time allow, and looking for training opportunities outside of St. Johns County for selected staff to participate in.
- f. The EMD is responsible for maintaining contact and communications with ESF leaders and keeping them updated on changes in policy, response needs or anticipated incidents.
- g. The EMD is responsible for community outreach and information flow to the general public and news media.

## 2. Mitigation

- a. Mitigation seeks out methods by which future incidents can be prevented, or the negative impact of them minimized. This is an ongoing effort by all subunits of St. Johns County government. Efforts are made to establish ordinances which will have a mitigating effect. Personnel involved in the regulatory aspect of government insure compliance with the ordinances, as human life and the security of property may be impacted by their enforcement efforts.
- b. All aspects of government are involved in the mitigation process to some extent. Listed are those that have the most direct impact on mitigation:

- I Board of County Commissioners
- II City of St. Augustine, City of St. Augustine Beach, Town of Hastings
- III Appoint boards and regulatory organizations
- IV Emergency Management Director
- V Public Utilities
- VI St. Johns County Sheriff's Office
- VII Municipal Police Departments
- VIII St. Johns County Fire/Rescue Division
- IX Municipal fire departments
- X County and municipal building and zoning departments

- XI County and municipal public works departments
- XII County and municipal engineering departments

3. Planning is the responsibility of all units of government.
  - a. Each division or department of county government is developing an internal SOP outlining how it will manage a minor, major or catastrophic incident. Among the requirements in their SOPs, will be: current alert roster for employee notification, staffing plan for 24-hour operations, inventory of major pieces of available equipment.
  - b. Each department head and constitutional officer is responsible for the preservation of documents in their control, and maintaining accurate records related to their participation in the emergency.
  
4. Response is the responsibility of each supporting entity listed as an ESF. All government organizations, county and municipal, in St. Johns County must function from the assumption that they will be responding during a disaster situation.
  - a. Responders must be capable of sustaining their activities for an extended period of time, in a 24-hour configuration or longer, as required by the disaster.
  - b. The SOP of each government unit and/or ESF organization when developed, will outline its actions at various levels of response.
  
5. Recovery will begin prior to the completion of the Response Phase. Consequently, all aspects of county and municipal government, along with private and volunteer organizations can expect to have a responsibility in recovery. There are some elements of government that do have a greater role in recovery than others. They are:
  - a. The EMD and EOC Staff
  - b. St. Johns County Public Works Departments and those of the separate municipalities.
  - c. St. Johns County Public Health Department
  - d. St. Johns County Solid Waste Department
  - e. St. Johns County Animal Control Division
  - f. St. Johns County Extension Agent
  - g. St. Johns County Property Appraiser
  - h. St. Johns County Sheriff's Office
  - i. St. Johns County Council on Aging
  - j. Electrical, water, gas and telephone utilities
  - k. St. Johns County Recreation Departments

**B. State and Federal Mandates:**

State and federal agencies have their own set of mandates which assign responsibilities for disaster planning.

1. The State of Florida makes planning guidance, criteria and evaluation, available to the counties and municipalities. The Florida Division of Emergency Management makes experts in communications, building and other areas, available to local government to review, comment and make recommendations regarding drawings, designs and other planning documents.
2. The Florida Division of Emergency Management sponsors and/or conducts statewide, and regional coordination meetings, workshops and exercises. A locally based coordinator is available to each of the 67 counties for guidance and direction.
3. The Federal Emergency Management Agency (FEMA) is the principal source of federal assistance. Federal assistance can be in the form of mitigation, laws, rules, regulations and inspections. FEMA plans for catastrophic disasters, and offers training opportunities to local and state government. Several federal agencies have response and recovery capability, including:
  - a. U.S. Army Corps of Engineers
  - b. Center for Disease Control
  - c. U. S. Coast Guard
  - d. National Weather Service
  - e. U.S. Dept. Of Health and Human Services
  - f. Federal Highway Administration
  - g. Small Business Administration
  - h. Department of Labor
  - I. U.S. Department of Defense
4. Mitigation is an ongoing activity by virtually all aspects of county and municipal governments in St. Johns County.

First, elected officials are more aware than in the past about the devastation that can be caused by improper mitigation and preparedness. Hurricanes Hugo, Andrew and a number of more recent, but lesser storms, have brought this to our attention. Elected representatives are taking a more positive role in passing ordinances that direct the public and government staff, toward mitigation.

Second, government staff, takes its role in approving plans, inspecting construction and building projects, and enforcing codes, more strongly than in past years. Again, the history of recent storm activity has shown government staff how critical their role is regarding public safety.

Third, citizens appointed to various boards, such as code enforcement, are more sensitive to the importance of their role in mitigation than they have been in past years.

Fourth, the public at large, is more concerned about mitigation than in the past. Individual families, and the business sector, are more receptive to mitigation and preparedness issue than prior to Hurricane Andrew. While the public usually prefers minimal government interference, there is more understanding today of the need for mitigating ordinances.

Fifth, externally to St. Johns County, elected officials and government staff, have a greater awareness about the impact of statewide mitigation than in the past. There is more awareness and concern about actions taken in the state legislature and efforts on the part of state agencies than was the case prior to Andrew. There is more encouragement for and support of, statewide mitigation than was the case a mere decade ago.

## **V. FINANCIAL MANAGEMENT**

### **Overview:**

In St. Johns County, the Clerk of the Circuit Court ('Clerk'), a constitutional officer, is also the county comptroller. The Clerk is the Financial Management officer of the county, responsible to the electorate. The Finance Director reports to the Clerk of the Circuit Court, and on a day-to-day basis is responsible for the county's financial matters. The Finance Director working with the Purchasing Director, are key positions in emergency financial management.

- A. **Training:** Training Programs pertaining to report filing and documentation have been conducted with St. Johns County Employees. Classes include Disaster Response and Recovery Operations, Resource and Financial Management for Emergency Management.
- B. **Authority:** The St. Johns County Board of Commissioners has final financial authority. The Board designates an employee and/officer to administer various facets of purchasing and financial management.
- C. **Reimbursement:** Use and reimbursement procedures for emergency operations:
  1. Under normal conditions St. Johns County uses responsible and customary purchasing practices that include, but are not limited to:
    - a. Purchase orders
    - b. Informal bids
    - c. Formal Competitive Bids
    - d. Purchases from state approved suppliers
    - e. Public Auctions
    - f. Nations Bank Visa Credit Cards
  2. St. Johns County and its municipalities may allocate and expend funds as appropriate for local emergency operations in accordance with Florida Statutes, Chapter 252, Section 252.38(3) (Emergency Management Powers: Political



Subdivisions.) Approval to expend funds under \$10,000 for supporting preparedness, response, recovery and mitigation operations must be approved by the Emergency Management Director or the County Administrator. Approval to expend funds for \$10,000 and above must receive approval by the Board of County Commissioners. If the Board of County Commissioners are unable to convene in an emergency session to approve the expenditures, the Chairman/CEO may grant such approval. St. Johns County Ordinance 94-25 - Emergency Management, provides general powers to the Emergency Management Director, under a declared state of local emergency, to perform public work in taking whatever prudent action is necessary to insure the health, safety and welfare of the community. This includes entering into contracts, incurring obligations, employment of permanent and/or temporary workers, rental of equipment, the expenditure of public funds as well as the authority to waive the competitive bidding process.

**D. Documentation:**

In order for the County Administrator to present his/her certification to the Board, each subunit of county government furnishes the necessary documentation of the disaster related expenditure. This can be accomplished by:

1. Each ESF is to maintain complete and accurate documentation for the recovery package.
2. A member from each ESF will be assigned to recovery to assist with completing the recovery package.
3. A Financial Report will be furnished to the County Administrator/BCC concerning the incident as soon as possible not to exceed 30 days.

**E. Readiness:**

1. The Finance Director is responsible for planning the department's response and recovery from its involvement in a disaster. This includes the selection of personnel to work in the EOC, and training of all department personnel regarding their responsibilities in a state of emergency.
2. The Finance Director is responsible for assuring that the department's staff understands all record keeping requirements of the state and federal government during a disaster, and are capable of maintaining documentation accordingly. The Finance Director is responsible for maintaining an on-hand supply of all the appropriate forms required for state and federal reimbursement.
3. The Purchasing Agent is responsible for maintaining a stock of recurring use items, as well as items which are in high demand during an emergency (i.e., sandbags), and items which are difficult to procure even under normal conditions.

4. The Purchasing Agent is responsible for maintaining communication with vendors annually, prior to Hurricane Season, to assure that supplies are readily available if needed.

## **VI. TRAINING, EXERCISES, PUBLIC AWARENESS AND EDUCATION**

### **A. Training**

1. The EMD has responsibility for coordinating local training programs.
2. The EMD will develop specific training for Response Personnel. This will include:
  - a. Various levels of emergency response training for first line supervisors and front line employees, pertaining to their anticipated functions during the response and recovery stages.
  - b. Specific training will be given those assigned to work in the EOC and/or the Communications Center. Prioritizing of response, allocation of personnel and physical resources, during both the response and recovery phases will be built into this training.
  - c. The R/LMSTF will be trained on its role in analyzing and recommending the priority of recovery actions. The R/LMSTF will also be trained in how to establish pre and post incident mitigation; taking mitigation steps while the disaster is still in progress. The R/LMSTF will also be trained in identifying and recommending post incident mitigation.
3. Local personnel will be trained on the federal system of disaster management, which will include, but not be limited to:
  - a. The 4 Phase Disaster Cycle: Preparedness, Response, Recovery and Mitigation. Training will include a department by department, and agency by agency, descriptions of what takes place during for each of the phases.
  - b. Responsibilities and Relationships:
    - (I) Local government is the first responsible line of management for protecting life and property, minimizing damage, coordinating effective preparedness, public awareness/education, and responding. It should take a leadership role in planning for and implementing recovery, as well as mitigation.
    - (II) State government is responsible for supporting local government in the emergency management cycle. It establishes criteria, gives guidance, conducts training opportunities and exercises, and aids with technical expertise. It assists with medical support, ESF enhancement, implementation of mutual aid, regulates personal movement (curfew) and generally augments local government when

local government resources have been expended.

(III) When a presidential disaster declaration has been issued, the role of federal is similar to that of state government, but on a national level. It will give criteria and guidance to state emergency management offices. It will make available technical expertise, resources and personnel to state government. Assistance of local residents and business, such as legal services, crisis counseling, loan guarantees and disaster grants are provided. Federal government is concerned with mitigation as are state and local government.

- c. Training will include an explanation of the ESF concept, EOC and communications center operations (as an overview), as well as role of the Emergency Management Director and relationship between local levels of government. For instance, the school board and municipalities relationship with county government.
4. All hazards training will be incorporated in programs related to Emergency Management, unless specifically identified needs require a unique program, which would not be all hazards. For instance, the St. Johns County Fire/Rescue Division does conduct HAZMAT training, which is specific rather than 'all hazards'.
5. Training will include instructing government personnel on the interaction with private sector and volunteer groups.
6. St. Johns County Division of Emergency Management schedules the following training exercises yearly:
  - a. Full-scale exercise for two days during the Statewide Hurricane Drill.
  - b. Planning/Recovery exercise with the ESF's during the fall of each year.
  - c. Encourage all personnel to utilize FEMA's Independent Study Program.
  - d. Conduct Disaster programs for civic groups, nursing homes, schools and churches as requested.
7. The EMD will have a program developed for volunteer and nonprofit groups that can be exported to their places of business. This will allow for the training of the non government worker, who may be called upon during a crisis to assist or work in an ESF.
8. The EMD will seek training opportunities for appropriate personnel through various sources, including: Florida Division of Emergency Management, Department of Military Affairs, Department of Environmental Protection, Florida Department of Law Enforcement, American Red Cross, or any other state or federal agency offering training related to emergency management.

9. As in item 3, the EMD will seek similar opportunities from the Federal Government, to include training through FEMA.

**B. Exercises**

1. Among those agencies which offer exercise training opportunities are: FEMA, the Florida Division of Emergency Management, Department of Military Affairs (National Guard), various city and county governments. The EMD will seek out opportunities for appropriate county personnel, or ESF leaders, to participate in exercises conducted outside of St. Johns County by other entities.
2. Provision exists for inter-agency exercise participation. The Board of County Commissioners is committed to participation in inter-agency exercises. Funding is available from local and state resources to participate. St. Johns County participates every year in the State Wide Hurricane Exercise.
3. 'Inland Winds' and 'DTN', are two computerized decision making tools which can be utilized in St. Johns County's training program. Extensive training is conducted each year in the EOC on E-Mail, Internet, Quick Fax, and on the in-house computer messaging system.
4. The EMD will develop exercises for county staff, with emphasis on those working in the Emergency Services Communications Center and the EOC, or serving as responders during a disaster. The exercises will be developed and will progressively become more intensive.
  - a. Orientation - An introductory briefing on how emergency response will function, as well as descriptions of role responsibilities, authorities, policies and procedures.
  - b. Drill - A drill is conducted to test a single emergency response function. A drill involves actual field response, but focuses on a single or relatively limited portion of the overall response system.
  - c. Tabletop - A series of messages are assigned to participants to practice problem solving for emergency situations. Participants practice a coordinated, effective response.
  - d. Functional - A functional exercise simulates an emergency that includes a description of the situation, a times sequence of messages and communication between players and simulators.
  - e. Full-scale - A Full-scale exercise interacts with a functional exercise through simulated messages. This type of exercise tests the deployment of a seldom used resource.

- f. All exercises will be followed by critiquing opportunities using a standard format developed by the Department of Emergency Services. The lessons learned from the exercises and the After Action forms, will be summarized and distributed to key planners throughout the community.
5. Exercises will be evaluated and corrective actions taken by utilizing a number of methods:
- a. External observers will serve as evaluators. Each year the Northeast Florida Regional Planning Council assigns a senior planner to evaluate St. Johns County's participation in the Statewide Hurricane Exercise.
  - b. Evaluators will follow a format in critiquing the exercise, this format will allow for comment on such issues as the subject matter, techniques used in the training, behavior of those being trained. Participants and trainers will also complete questionnaires, regarding the training, how it was conducted and how adequately they feel trained.
  - c. Evaluations from observers and participants will be used in developing a list of Lessons Learned. Areas requiring improvement or retraining, will be noted and plans made to improve or retrain as needed.
  - d. Deficiencies noted in personnel can be corrected in several fashions. On-the-spot corrections can be made during the exercise. Individual counseling following the training session, when deemed appropriate. Individuals can be enrolled in further training through other organizations, or remedial training can be programmed if it is determined to be necessary.

**C. Public Awareness and Education**

- 1. The EMD is responsible for coordinating public information. Fortunately, recent weather emergencies in Florida have caused the public to have a greater awareness of the impact of hurricanes and other disasters. The public is more receptive to awareness and education than in past years. The Division of Emergency Management is striving to develop ways of capitalizing on the public interest.
- 2. The news media will be accommodated in the EOC, as room permits. A conference room within the EOC building will be designated as a work area for the media, and location for media briefings.
- 3. The Emergency Alert Stations serving St. Johns County are:

Primary: WFOY-AM (1240)  
 St. Augustine, Florida  
 (904) 829-3416 phone  
 (904) 829-8051 fax

Primary: WROO-FM (107.3)  
Jacksonville, Florida  
(904) 636-0507 phone  
(904) 636-0522 fax

Secondary: WMXQ-FM (103)  
Jacksonville, Florida  
(904) 783-3711 phone  
(904) 786-1529 fax

4. Public service announcements will be used during the course of the year, especially during pre hurricane season, to advise residents of disaster concerns. The public will be advised of mitigation, preparedness and response steps it can take. See sample News Release, Annex F.
5. Information can be communicated with those not in touch with the traditional news media through a number of sources. Flyers available are an inexpensive information vehicle which can be released through a number of sources that residents may come in contact with: grocery and retail stores; libraries, schools and churches; utility bill collection offices, tax and tag offices; health facilities, neighborhood watch or similar community or homeowner groups. Prior to and during hurricane season, newspapers always publish lists of emergency shelters, with locator maps.
6. Procedures for contacting seasonal or transient populations include:
  - a. St. Johns County has an information channel on cable, which can be accessed by residents and hotel/motel visitors.
  - b. The Emergency Services Communications Center, and EOC, have contact information for local broadcast news media, allowing for quick release of accurate, current information.
  - c. Flyers giving shelters locations and locator maps can be distributed on short notice to areas in contact with the general population, such as convenience stores, which can post them in windows.
  - d. Telephone 'alerts' can be utilized. In these instances, organizations such as the Chamber of Commerce of St. Johns County, uses its staff to reach motels, campgrounds, and other businesses that cater to transient population giving warnings or notices as requested by the Emergency Management Director.
7. The St. Johns County special needs telephone number is not released prior to a disaster. It will be released using all public communications available, if events justify its release. The general public information number to be used in requesting information during an emergency or disaster, is the Published Department of Emergency Services number: (904) 824-5550.

8. Recovery information will be made available using several resources:
  - a. The St. Johns County EOC public information number is (904) 824-5550.
  - b. Broadcasting stations and cable television, when and where available.
  - c. Printed news media, when and where available.
  - d. Ministers of local churches will be furnished with information for their congregations.
  - e. Information with locator maps, will be posted in and around public buildings, such as: government offices, police and fire stations, libraries, and schools.
  - f. Information with locator maps, will be posted in areas of traditionally heavy public use: shopping malls, grocery stores, utility offices, hospitals and health care facilities, feeding sites, comfort stations.
  - g. Shelters will be furnished with information and locator maps.
  - h. Portable roadside signs or marques will be placed in high traffic areas.
  - i. Billboards on heavily traveled roads can be used to disseminate phone numbers for those seeking recovery information.
  - j. Hardware and plumbing stores, along with equipment rental companies, auto repair shops and other business which will be involved in helping residents recover, will be furnished with recovery information phone numbers.
  
9. Shelter information will be disseminated by:
  - a. The school district, which furnishes information to students and their families.
  - b. Print news media, which publishes shelter information and maps prior to and during hurricane season.
  - c. Commercial broadcast and cable communications.
  - d. Churches, civic and fraternal groups, which are furnished shelter information and maps.
  - e. Retail establishments have handouts available for patrons. In some cases, these are directly deposited into the sales bags by the store staff, with each purchase.
  - f. Display boards are used in public areas, such as shopping malls and government buildings, libraries, utility offices, recreational centers, the chamber of commerce

and hospitals.

10. Included in the public information will be maps of the evacuation zones and evacuation routes.
11. When the EMD determines it is safe for the public to re-enter an evacuated area, the same techniques will be used as in items 6, 9, and 10, above.
12. Section Situation II-A, identifies the hazards that could occur in St. Johns County. Most areas of the county are vulnerable to all the hazards.

## **VII. REFERENCES AND AUTHORITIES**

### **A. Florida Statute, Chapter 252**

Counties are specifically responsible for:

1. Safeguarding lives and property of all residents, regardless of residency location.
2. Maintenance of an Emergency Management Office.
3. Maintaining a properly appointed emergency management director, who is identified to the Florida DEM. The EMD coordinates all activities, services and programs for the St. Johns County Department of Public Safety. The EMD is liaison for all coordination with the Florida Division of Emergency Management, and other appropriate government agencies.
4. Performing emergency management functions within the county, and externally as is required.
5. Contract negotiation, appropriation and fund expenditures as needed.
6. Establish one or more Emergency Operation Centers.
7. Assuring county resources are available to support emergency operations.
8. Declare a local state of emergency for up to seven (7) days. It may be extended in 72 hour increments.
9. Invoke mutual aid agreements. DEM will function as liaison.

### **B. Administrative Rule:**

The applicable administrative rules that apply to local emergency management activities are: 9G-6/9G-7, Florida Administrative Code.



**C. Emergency Declaration:**

See: Annex G for a sample Emergency Declaration.

**D. Florida Statewide Mutual Aid Agreement:**

The Florida State Wide Mutual Aid Agreement takes precedence over all previous mutual aid agreements between St. Johns County other local governments.

**E. Other References:**

Other applicable references to this document include, but are not limited to:

1. ARC - St. Johns River Area Chapter, Disaster Preparedness Plan
2. Clay County CEMP
3. DCA - 'The Handbook for Disaster Assistance'
4. Duval County CEMP
5. Emergency Operations Center, Standard Operating Procedure (EOC-SOP)
6. FEMA Guide for All-Hazard Emergency Operations Planning (SLG-101)
7. FLNG - Operations Plan for Military Support to Civil Authorities
8. Florida Comprehensive Emergency Management Plan
9. Florida Hazard Mitigation Plan
10. Florida RIAT/RRT SOPs
11. HRS- St. Johns County Health Department Disaster Plan
12. Local Mitigation Strategy - 'A Guide Book for Florida Cities and Counties'  
(Draft)
13. Local Ordinance 94-25
14. Northeast Florida Hurricane Evacuation Study 1988
15. Northeast Florida Strategic Regional Policy Plan
16. St. Johns County Approved Vendor List

17. St. Johns County 'Call Lists' (Located in Emergency Services and Sheriff's Office Communications Centers)
18. St. Johns County Comprehensive Growth Management Plan
19. St. Johns County Department of Emergency Services, Fire/Rescue Division, Standard Operating Procedures (This document contains a Hazardous Materials SOP)
20. State of Florida Disaster Assistance Reimbursement Documentation Information
21. St. Johns County Emergency Management Information Book

**F. Specific Coordinating Procedures:**

1. Catastrophic Hurricane - It can be assumed that DEM and FEMA are fully mobilized. St. Johns County will follow established procedures in coordinating with these agencies.
2. Mass Immigration - It can be assumed this is not likely to be an issue impacting on St. Johns County. Should immigrants be sheltered in St. Johns County, coordination would take place with appropriate state agencies, the U.S. Border Patrol, U.S. Customs and INS, as well as humanitarian aid organizations.
3. Coastal Oil Spill - This type of incident is likely to be managed by coastal counties, state and federal authorities. Coordination would be with DEM and appropriate federal agencies, such as the U.S. Coast Guard and the Environmental Protection Agency. (USCG, Marine Safety Office, Jacksonville Area, Contingency Plan for Oil and Hazardous Pollution Response).
4. Nuclear Power Plant - Incidents are not likely to impact on St. Johns County, as it is not within the Ingestion Pathway Zone, nor Emergency Planning Zone, of a nuclear power facility.
5. Major Spill or HAZMAT Release - St. Johns County has the ability to draw upon the resources available in neighboring Duval County. The Jacksonville (Duval County) Fire Department has resources and expertise not available in St. Johns County, which can be acquired through an ongoing mutual aid relationship between the counties. St. Johns County's Fire/Rescue Division and the Jacksonville Fire Department have excellent HAZMAT capabilities. Because of the community's size and magnitude of its industrial base, Jacksonville has HAZMAT response and cleanup capabilities not commonly found in most of Florida. These private sector firms are listed in the EOC and can be coordinated with directly, should an incident require it.
6. Airport - St. Augustine airport is located on US1 North and does have an emergency plan on file with the Division of Emergency Management.

The airport is primarily used by small commuter planes/jets for commercial and private use.

The St. Augustine Airport does not have a large commercial airline that operates from there.

All airport emergencies are coordinated with State and Federal authorities.

7. St. Johns County does not have a large commercial port but does have 14 Marinas of various sizes. A complete listing is outlined on pages BP-38 and BP-39.

All marina emergencies are coordinated with State and Federal authorities.

# St. Johns County Emergency Support Functions

ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works/Engineering
ESF 4	Firefighting/Emergency Medical
ESF 5	Information/Planning
ESF 6	Mass Care
ESF 7	Resource Support
ESF 8	Health/Medical Services
ESF 9	Search & Rescue Services
ESF 10	Hazardous Materials
ESF 11	Food & Water
ESF 12	Energy
ESF 13	Military Support
ESF 14	Public Information
ESF 15	Volunteers/Donations
ESF 16	Law Enforcement/Security
ESF 17	Animal Control

# St. Johns County ESF/Primary Agency

<b>Emergency Support Function</b>		<b>Primary Agency</b>
<b>ESF 1</b>	<b>Transportation</b>	<b>St. Johns County School Board</b>
<b>ESF 2</b>	<b>Communications</b>	<b>St. Johns County Emergency Services</b>
<b>ESF 3</b>	<b>Public Works/Engineering</b>	<b>St. Johns County Road &amp; Bridge</b>
<b>ESF 4</b>	<b>Firefighting/Emergency Medical</b>	<b>St. Johns County Fire/Rescue</b>
<b>ESF 5</b>	<b>Information/Planning</b>	<b>St. Johns County Planning Department</b>
<b>ESF 6</b>	<b>Mass Care</b>	<b>St. Johns River Area ARC</b>
<b>ESF 7</b>	<b>Resource Support</b>	<b>St. Johns County Purchasing Department</b>
<b>ESF 8</b>	<b>Health/Medical Services</b>	<b>St. Johns County Health Department</b>
<b>ESF 9</b>	<b>Search &amp; Rescue Services</b>	<b>St. Johns County Fire/Rescue</b>
<b>ESF 10</b>	<b>Hazardous Materials</b>	<b>St. Johns County Fire/Rescue</b>
<b>ESF 11</b>	<b>Food &amp; Water</b>	<b>Salvation Army</b>
<b>ESF 12</b>	<b>Energy</b>	<b>St. Johns County Building Department</b>
<b>ESF 13</b>	<b>Military Support</b>	<b>St. Johns County Emergency Services</b>
<b>ESF 14</b>	<b>Public Information</b>	<b>St. Johns County Administration</b>
<b>ESF 15</b>	<b>Volunteers/Donations</b>	<b>St. Johns County Emergency Management</b>
<b>ESF 16</b>	<b>Law Enforcement/Security</b>	<b>St. Johns County Sheriff's Office</b>
<b>ESF 17</b>	<b>Animal Control</b>	<b>St. Johns County Animal Control</b>

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #1**

### **TRANSPORTATION**

**PRIMARY AGENCY:** St. Johns County School Board, Transportation Division

**SUPPORT AGENCIES:** St. Johns County Council on Aging  
St. Johns County Department of Road and Bridge  
St. Johns County Sheriffs Office  
City of St. Augustine

#### **I. INTRODUCTION**

##### **A. Purpose**

The purpose of this ESF is to coordinate the use of the transportation resources to support the needs of local government and other emergency support groups requiring transportation capacity to perform their emergency response, recovery and assistance missions.

##### **B. Scope**

The provision of county transportation support includes, but is not limited to:

1. Performing necessary actions to assist with emergency evacuations and re-entry of threatened areas.
2. Processing all transportation assistance requests received from the Emergency Operations Center (EOC), ESFs, and the State Emergency Operations Center (SEOC).
3. Allocating and/or prioritizing public and private transportation resources for the transportation of people, materials, goods, and services to impacted areas. Modes of transportation include highway, rail, air and water.
4. Establishing emergency highway traffic regulations to control traffic flow and restrict access to roads as appropriate. There are presently no plans in St. Johns County to one-way any evacuation routes.
5. Performing necessary actions to assist with recovery operations.

## **II. POLICIES**

- A. The assets available to ESF 1 will be used to assist the county emergency operations agencies and other ESFs with their emergency efforts to move people, materials, equipment and other resources as necessary. The priorities for allocation are as follows:
1. Evacuating persons from an immediate peril. Special needs individuals receiving priority.
  2. Maintaining traffic movement for self evacuation and re-entry transport of emergency resources.
  3. Transporting materials, personnel, and supplies for the support of emergency activities being conducted by the EOC or ESFs as requested through the SEOC.
  4. Transporting relief supplies necessary for recovery from the emergency.

## **III. SITUATION**

### **A. Disaster Condition**

A minor, major or catastrophic disaster may severely damage the transportation infrastructure. Local transportation activities may be hampered by insufficient transportation resources, damaged transportation infrastructure, and disrupted communications. Prior to impact, evacuation from the potentially threatened area may be ordered. This will require that transportation related decisions be made to facilitate the evacuation.

In the wake of the disaster, many local resources could be unavailable due to damage or inaccessibility. Existing local resources may not be sufficient to handle the demand for assistance, so additional resources may need to be transported into the area.

### **B. Planning Assumptions**

1. All available local transportation resources will be committed and additional help will be needed from the state. Assistance may be requested through the Statewide Mutual Aid Agreement.
2. Coordination with other ESFs efforts will be required.
3. Damaged areas will be restricted and not readily accessible, except in some cases by air or water.

4. Special needs individuals will require assistance.
5. Many road systems might be unusable. The St. Johns County Sheriffs Office will establish 'alternate route' plans, and other emergency traffic procedures as necessary.
6. Petroleum products (gasoline and diesel), oils and lubricants may be in short supply, or unavailable.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

ESF 1 is under the leadership of the St. Johns County School Board Transportation Division.

Upon request, a representative of the division will be available to respond to transportation related requests submitted by the St. Johns County Emergency Management Division. When partial activation of the EOC is implemented, and at the request of Emergency Management, this person will staff the ESF 1 work station, identify which support agencies for ESF 1 are needed, and take steps to assure that support agencies are activated or on alert as appropriate.

ESF 1 will respond to requests for local transportation assistance. It is anticipated that after evacuation efforts are completed, the majority of the requests for transportation resources will be initiated by other ESFs to assist in providing aid to those in need.

The St. Johns County Road and Bridge Department is responsible for supplying petroleum, oil and lubricants to the response effort. Arrangements have been made through the fuel supplier to have priority delivery during an emergency.

##### **B. Organization**

The St. Johns County School Board Transportation Division, as a primary agency, will provide transportation support as requested through the EOC to all operations utilizing emergency coordinators. It will coordinate transportation needs with support agencies, volunteer and private contractor groups.

##### **C. Notification**

1. In the event of a potential threat, primary agencies will be notified by the St. Johns County Department of Emergency Services Division of Emergency Management.
2. The Transportation Division of the St. Johns County School Board, maintains a call list of drivers, and alternates. Upon notification by the Emergency Services Department, the



Transportation Division will implement its call-up procedure.

3. It can be anticipated that transportation support needs will be 24-hour day requirements. The School Board will be prepared to notify its drivers whether or not they will be operating in a 24-hour configuration, and if so, which shift they will be working. Drivers will be advised of where they are to pick up their vehicles from the previous drivers, or transfer their vehicles to oncoming drivers, as the case may be.
4. Upon notification of its activation as an ESF functioning unit, the Transportation Division of the St. Johns County School Board, will make contact with each of the ESF Support Agencies. Support agencies will be notified regarding such issues as: 24-hour operations, fueling points, transfer points for drivers and other information available at the time of notification.

D. Response Actions

1. Initial Actions

- a. Inventories of available vehicular resources will be verified and provided to the EOC from the St. Johns County School Board, St. Johns County Council on Aging and St. Johns County Road and Bridge Department.
- b. Each ESF 1 agency will establish communications with its appropriate field personnel to ensure that they are ready for timely response, and aware of their schedule, in the event 24-hour operations are required.
- c. Coordination will be established with support agencies to prioritize and develop strategies for the initial response.
- d. Resources will be repositioned when it becomes apparent that transportation resources will be required. Initial staging areas could be large, paved, parking areas. Possible sites include:
  1. Ponce De Leon Mall
  2. St. Augustine Outlet Mall
  3. St. Johns Greyhound Track
  4. Local 'strip' shopping centers
  5. Local churches
- e. Any transportation resources that may be needed in recovery should be removed from the potential disaster area to the nearest staging area or selected protected areas.

- f. Equipment accessible to ESF 1 agencies will be committed when evacuation or re-entry of a designated area is authorized.
- g. Initiate contact with special needs individuals to determine if assistance is required, and if so, initiate assistance by using specially modified school buses for the disabled, and support through the St. Johns County Council on Aging.
- h. Begin transportation service to predesignated pick up points.
  - 1. School bus stops will be used in the case of 'no-notice' events. These are widely known to area residents, and to school bus drivers alike. Road and weather conditions might prevent some stops from being utilized.
  - 2. In the event that circumstances allow for advance notice to be given residents, other pick-up points will be established based on availability and serviceability of the sites, following the incidents impact. Some degree of shelter from the elements is desirable. Pick up points could include:
    - a. Public parks/recreation/community centers
    - b. Churches
    - c. Shopping centers, strip centers, malls
- I. Each ESF support agency will verify the availability of fuel from its usual vendor. Availability and shortfalls will be reported to the ESF 1 Representative, who in turn will report the results to the DOO in the EOC.
  - 1. With advance notice, each county fuel point will be 'topped off' by the regular fuel vendor, or if unavailable, by any available source of fuel. County work crews will be notified via available communications to 'top off' their vehicles in anticipation of an incident. Emergency response crews will be notified via the Emergency Services Communications Center to top-off their vehicles.
  - 2. St. Johns County Road and Bridge Department maintains a vendor list which indicates fuel sources beyond those traditionally used, in the event that traditional vendors are unable to satisfy supply needs.
  - 3. St. Johns County government, the St. Johns County School Board, and the separate municipalities in St. Johns County agree to furnish fuel to the other entities from their supplies, should it be necessary. Documentation

will be maintained, and financial reimbursement will be made following the incident.

- j. The St. Johns County Sheriff's Office, coordinating with the Florida Highway Patrol, municipal police departments and St. Johns County Traffic Engineers, will change traffic flow as needed for Emergency Services and evacuation. This could include the closing of some streets.

2. Continuing Actions

- a. ESF 1 will coordinate transportation resources with requests for transportation of personnel goods and services.
- b. Priorities will continually be reassessed to address the most critical transportation needs and to develop strategies.
- c. Resources which are committed to specific missions will be tracked for redeployment if necessary.
- d. Resources will be restaged, as appropriate. Staging areas will be relocated as needed.
- e. Special needs individuals will receive priority assistance. School Board vehicles modified for the disabled, will be supported by the St. Johns County Council on Aging, in supporting the evacuation or transportation needs of these individuals.
- f. Continuation of all items outlined under 'Initial Actions', above.

E. Recovery Actions

1. Initial Actions

- a. Upon request, transportation resources will be provided to assist recovery activities for personnel, supplies and equipment.
- b. Develop recovery actions and strategies by working with, or serving as a member of, the R/LMSTF.

2. Continuing Actions

Transportation will continue to be provided for related activities.

**V. RESPONSIBILITIES**

**A. Primary Agency**

St. Johns County School Board Transportation Division.

**1. Responsibilities**

- a. As the primary agency, the Transportation Division will coordinate with the support agencies in directing transportation resources and prioritizing the needs for transportation services.
- b. The Transportation Division's equipment resources may have a more immediate need, and be more effectively used, if utilized in such tasks as road clearing, dyke building and other construction related tasks. To assure that equipment is utilized most beneficially to the public, constant coordination will take place with ESF 3 (Public Works and Engineering).
- c. ESF 7 (Resource Support) and ESF 15 (Volunteers and Donations), will supply information pertaining to potential volunteer groups, contract vendors, and other entities that might be able to supplement local resources.
- d. Maintain complete and accurate documentation for the recovery package to include but not limited to:
  - 1. Employee/Volunteer time sheets
  - 2. Purchase orders
  - 3. Receipts of materials purchased
  - 4. Receipt for donated items
  - 5. Credit card statements
  - 6. Contracts
  - 7. County hours/Rental equipment used
  - 8. Fuel tickets

**B. Support Agencies**

**1. St. Johns County Council on Aging (SJCCOA)**

- a. Drivers and vehicles will be provided from the SJCCOA motor pool.

- b. The SJCCOA will be the lead in ESF 1 for coordinating with special needs individuals and responding to their needs.
  - c. The SJCCOA will be responsible for coordinating with its supplier of fuel, to determine if supplies will continue to be furnished during the duration of the incident.
2. St. Johns County Sheriffs Office (SJCSO)
- a. SJCSO will coordinate continuing supply of fuel with its traditional vendors, or emergency sources as required.
  - b. SJCSO is responsible for planning evacuation and re-entry routes, and coordinating the closure or rerouting changes with ESF 3 (Public Works and Engineering), municipalities and the FHP as needed.
  - c. Through ESF 16 (Law Enforcement and Security), the SJCSO will coordinate law enforcement activities, and provide emergency vehicles to transport or escort emergency personnel and vital supplies.

## **VI. ADDITIONAL RESOURCES**

ESF 1 will utilize personnel and resources from its primary and support agencies to respond to mission assignments related to emergencies. Additional resources available at other ESFs may be coordinated and mobilized to support ESF 1 missions. When requests begin to exceed the ESF's capability to respond, additional resources, (i.e., state agencies, federal agencies, contractual agreements and mutual aid agreements) will be mobilized. All personnel and resources mobilized by ESF 1 will remain under the direction and control of the ESF, unless otherwise notified.

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #2**

### **COMMUNICATIONS**

PRIMARY AGENCY: St. Johns County Department of Emergency Services

SUPPORT AGENCIES: St. Johns County Sheriff's Office  
City of St. Augustine Police Department  
City of St. Augustine Fire Department  
Amateur Radio Emergency Service (ARES)

#### **I. INTRODUCTION**

##### **A. Purpose**

The purpose of this ESF is to assure provisions for communications to support county and local response efforts before, during and immediately following the Emergency Declaration.

##### **B. Scope**

ESF 2 plans, coordinates and assists in providing communications support to state, county and local disaster response elements. This ESF will coordinate the communications assets (both equipment and services) available from state agencies, volunteer groups and county agencies. 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).

#### **II. POLICIES**

ESF 2 will:

- A. Identify communications facilities, equipment and personnel located in and outside the affected area(s) that could be made available to support recovery efforts.**
- B. Identify actual and planned actions of commercial telecommunications companies to restore services.**

#### **III. SITUATION**

A. Disaster Condition

A disaster condition may result from a significant natural disaster, or from a man-made set of circumstances that cause a disastrous incident. Disasters such as hurricanes can cause widespread damage to commercial telecommunications and electric transmission facilities. All surviving communications assets of the various state and local government agencies, as well as the Florida Telecommunications industry, will be needed to assure victims of an immediate and effective response.

B. Planning Assumptions

1. Initially, local emergency service organizations will focus on lifesaving activities. Government officials will work toward reestablishing control in the disaster area. The county emergency management organization will become the central point of coordination and control for local relief activities.
2. Initial reports of damage may be fragmented and provide an incomplete picture of the damage to communications facilities.
3. Weather and other environmental factors may restrict the movement of communications equipment into the affected area.
4. The affected area's ability to communicate might be impaired.
5. The type of natural disaster might necessitate the careful consideration of sites for establishing an ICS system in the field, while using the ESF concept in the EOC.
6. The EOC will be operational or an alternate site will be used, which was designated prior to the disaster.

**IV. CONCEPT OF OPERATIONS**

A. General

Under the leadership of the St. Johns County Department of Emergency Services, representatives from each of the support and voluntary agencies will staff the EOC. The role of the primary agency will be to focus on coordination and to ensure the management of the combined agency effort.

B. Notification

ESF 2 will notify the State Warning Point. The EMD will call for notification of all or part of

the ESF primary agencies, who will notify their support agencies.

C. Response Actions

1. Begin accessing needs to pre-stage communications assets for rapid deployment into the affected area(s).
2. Determine what assets are available and nearest to the affected area(s) by a comparison to the location and capabilities of ESF 2 support agencies, and the time frame in deploying those assets.
3. Primary and secondary communications systems exist for the following:
  - a. St. Johns County EOC is connected with county subunits' via: telephone, cellular phone, fax, UHF/VHF radio, and 800 MHZ radio.
  - b. The St. Johns County EOC is in communication with the SEOC via: SATCOM, Internet E-Mail, telephone, fax and cellular phone lines. UHF/VHF and 800 MHZ System can also be used, relaying through Florida Department of Law Enforcement (FDLE).
  - c. St. Johns County's EOC communicates with municipalities using the same resources as in item 'a' above.
  - d. ESF communication will use all systems noted in item 'a' above.
  - e. The State Wide Mutual Aid Agreement will be used to expand or enhance the communications capabilities of St. Johns County when they have been expended.
4. Communications will be maintained with the shelters through use of pre positioned HAM radios. Food service locations and distribution sites will use telephones if available. If phone systems are not available, cellular phones will be the first backup. In the event that cellular capability is not available, Amateur Radio Emergency Services (ARES) will be used.

The Amateur Radio Emergency Service (ARES) will be available in an emergency.

The ARES Area Coordinator will be responsible for coordinating resources including manpower and equipment.

ARES Role/Responsibilities as a support agency to ESF 2 are as follows:



- a. Participate in Emergency Management training exercises including the Statewide Hurricane Drill.
  - b. Assign an ARES radio operator to each of the following:
    1. Each designated shelter
    2. EOC
    3. Flagler Hospital
    4. Staging Area
  - c. Relay emergency communications as needed between shelters, Flagler Hospital and the Staging Area to the EOC. Send messages from the EOC to the SEOC when necessary.
  - d. Use any members not assigned to a specific location to assist with damage assessment activities.
5. The St. Johns County Emergency Services Communications Center, SJCSO Communications Center and municipal police departments, have twenty four-hour operations. By converting to 12 hour shifts, the number of communicators on duty at any given time can be increased.
- a. Repair and service personnel will be divided into two 12-hour shifts to assure that communications capabilities can be maintained at all times.
  - b. Shelters will have 24-hour staffing to maintain communications with the pre positioned radios at each primary shelter.
  - c. Food service centers and distribution sites, including staging areas, will be staffed 24 hours a day to serve the public needs and to maintain communications with the EOC by using cellular/commercial telephone service, or ARES.
6. St. Johns County Emergency Services has a mobile communications Command Post that can be deployed to any region of the County.

The Mobile Command Post is equipped with the following:

- a. UHF/VHF Radios
- b. Antennas
- c. Generator
- d. Cellular Telephone
- e. 800 MHZ radio

- f. Television
- g. PC Computer is assigned
- h. Copier is assigned

St. Johns County Emergency Services has a portable 80' tower equipped with VHF radio antennas that can be deployed to any region of the county to enhance radio coverage.

- 7. St. Johns County emergency Services as primary agency for ESF 2 will determine the necessity for pre-deployment of resources. This decision will be based on type of emergency, location, and intensity.

It will be important to protect communications resources during the initial impact of the disaster and then allocate the equipment during response.

During the preparedness stage, emergency communication equipment will be staged at evacuation shelters and Flagler Hospital.

#### D. Repair and Restoration Priorities

Government must have communications capability to serve the public during the disaster. Consequently, it will receive priority over the private sector. Exceptions will be made for private sector organizations which may be dealing with life threatening circumstances; such as hospitals, long term care facilities, and utilities. The EOC DOO and ESF 2 representative will have difficult decisions to make in allocating resources, but the following general guidelines will be used:

- 1. Repair:
  - a. First Priority: Primary and secondary capabilities in Communications Centers. Primary capabilities to health care and utilities.
  - b. Second Priority: Emergency Responders vehicular/hand-held radios. Secondary systems to health care and utilities. Capabilities to subunits of government, and ESF Primary Agencies, such as public works and the St. Johns County School Board.
  - c. Third Priority: Primary communications capability with shelters, food service facilities and distribution centers.
  - d. Fourth Priority: Secondary or backup system to third priority organizations.

2. Restoration
  - a. First Priority: Government communications systems, health care and public utilities.
  - b. Second priority: Schools, community centers, organizations involved in recovery, facilities used by Florida Division of Emergency Management Disaster Recovery Centers.
  - c. Retail, commercial areas, industrial parks and other major employers or sources of recovery and mitigation materials and assistance.
  - d. General residential neighborhoods.

The St. Johns County Department of Emergency Services incorporates communications drills between St. Johns County and the Municipalities during the Statewide Hurricane Exercise.

St. Johns County communicates almost daily with the municipalities via telephone, radio and fax during everyday emergency situations.

ESF 2 will begin planning the recovery communications process by:

1. Accumulative damage information obtained from assessment teams.
2. Assembling a list of all communications assets available to support a recovery mission. Other volunteer and local agencies with the communications assets may be requested to contribute assets to the response effort. Industrial resources may also be considered for availability and effectiveness. Availability, operational condition and duration of need must be considered. The logistical requirements necessary to obtain critically needed equipment will also be evaluated.

## **V. RESPONSIBILITIES**

### **A. Primary Agency**

Responsibilities for execution of ESF 2 are placed upon the St. Johns County Department of Emergency Services.

1. Responsibilities
  - a. Maintain inventory of all communications equipment that might be available for use in time of emergency.

- b. Maintain complete and accurate documentation for the recovery package to include but not limited to:
  - 1. Employee/Volunteer time sheets
  - 2. Purchase orders
  - 3. Receipts of materials purchased
  - 4. Receipt for donated items
  - 5. Credit card statements
  - 6. Contracts
  - 7. County hours/Rental equipment used
  - 8. Fuel tickets

B. Support Agencies

- 1. ESF 2 support representatives need to be aware of their organization's ability to provide support.
- 2. State agencies will provide the support to the EOC efforts under this plan.

**VI. RESOURCES**

- A. The assets listed are of critical importance to providing communications to an affected area and will be used to transmit and receive information.

Radio Communications Systems

- 1. UHF/VHF Radio Systems
- 2. 800 MHZ Radio System
- 3. Mobile Data Terminals
- 4. Base Radio Station
- 5. Portable UHF/VHF Radios
- 6. VHF Pagers

EOC Communications Systems

- 1. Telephone (100 lines)
- 2. ESatCom
- 3. Contel Weather System
- 4. DTN Weather System
- 5. Quick Fax (5 lines)
- 6. (EAS) Emergency Alert System
- 7. Channel 3 Cable Override

8. (ARES) Amateur Radio Emergency Service
9. Alpha Paging System
10. Internet E-Mail
11. County E-Mail, including Constitutional Officers
12. Cellular Telephone

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #3**

### **PUBLIC WORKS AND ENGINEERING**

PRIMARY AGENCY: St. Johns County Road and Bridge Department

SUPPORT AGENCIES: St. Johns County Engineering Department  
St. Johns County Utilities Department  
St. Johns County Facilities Maintenance  
City of St. Augustine  
City of St. Augustine Beach  
Town of Hastings

#### **I. INTRODUCTION**

##### **A. Purpose**

The purpose of this ESF is to provide public works and engineering support to assist the local governments in needs related to lifesaving or life protecting support prior to, during and immediately following a major or catastrophic disaster.

##### **B. Scope**

1. ESF 3, Public Works and Engineering support, includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting and emergency repair and clearance of roads.
2. ESF 3 support activities include, but are not limited to:
  - a. Emergency clearance of debris for reconnaissance of the damage areas and passage of emergency personnel, supplies and equipment for lifesaving, life protecting, health and safety purposes during the immediate response phase.
  - b. Clearing, repairing and construction of damaged emergency access routes necessary for the transportation of rescue personnel, supplies and equipment. These routes include streets, roads, bridges, ports, waterways, airfields and any other transportation facility.

- c. Emergency restoration of critical public services and facilities will be addressed by ESF 1 (Transportation of water), ESF 3 (For repair and restoration of drinking and fire fighting systems, and ESF 11 (Food and Water needs). The DOO will monitor incoming information within ESF 5, and give direction to the ESFs regarding needs and suggested actions. The R/LMSTF will be tasked with looking into longer term issues of restoration of full service.
- d. Emergency demolition or stabilization of damaged structures and facilities designated by state or local government as immediate hazards to public health and safety, or as necessary to facilitate the accomplishment of lifesaving operations.

## **II. POLICIES**

- A. The St. Johns County Road and Bridge Department (SJCRBD), as primary agency, will perform under the authority of the St. Johns County Comprehensive Emergency Management Plan. (St. Johns County CEMP)
- B. The SJCRBD will coordinate the activities of ESF 3 and, with assistance from support agencies, will respond to missions received under the St. Johns County CEMP.

## **III. SITUATION**

### **A. Disaster Condition**

A major or catastrophic disaster will cause unprecedented property damage. Homes, structures, public buildings, bridges and other facilities will be damaged or destroyed. These facilities must be reinforced, demolished or isolated to ensure safety to the public. Streets, highways and other components of the transportation network, will be damaged or unusable. Public utilities will be damaged and may be partially or fully inoperable.

In the event of a disaster, many local response personnel will be unable to perform their prescribed emergency duties. Equipment in the immediate disaster area may be damaged or inaccessible. Resources will be limited in the immediate disaster area. State agencies will have to deploy resources from outside the affected area to ensure a timely, efficient and effective response. Disaster assistance must begin immediately.

### **B. Planning Assumptions**

- 1. Local governments in the immediate disaster area will need assistance in clearing debris, performing damage assessments, structural evaluations, 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 damage assessment of the disaster impact area will be necessary to determine potential workloads.
4. Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.
5. Legal requirements that delay the securing of contractors or purchasing of materials must be waived.
6. Large number of skilled personnel, engineers, construction workers, equipment operators, etc., with construction equipment and materials may be needed from outside the disaster area.
7. Support services for all personnel and equipment may have to be provided from outside the disaster area.

#### **IV. CONCEPT OF OPERATION**

##### **A. General**

ESF 3 is under the leadership of the St. Johns County Road and Bridge Department. Upon request, a representative of the department will be available to respond to Road and Bridge and engineering related requests submitted by the Emergency Management Office. When partial activation of the Emergency Operations Center (EOC) is implemented and at Emergency Management Director's request, this person will staff the ESF work station, identify which support agencies for ESF 3 are needed, and take the necessary steps to assure that the needed agencies are notified, or placed on alert as appropriate.

##### **B. Organization**

The St. Johns County Road and Bridge Department (as ESF 3's primary agency) and ESF support agencies will provide, as requested through the EOC skilled personnel, engineers, construction workers, equipment operators, etc., with construction equipment and materials. Upon activation, the representative will notify those department personnel and support agencies to provide emergency support.

##### **C. Notification**



1. In the event of a potential threat, primary agencies will be notified by the Division of Emergency Management.
2. St. Johns County Road and Bridge will notify ESF 3 support agencies.
  3. Mobilization preparation will be made to ensure rapid deployment of resources.
  4. Equipment and material inventories are secured.

D. Response Actions

1. Initial Actions

- a. Inventories of available vehicles, personnel and materials will be verified and provided to ESF 5, (Planning and Information).
- b. Each ESF 3 agency will establish communications with their appropriate field personnel and ensure that they are ready for timely response.
- c. ESF 3 will coordinate with support agencies to establish priorities and develop strategies for the initial response.
- d. ESF 3 will coordinate with support agencies to identify available resources. Personnel and equipment will be available based upon established priorities. Plans for mobilization will be defined.
- e. ESF 3 will determine if there is an immediate need for 24-hour field force staffing, and if so, establish work schedules and notify personnel through the traditional lines of supervision, or through the appropriate support agency channels.
- f. ESF 3 will conduct an immediate assessment, following the incident, to determine if pre-positioning of equipment and materials is required or advisable. In the case of developing emergencies or disasters, such as a hurricane, adequate advance notice exists to allow for the analysis and pre-positioning to take place prior to the incident.
- g. While conducting the analysis in item 'f' above, a determination will be made as to whether or not personnel should be pre-positioned. Those considered for prepositions would include, primary agency employees, support agency workers and contract workers.

- h. Preselected sites will be established for the pre-positioning of personnel, equipment and materials.
  - 1. Personnel will be pre-positioned in locations which afford protection from the elements, restrooms and if possible shower facilities, common space for feeding and rest of workers while awaiting redeployment. Possible sites include, but are not limited to: existing government public work areas, community centers, industrial parks, fire/rescue stations.
  - 2. Equipment, especially self-propelled such as trucks and earth moving, will be pre-positioned near fueling sites, with consideration to sheltering the equipment from winds, hail and other elements of nature. Paved surfaces, or high, dry ground are preferred. Equipment will need to be pre-positioned with or near the drivers/operators. Possible sites include, but are not limited to: existing government work yards, community centers/parks, industrial parks, and shopping malls.
  - 3. Materials should be pre-positioned to sites with consideration given to protection from the elements, security, accessibility to users, road/transportation access.

2. Continuing Actions

- a. ESF 3 will coordinate available personnel, equipment and construction materials and allocate resources with requests from the EOC. ESF 3 will be responsible for maintaining a supply of petroleum, oil and lubricants for the response effort.
- b. Debris removal and repairs will begin to allow access into the disaster area. ESF 3 will coordinate the cooperative efforts of FDOT, the support agencies, local governments and public work companies.
- c. ESF 3 will reassess priorities to address the most critical infrastructure needs and develop strategies.
- d. ESF 3 will track resources which are committed to specific missions, for redeployment as necessary. Updated information will be provided to ESF 5 (Information and Planning).
- e. ESF 3 will modify work schedules to allow for 24-hour staffing as ongoing circumstances change and work conditions (such as night visibility) permit.

- f. Equipment and materials will be repositioned as necessary, to meet the requirements of the emergency.
- g. Emergency clearance of debris to allow passage of equipment, personnel and supplies into the affected area will use the following criteria:
  - 1. To open passages to assist residents whose lives are at risk.
  - 2. To open passages to assist residents who are injured.
  - 3. To open passages to emergency response facilities, such as the EOC, fire stations, shelters, mass feeding sites, and health care facilities.
- h. The priority for clearing, repairing or reconstruction of damaged transportation routes and systems will be the same as item 'g' above.
- i. Restoration of public infrastructures, such as water for firefighting, potable water supplies, will be the fourth priority, following those identified in item 'g' above.
- j. Damaged or unstable structures pose a threat to residents. As they are identified, they will be prioritized, based on the threat to the community. SAR will be conducted as necessary to determine if there are injured or trapped people within the structure.

Structures will be marked and barricaded as possible to prevent persons from entering them. Those requiring demolition, will be demolished, as time and qualified personnel permit. ESF 3 will be conscious of the legal issues involved in such demolition.
- k. The primary as well as each support agency of this ESF, will conduct an inventory of available equipment annually. It will be on file at the St. Johns County Road and Bridge Office and reviewed/updated annually.
  - l. Skilled construction workers, whether from mutual aid sources, or the private sector, might be needed. With advance notice, they could be pre-positioned, pending an incident, along with their equipment and supplies. Sites include:
    - a. SJC Road and Bridge Department (State Road 16)
    - b. SJC Fairgrounds (State Road 207)
    - c. Inland SJC Fire Departments
    - d. SJC Recreational Sites

E. Recovery Actions

1. Initial Actions

- a. Upon request, ESF 3 will provide engineers, skilled personnel, construction workers, etc., with construction equipment and materials to assist in recovery activities.
- b. ESF 3 will review recovery actions and develop strategies.

2. Continuing Actions

- a. Support Services will continue for personnel and equipment in the disaster area.
- b. Damage assessments will continue with priorities shifting accordingly.
- c. The St. Johns County Road and Bridge Department will continue to coordinate with ESF 3 support agencies in establishing ESF 3 priorities and support the missions with personnel and equipment.

V. **RESPONSIBILITIES**

A. Primary Agency

St. Johns County Road and Bridge Department

1. Responsibilities

- a. As the primary agency for ESF 3, the St. Johns County Road and Bridge Department will coordinate the ESF 3 support agencies in directing resources and prioritizing needs in the areas of debris removal, restoring access, damage assessments, and other areas related to infrastructures.
- b. The resources of the department will be deployed and utilized in coordination with ESF 3 support agencies and local governments.
- c. ESF 3 will support the other ESF tasks as needed, in accordance with established priorities.
- d. ESF 3 will be responsive to, and support directions of the EOC.

e. Maintain complete and accurate documentation for the recovery package to include but not limited to:

1. Employee/Volunteer time sheets
2. Purchase orders
3. Receipts of materials purchased
4. Receipt for donated items
5. Credit card statements
6. Contracts
7. County hours/Rental equipment used
8. Fuel tickets

B. Support Agencies

1. Support agencies will maintain communications with the ESF 3 representative in the EOC, advising of the status and availability of personnel, equipment and materials.
2. Support agencies will be flexible in redeploying personnel, equipment and materials as situational needs change. Direction for redeployment will come from the EOC, using established criteria for prioritizing resource allocation.

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #4**

### **FIRE FIGHTING / EMERGENCY MEDICAL**

**PRIMARY AGENCY:** St. Johns County Emergency Services Department  
Fire/Rescue Division

**SUPPORT AGENCIES:** St. Augustine Fire Department  
St. Johns County Sheriff's Office  
St. Johns County Medical Examiner  
Flagler Hospital  
St. Johns County Engineering Department  
St. Johns County Division of Beach Management

#### **I. INTRODUCTION**

##### **A. Purpose**

The purpose of this ESF is to provide support to local governments and to describe the use of resources to provide emergency medical treatment to the seriously injured and immediately medically compromised, entrapped. Detect and suppress urban, rural and wild land fires resulting from, or occurring coincidentally with, a significant disaster condition or event. This ESF will assist with ESF 9.

##### **B. Scope**

ESF 4, Fire/Emergency Medical Services (EMS), involves emergency medical treatment to the seriously injured and immediately medically compromised, to the physically entrapped, managing and coordinating fire fighting support to local entities in the detection and suppression of fires, and mobilizing and providing personnel, equipment, and supplies in support of local entities.

#### **II. POLICIES**

- A.** St. Johns County Fire/EMS Divisions will assist and augment local agencies with their emergency medical and fire fighting responsibilities and efforts.
- B.** Emergency Medical care and fire fighting will be coordinated by the Fire and EMS Divisions, with a single Operations Chief in overall command of tactical issues.

- C. ESF 4 will interface with ESF 8 as to medical assistance and transportation of victims beyond initial collection points.
- D. St. Johns County is a signatory to the State Wide Mutual Aid Agreement and may request assistance through this agreement. In addition, SJC has an on going, working mutual aid policy with the Florida Division of Forestry.
- E. State firefighting support can be acquired by initiating a request for such with the State Emergency Operations Center (SEOC).

### III. SITUATION

- A. Large numbers of citizens injured or with other medical needs are to be expected, depending upon the disaster. ESF 8 will handle and coordinate the collection points and aid stations, with ESF 9 initially responding for the more severely compromised and/or entrapped victims. Under the best of circumstances, the management and coordination of multiple or mass casualties, or large fire fighting operations are complex and may involve disastrous proportion, or which are coincident with any other disaster situation, will place excessive requirements upon local entities.

A major disaster or catastrophic event may result in many injured citizens and may result in urban, rural and wild land fires. Chronic or previous medical conditions may be aggravated or become acute due to the disaster. Ignition sources, which would normally be of a lesser concern, grow in their potential under a disaster condition.

In disaster conditions, injuries sustained from the disaster, and secondary to the cause, can seriously threaten the well being and lives of the citizens. Fires could spread rapidly, cause great damage and seriously threaten lives and property.

#### B. Planning assumptions

- 1. All available local Fire/EMS resources will be committed, and additional assistance will be needed from the state. An inventory of vehicles and equipment that would be available for firefighting is maintained in the Communications Center, the list was last updated October 1998. Current County and municipal equipment includes:
  - a. Twenty-eight (28) county engines
  - b. Seven (7) county EMS rescue/transport vehicles
  - c. Three (3) back up EMS rescue/transport vehicles
  - d. One (1) county ladder truck
  - e. One (1) county Hazardous Materials Truck

f. Municipalities:

1. 3 City of St. Augustine Engines
  2. 1 City of St. Augustine Ladder
  3. 1 City of St. Augustine Beach Engine
2. Coordination and direction of the local efforts, including volunteers, will be required.
  3. Damaged areas will be restricted and not readily accessible, except, in some cases, by air.
  4. Secondary events or disasters will threaten lives and property as well as emergency personnel.

**IV. CONCEPT OF OPERATIONS**

A. General

1. The SJC Fire/Rescue Division, as the ESF 4 Primary Agency, will coordinate the provisions of other Fire/EMS personnel and equipment. It will also plan, coordinate, and mobilize the resources of the statewide fire service through the SEOC. It will additionally coordinate those resources volunteered from other unidentified sources. The Fire and EMS Divisions shall operate under the ICS system, and shall identify a single officer to function as the Incident Commander / ESF team leader.
2. The St. Johns County Emergency Services Department operates the communications center for the SJC Fire/Rescue Division, with the City of St. Augustine Fire Department dispatched by the City's Police Department. The SJC Fire/Rescue Division maintains a shift supervisor on each of three shifts, who is responsible for coordination of fire and EMS resources within his/her watch, as well as direct supervision of career staff on duty. Fire fighting activities would be escalated by utilizing one of two sets of response methods:
  - a. No-Notice Occurrence. The on-duty shift supervisor maintains command and control over all fire and rescue personnel, equipment and resources until such time as relieved by a more senior officer. The incoming officer elect to restructure his staff to meet the response needs. For instance, the County may be divided into Divisions (areas or districts), each with a Division Supervisor controlling the resources within it, and tactically directing emergency responders.
  - b. Advance Warning Occurrences. In the case of a hurricane, ample time would be available for the SJC Fire/Rescue Division to be restructure in anticipation of the occurrence. Resources could be reallocated and pre-positioned into



task-forces. These task forces might be relocated to shelters which can withstand the expected landfall havoc, and be ready to respond as soon as conditions allow.

B. Organization

The SJC Fire/Rescue Division is the primary agency for ESF 4. Supporting the ESF 4 will be a representative from the Municipal Fire departments and the SEOC. Representatives from the primary agency will be present in the Emergency Operations Center (EOC) on a 24-hour basis.

C. Notification

1. Upon notification by the State Warning Point (SWP) of a potential or actual event requiring response, the emergency contact person for the SJC Fire & EMS Divisions will notify all other ESF members by telephone or through the communications center facilities.
2. All support agency contact persons for ESF 4, will be instructed to alert their personnel to ensure that all available resources are on standby.
3. Other resource inventories are confirmed for possible use.

D. Response Actions

1. Initial Actions

- a. State and other local resources from outside the disaster area are committed through coordination with other agencies with Fire/EMS resources.
- b. Transportation may be provided, if available, or it may be the responsibility of the resource agency. This may require coordination with ESF 1. Also, resources may be pre-positioned, if necessary.

2. Continuous Actions

- a. Coordination between state, local and if requested, federal Fire/EMS resources are controlled by the primary agency.
- b. Fire/EMS resources are reassigned, as needed, and as requested.
- c. Fire/EMS resources are withdrawn when no longer needed.
- d. Upon request, ESF 4, will provide fire fighting resources to assist recovery

efforts.

- e. The Florida Fire Chiefs Association has established a mutual aid agreement with its members. It allows for the predesignation of equipment and personnel to be lent in the event of a mutual aid request. The identified items are assigned an identification number by the Department of Community Affairs which manages the coordination of the call-up when requests are made. Coordination with the Florida Fire Chief's Association to obtain state firefighting support shall be in accordance with this plan (a copy of the plan is maintained in the Fire Chief's office.)

## V. **RESPONSIBILITIES**

### A. Primary Agency

The SJC Fire/Rescue Division will be the primary agency in ESF 4. As the primary agency, the SJC Fire/Rescue Division will coordinate with the support agencies in directing fire fighting and rescue resources and responsive activities.

1. Maintain complete and accurate documentation for the recovery package to include but not limited to:
  - a. Employee/Volunteer time sheets
  - b. Purchase orders
  - c. Receipts of materials purchased
  - d. Receipt for donated items
  - e. Credit card statements
  - f. Contracts
  - g. County hours/Rental equipment used
  - h. Fuel tickets

### B. Support Agencies

The support agencies will have primary responsibility to fire protection and rescue service to their municipalities, but will have the ability to work jointly with SJCF/R in the movement of personnel, equipment and supplies to those areas of the county most in need of the resources. Municipalities will maintain properly trained and certified fire firefighting personnel, regardless of full-time, part-time or volunteer status.

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #5**

### INFORMATION AND PLANNING

PRIMARY AGENCY: St. Johns County Planning Department

SUPPORT AGENCIES: All ESFs within this Plan  
City of St. Augustine Planning Department  
St. Johns County Emergency Management Division  
St. Johns County Geographic Information Systems (GIS)  
St. Johns County Management Information Systems (MIS)  
St. Johns County SHIP Program

#### **I. INTRODUCTION**

##### A. Purpose

The purpose of this ESF is to address those procedures and activities assigned to the Information and Planning function in support of the Emergency Management Plan in a major disaster or anticipated disaster.

##### B. Scope

This ESF coordinates overall information and planning activities in the Emergency Operations Center (EOC).

#### **II. POLICIES**

St. Johns County Planning Department

- A. Collect and process essential information and disseminate it for use by the local authorities. Provide input for reports, briefings, displays and plans.
- 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 response operations with charts and status boards in the EOC.
- C. Establish a pattern of information flow in support of the action planning process initiated by the Emergency Management leadership.

### **III. SITUATION**

#### **A. Disaster Condition**

A significant natural disaster or other major event will be of such severity and magnitude as to require state response assistance to supplement local government's efforts to save lives and protect property.

1. The local response elements will be the best available source of vital information regarding damage and initial unmet needs assessments.
2. There will be an immediate and continuous demand for information on which decisions will be made to conduct response and recovery actions.
3. There will be delays in establishing full information processing capabilities.
4. During a disaster, message flow may bottleneck in the EOC due to extremely intense levels of activity.

### **IV. CONCEPT OF OPERATIONS**

#### **A. General**

During an emergency or disaster, personnel of St. Johns County Planning Department will act as the staff for ESF 5. The Duty Operations Officer (DOO) will be the overall coordinator for the ESFs. In the immediate hours following impact of a disaster, the ESFs will sort and process information received. ESF 5 is responsible for assisting with message flow within the EOC, displaying information data, tracking mission assignments and providing technical data in support of disaster operations.

#### **B. Support Structure**

ESF 5 consists of assisting with message flow, assisting with mission tracking, response planning and status board staff dispersed at large throughout the EOC. This ESF will also have an information table in the EOC, which will be responsible for providing technical information.

#### **C. ESF 5 Information Processing Unit (IPU)**

As indicated in item B, above, ESF 5 will maintain an information table which is referred to as the IPU. The IPU will be staffed with personnel to work closely with ESF 14 (Public Information), to disseminate information concerning storm characteristics, clearance times, and other types of data as needed. The IPU has the capability of providing the following types of

Information:

1. Tracking information including distance to impact, forward speed, and the time to impact for cyclone storms.
2. Forecast information, including forecast tracks, projected wind speeds, and barometric pressure, for cyclone storms.
3. County shelter capacity compared to demand/Space availability.
4. Clearance times, evacuation times, and pre landfall hazard times figures.
5. Demographic information
6. Special Need figures and requests for assistance.
7. Evacuation maps - evacuation needs and requests for assistance.
8. General information
9. Tracking of recovery resources.
10. Daily Reports/Situation Reports
11. Operation status of Disaster Recovery Center (DRC) location.
12. Damage Assessment Information
13. Information to and coordination with the SEOC.
14. Assist with updating Emergency Information on the Emergency Management Web-Site, located at [www.co.st-johns.fl.us](http://www.co.st-johns.fl.us).

D. Message Flow

1. Receiving Messages within the EOC
  - a. All incoming requests for assistance will be directed to the Duty Operations Officer (DOO) in the EOC. The DOO will use the computerized messaging system to direct action in support of the request. The message will be sent to the ESF(s) tasked with responding to the issue.

- b. ESF 5 will record the information on all appropriate status boards, charts, maps, overheads, situation reports. ESF 4 will print any messages that are needed for tracking purposes and historical record.
- c. Various color markers will be used for maintaining status boards. This will help to identify issues involving people, as compared to property. For instance, a **red** marker may be used to indicate a request for evacuation of residents, while **black** could indicate public works' assistance in road repair is needed.
- d. A Critical Request Control Board will be used to track priority issues. These could include life saving issues (evacuation of 'at risk' residents); or time sensitive issues, such as a road that must be cleared by a particular time for the arrival of Division of Forestry fire fighting equipment that is badly needed.

## 2. Message Flow Feedback

- a. ESF 5 will send feedback to the DOO on what action they have taken using the computerized messaging system. This message can also be distributed to ESF's which have an interest in, or are working on, the same issue.
- b. The DOO will review the feedback messages and forward them back to ESF 5 for data entry and updating status boards.

## 3. Briefings

- a. **Shift Change.** Each oncoming shift will report to work one half hour prior to its 'take over' time. The off-coming DOO will make a presentation to the oncoming shift of key issues and elements of information. The DOO may ask other EOC staff including ESF representatives to take part in the briefing, if the DOO deems it appropriate. Each ESF representative will continue the briefing, by thoroughly covering the status of the issues of their work station with their oncoming relief. This briefing is intended for EOC staff only, and will concentrate on details of the operation.
- b. **VIP Briefing.** This will usually take place twice a day, a minimum of one hour after each shift change, so as not to interfere with EOC Staff. Those attending this briefing include: constitutional officers, elected officials, key government representatives, who are not EOC workers themselves, selected business and community leaders who are involved in the relief effort may participate. State and federal officials would be invited and encouraged to attend.
- c. **Special Briefings.** So long as they do not conflict with the operations of the EOC,

Special Briefings can be scheduled for specific reasons, such as: Updating the officials of a municipality of the specific issues and actions impacting on that community. This same principal could apply to informing groups from the State of Florida, or federal government, on the status of activities in St. Johns County.

- d. News Media Briefings. These will be conducted as needed and warranted by news media interest in the event, and the inconvenience and distraction it poses to EOC Staff. It is likely that a midmorning briefing will be conducted to address the midday tv news program needs, a mid-afternoon briefing for the early evening tv programs and a late evening briefing to address the needs of broadcasters late shows and morning newspapers.
  - e. Municipalities will be kept aware of the situations and actions impacting on their community, by the presence in the EOC of their own liaison officer.
  - f. A position will be available in the EOC for a representative from the Florida Division of Emergency Management. Should this liaison position not be filled, E-Mail, Fax, SATCOM, cellular and commercial telephones will be used to keep the DEM updated on issues and circumstances in St. Johns County.
- E. Displays
- 1. Status boards, charts, maps, and other visual displays will be used in the EOC to assist EOC leaders, ESF representatives, and those being briefed in the EOC, to understand the conditions in St. Johns County, and how the issues at hand are being responded to.
  - 2. Key displays include, but are not limited to:
    - a. Critical Request Control Board.
    - b. Shelter Status Board: This will indicate which shelters are operational, current occupancy, available space, critical shortages (i.e., nurse, cots, fuel for generator, etc.)
    - c. Street/Road Closures: This will indicate which roads are functional, and when it is anticipated nonfunctional roads will be usable.
    - d. Mission Board: This is the basic board that identifies where needs exist. It identifies the primary ESF tasked with the issue, what resources have been allocated to the issue, and Expected Time of Completion (ETOC).

- e. **Mutual Aid Requests:** This board tracks requests from St. Johns County for State Wide Mutual Aid Assistance. It lists the items or people requested, expected courses of action, and anticipated arrival time.
- f. **Resource Availability.** This is a constantly changing board that displays which personnel, what equipment, and which assets are not committed. This could include pre-positioned items, or personnel and equipment, having finished one task and awaiting redeployment to another.

**D. Notification**

The State Warning officer will notify the St. Johns County EMD, if mutual aid is being requested for a situation occurring elsewhere. If a disaster occurs in St. Johns County, the St. Johns County EOC will notify the State Warning Point.

**E. Twenty-four Hour Operations**

- 1. Depending on the magnitude of the incident, it is possible that some, or perhaps all, ESF areas will have to operate in a 24-hour configuration. Each ESF leader is aware of this possibility, and is directed to plan and schedule for such a contingency.
- 2. The EOC coordinating staff (DOO, IPU members), as distinguished from ESF representatives, will be scheduled to begin their operation using a 24-hour configuration. Each member of the coordinating staff will be identified and preassigned to one of the two 12-hour shifts. In the event of a disaster of extensive duration, alternates will be used to give the coordinating staff an occasional day off, or two create a third shift, whichever is deemed in the best interest of the operation by the EMD.

**V. RESPONSIBILITIES**

**A. Primary Agency**

St. Johns County Planning Department

**1. Responsibilities**

- a. **Maintain complete and accurate documentation for the recovery package to include but not limited to:**
  - 1. Employee/Volunteer time sheets
  - 2. Purchase orders



3. Receipts of materials purchased
4. Receipt for donated items
5. Credit card statements
6. Contracts
7. County hours/Rental equipment used
8. Fuel tickets

b. The Planning Department will:

1. Assist with message flow within the EOC
2. Coordinate the overall efforts to collect, process, report, and display essential elements of information, and to facilitate support for planning efforts in response/recovery operations.

B. Support Agencies

ESF 1 - ESF 17

1. All ESFs will identify and provide staff representatives to support the ESF 5 in gathering and collating damage information and operational information related to individual ESF activities as needed.

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #6**

### **MASS CARE**

PRIMARY AGENCY: St. Johns River Area Chapter American Red Cross

SUPPORT AGENCIES: St. Johns County School Board  
Salvation Army  
St. Johns County Extension Agency  
St. Johns County Lifeguard  
Home Health agencies  
St. Johns County Emergency Services  
St. Johns County Health Department

#### **I. INTRODUCTION**

##### **A. Purpose**

The purpose of this ESF is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disaster and dissemination of disaster welfare information. In some instances, services also may be provided to disaster workers as described below.

##### **B. Scope**

ESF 6 has a broad scope of responsibilities that:

1. Coordinate the tasking of all sheltering activities during a disaster to include the sheltering of people with special needs.
2. Coordinating the establishment and operation of mass feeding facilities in areas affected by disaster.
3. Coordinating 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 emergency first aid in shelters, fixed feeding sites, and emergency first aid stations.
6. Coordinate with ESF 8 for the provision of medical support exceeding that required for standard first aid, 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 service data to ESF 5 (Information and Planning), 11 (Food), and others who require accurate data for response planning.
8. Coordinate with ESF 16 (Law Enforcement) for additional ESF 6 facility security Resources.
9. Coordinate with ESF 2 (Communications) to ensure each shelter has a working system of communications.
10. Coordinate with ESF 12 (Energy) to ensure each shelter has generator capabilities.

## **II. POLICIES**

- A. ESF 6 will be implemented upon appropriate Florida county or Division of Emergency Management's request for assistance prior to or following a disaster.
- B. The St. Johns River Area Chapter American Red Cross is the primary agency for ESF 6. The St. Johns County Emergency Services has lead responsibility for the operation of the Special Needs Shelter. American Red Cross has support responsibilities for other shelter operations, such as registration and family reuniting efforts.
- C. ESF 6 activities will be coordinated through the Emergency Operations Center (EOC). The primary agency, and support agencies as required, will provide staff at the EOC on a 24-hour basis, for the duration of ESF 6 activation.
- D. ESF 6 activities will support local governments. Additional mass care resources required which are beyond local and state capability will be coordinated through ESF 6. All federal mass care responses to an event must be requested by and are subordinate to the state ESF 6 operations.
- E. It is understood that the next level of response assistance available to the state, is a federal response and clear lines of communication and integration of expectations will be established on a routine basis with regional headquarters.

- F. To ensure appropriate confidentiality regulations are enforced, ESF 6 will not release confidential information to the general public. Shelter occupants' information will be handled in accordance with Red Cross Disaster Welfare Inquiry procedures.

### **III. SITUATION**

#### **A. Disaster Condition**

1. Sudden Catastrophes: Transportation accidents, airplane crashes, flash floods, tornadoes, fire or technological events may necessitate an immediate identifiable mass care to evacuees, victims and emergency workers involved in the disaster and its aftermath. Shelters and feeding sites may need to be set up quickly, with no advance notice.
2. Slowly Developing Disasters: Catastrophic disasters such as hurricanes and slow rising floods provide warning and evacuation time, but may cause extended displacement and damage to the infrastructure. Shelters may be needed statewide to accommodate evacuees, and in some cases may be set up in neighboring states. Damage from catastrophic disasters may cause extended displacement, the needs of which may extend into the recovery phase.

#### **B. Planning Assumptions**

1. The most destructive natural hazard to which Florida is vulnerable is a hurricane. Consequently, advance warnings 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. Rapid Impact 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 area(s).
5. Mobile feeding operations will be necessary in major operations.
6. Smooth transition from ESF 6 response to Individual Assistance Recovery operations will help ensure disaster victims needs are met.

### **IV. CONCEPT OF OPERATIONS**

A. General

ESF 6 will be organized in a manner that ensures rapid response to mass care needs of people affected by a disaster. Emphasis will be on each agency assigned to the ESF having thorough and up-to-date disaster plans that have been coordinated through the ESF's primary agency. These plans will be operational in nature, and standardized whenever possible. When activated, agencies in ESF 6 will operate under these plans and their support documents.

ESF 6 will focus primarily on sheltering activities, mass feeding, and the coordination of volunteer agency activities involved in mass care as directed by the American Red Cross. Support agencies will plan and provide support in times of disaster through a coordinated ESF response.

B. Organization and Notification

1. ESF 6 will organize under the leadership of the primary agency, which will provide ongoing direction. This direction includes: assignment of ESF personnel, and ensuring those requests for assistance are met; documented and prioritized actions. ESF 6 will establish liaison with other appropriate ESFs and maintain open communications with these ESFs in both the planning and operational phases.
2. Support agencies will operate under the daily leadership of the ARC representative located in the ESF at the EOC. However, each agency represented will be expected to operate and direct its response resources in accordance with its agency's operating procedures. Should a conflict arise between the primary agency and a support agency, the issue will be turned over to the Division of Emergency Management on-site Operations Chief for resolution.
3. Primary and support agencies will provide sufficient personnel to staff the ESF 24 hours per day, seven days per week. The staff will be qualified persons able to facilitate decisions for the agency they represent. Any agency providing unqualified personnel will be asked to make immediate changes. Higher level managers, skilled professionals with subject knowledge and operations persons are preferred.
4. Support agencies will develop agency plans that support their ESF assignments.
5. The primary agency will prepare for disaster exercises called by the Division of Emergency Management. The support agencies should have a system in place for responding personnel for disaster exercises.
6. If the emergency situation requires the closing of the St. Johns County schools, the Chairman/BCC will issue the order concurrently with the declaration of a "Local State of

Emergency.” Action will be coordinated with the School Board. Once the decision has been made, ESF 1 (Transportation), ESF 6 (Mass Care) and the Emergency Management Director will meet to discuss coordinating procedures on how the sheltering issue will be carried out.

As the primary shelters are public schools, the St. Johns county School Board will be initially responsible for opening the shelter facility. This will include unlocking all needed offices, gates, and storage areas. The American Red Cross as lead agency for ESF 6 will provide shelter managers, food service, nurses and will follow ARC Guide 5021A.

The opening of the school facility will be coordinated through Emergency Management and the St. Johns County School Board.

Emergency Management will select the appropriate shelters to be used based on number of evacuees, type of disaster, location and intensity.

7. Temporary shelters can include: service clubs, college facilities, campgrounds and recreational facilities, and churches.

#### C. Response Actions

Primary and support agencies will have and maintain appropriate listings of agency staff to call for performing response activities. The response people will be available 24 hours a day, seven days per week. Differentiation will be made between field and headquarters personnel.

Primary and support agencies will have and maintain listings of all available resource providers used by the agency in disaster situations. These would include private sectors' vendors.

Each support agency will provide its ESF personnel with sufficient office supplies to perform their ESF duties in the EOC.

Each support agency in the EOC will have current copies of appropriate policies and procedures available to the ESF, which will be appropriate and boldly titled.

All support agencies will ensure that all actions taken are recorded and communicated to the primary agency representative.

At all times, support agencies should be able to make brief and accurate status reports to the primary agency.

#### D. Sheltering

1. ESF 6 will coordinate the activities of all public shelters which agree to fall under the ARC Shelter Guidelines. This includes shelters formed before, during, and after the event. ESF 6 will monitor evacuation activities to ensure shelters are opened in additional counties as needed.
2. Shelters will be opened and closed in accordance with public need as assessed by the ARC and County Emergency Management Agencies.
3. All shelters should be managed in accordance with applicable ARC regulations and procedures.
4. ESF 6 will work with local government, local ARC service delivery units, County Emergency Management Agencies and applicable federal agencies in activities related to surveying the suitability of facilities as shelters following a disaster occurrence.
5. ESF 6 will have, procure, and regularly update, lists of available shelters for every Florida county and other states as required.
6. Shelter listings will include staffing and resource information. Shelter list for St. Johns County is located in Annex D.
7. ESF 6 will coordinate the changes in staffing of shelter and food service personnel as needed.
8. ESF 6 will consolidate shelters, staff, resources (e.g., communications and law enforcement), and supplies as sheltering needs diminish.
9. ESF 8 will be called upon to support any shelter requiring medical services and/or personnel beyond ARC resource capabilities.
10. Not all of the designated shelters have emergency power..
11. ESF 6 will consolidate the shelter registration lists, and coordinate the reuniting of separated families.
12. ESF 6 will work with appropriate agencies such as FRS, American Red Cross Family Services, County SHIP Office (ESF 5) and the Department of Elder Affairs for long term placement of disaster victims who cannot move back to their normal living arrangements due to disaster damages.
13. It may become necessary to shelter St. Johns County residents outside of the local area. St. Johns County Division of Emergency Management will coordinate using shelters in

neighboring counties through the SEOC. The following procedure will be used:

- a. Identify number of evacuees that need to be sheltered.
- b. Contact SEOC.
- c. Contact neighboring counties (Putnam, Clay, Alachua, Bradford) for shelter locations.
- d. Coordinate Press Releases with ESF 14 (Public Information) to provide shelter locations and directions.
- e. Coordinate information with ESF 16 (Law Enforcement) so Officers can provide residents/visitors with shelter locations and directions.

#### Special Needs Shelters

1. ESF 6, in cooperation with ESF 8, will have, procure, and regularly update lists of special need shelters or other special need units in existence in each county in Florida and bordering states as required. All criteria listed above (AMERICAN RED CROSS/OTHER SHELTERS) will apply to special needs shelters in addition to the following:
2. Special needs shelter, staffing and resource provisions are the responsibilities of ESF 8.
3. The name(s) of the agency and person in the agency responsible for the management of each special needs shelter telephone numbers and addresses will be included as part of ESF 8's (Health and Medical) job aid when developed.
4. ESF 6 will work with ESF 8 regarding the provisions of health protocols for special needs shelters. Special needs shelters will operate under these protocols for health issues.
5. ESF 6 will coordinate with ESF 8 to ensure that people with the need for a high level of care have their needs attended to in appropriate settings.
6. The complete Special Needs Procedures are detailed in the St. Johns County Opening a Special Needs Shelter Document and the St. Johns County Guidance Document for Home Health Care Agencies. Both documents are on file in the Division of Emergency Management Office.
7. St. Johns County Agricultural Center, 3125 Agriculture Center Drive, St. Augustine, is designated as the Special Needs Shelter.

#### E. Feeding



### Mass Feeding

1. ESF 6, will liaison with ESFs 5 and 11 to coordinate the mass feeding sites established by the ARC and volunteer agencies. Mass feeding activities will include feeding of disaster victims and workers (when possible).
2. ESF 6 will have, procure and regularly update a list of agencies (public and private) who have a mission to provide mass feeding in times of disaster. The list will provide specific information to include:
  - a. Number of persons each agency can feed three meals a day and how long this level of feeding can be sustained.
  - b. Number of staff or volunteers available to cook and serve. Major equipment lists, e.g., field ranges, mobile feeding units, refrigeration, vehicles, etc.
  - c. ESF 6 will coordinate mass feeding locations to ensure optimal logistics for public service. A liaison will be established with ESF 15 to ensure continued coordination during an event.
  - d. ESF 6 will coordinate sanitation provisions and inspections, and garbage removal from mass feeding sites in coordination with ESF 3 (Public Works) and ESF 8 (Health and Medical).
  - e. ESF 6 will coordinate the provisions 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 15 (Volunteers and Donations) to ensure continued coordination with mass feeding.

### Individual Feeding

1. ESF 6 will assist with providing food for individuals not in shelters and unable to attend mass feeding sites. This coordination will be based on local disaster responders identifying people with individual feeding needs, and providing ESF 6 with specific feeding requirements.
2. ESF 6 will assist County Emergency Management Agencies, and local ARC service delivery units in identifying pocket populations, in order to ensure that all people needing individual feedings are served.

Food Storage and Distribution

1. ESF 6 will coordinate with ESF 11 and 15 regarding the storage of food in identified warehouse sites.
2. ESF 11 will coordinate the distribution of food stored in identified warehouses to mass feeding sites identified and coordinated by ESF 6.
3. ESF 6 will coordinate the transportation of food from identified warehouses to mass care feeding sites in liaison with ESF 1.
4. Bulk Distribution of Relief Supplies
  - a. In coordination with ESF 7, 11, and 15, ESF 6 will coordinate with local authorities in the identification of bulk supply staging areas and distribution sites in the effected area(s).
  - b. ESF 6 will coordinate with ESF 5 and 14 (Public Information) to distribute information regarding where bulk supplies should be delivered, and information as to how these supplies can be accessed.
  - c. ESF 6 will receive ongoing information from staging areas as to what and is available for distribution and in what quantities.
  - d. ESF 6 will coordinate with federal personnel to obtain supplies from out of state based on actual needs' assessments from the field.

Other ad Hoc Volunteer Agencies

1. In addition to those activities previously stated, ESF 6 will coordinate with ESF 15 regarding the activities of volunteers actively engaged in providing mass care assistance.
2. Coordination will include:
  - a. Preventing duplication of goods and services as they relate to mass care.
  - b. Assisting volunteers with logistics.
  - c. Coordinating the delivery of goods and services as they relate to mass care.

3. ESF 6 will develop a listing of all volunteer organizations active in mass care in the disaster area. This list will contain the following information as a minimum:
  - a. Type of service(s) being provided by each volunteer agency.
  - b. Number of volunteers in the area.
  - c. Resources each agency has available.
  - d. Names and contact number of key persons in each organization.
  - e. Logistical abilities of each organization, i.e., self contained, need transportation, self-equipped.

#### Emergency First Aid and Mental Health

8. ESF 6 will coordinate with ESF 8 for the provisions of medical services up to advanced first aid and mental health services in shelters. They will ensure that trained and qualified personnel are present in shelters in sufficient numbers to care for people needing assistance.
2. ESF 6 will coordinate with local officials to help ensure that a sufficient number of first aid trained and qualified personnel are stationed at each mass care site.

#### Communications

ESF 6 will coordinate with ESF 2 to ensure that each shelter has a working system of communications with the County Emergency Operations Center and ARC per the Red Cross protocol. This may include radio, telephone, or cellular telephone communications devices. The ARC representative in the EOC will keep ESF 6 informed about conditions at the shelters and unmet needs.

#### Power Generation Capability

ESF 6 will coordinate with ESF 12 (Energy) for generators and fuel.

#### Recovery Actions

1. Initial Actions
  - a. ESF 6 will work with local government, local ARC service delivery units, county emergency management agencies, and applicable federal

agencies to assist in determining extended sheltering needs.

- b. ESF 6 will work with appropriate agencies such as HRS, ARC Family Services, the Department of Elder Affairs, Department of Labor and Employment Security, Division of Vocational Rehabilitation, for long term placement of disaster victims who cannot move back to their normal living arrangements due to disaster damage. Vocational Rehabilitation will focus on head injuries and spinal cord injured persons.
- c. Communications will be established immediately with the EOC by using pre-positioned radios sited at each shelter.
- d. Initial security will be established by the ESF 16 and maintained on a 24-hour basis.

## 2. Continuing Actions

- a. The ESF 6 lead agency, ARC, will provide its support agencies, and ESF 5 and 14 with regular updates on which shelters are opened or closed and census data for open shelters.
- b. ESF 6 will coordinate with ESF 14 to provide information to shelter residents about how to access disaster assistance program information and services through ARC Service Centers, and Individual Assistance Programs through Disaster Recovery Centers.
- c. On going communications will take place using the fixed radio position at each shelter. Shelters, mass feeding and distribution facilities are on the priority list for communications repair services, should problems arise.
- d. ESF 16, primary agency, St. Johns County Sheriff's Office will assign security immediately when the shelter is open. Shelter security will be maintained 24-hours a day using two 12-hour shifts, 7 days a week. Should additional personnel be needed, the National Guard or private contract security officers will be assigned to maintain proper security.

## V. **RESPONSIBLE AGENCIES**

### A. Primary Agency

- 1. Develop and maintain a roster of personnel that will be available for 24 hours per day, seven days per week.

2. Ensure the presence of resource materials in sufficient numbers in the ESF locations. These materials should include:
  - a. Shelter listing for each county with names and numbers of each shelter manager, as available.
  - b. Listing of all bulk food providers and contact personnel and phone numbers as acquired from ESF 11.
  - c. Listing of all hospital and ambulance services with contact numbers as required under ESF 8.
  - d. Locations of all mass feeding sites and the names of site managers.
  - e. Listing of all state and federal human service agencies active in the response.
3. All requests for assistance will be entered into the EOC message system and sent to the message center for action.
4. Established a protocol for prioritizing response activities.
5. Coordinate activities with other ESFs.
6. Prepare, at all times, to make status reports.
7. Maintain complete and accurate documentation for the recovery package to include but not limited to:
  - f. Employee/Volunteer time sheets
  - g. Purchase orders
  - h. Receipts of materials purchased
  - i. Receipt for donated items
  - j. Credit card statements
  - k. Contracts
  - l. County hours/Rental equipment used
  - m. Fuel tickets

B. Support Agencies

1. St. Johns County Health Department

- a. Assist through ESF 8, in locating health and welfare workers to augment personnel assigned to shelters. ESF 8 will have primary responsibility for providing medical staff to special needs units, when the local resources have reached their maximum capacity, including special needs shelters.
  - b. Support, through ESF 8, disaster mental health services.
  - c. Provide technical assistance for shelter feeding and warehouse operations related to food, vector control, water supply and waste disposal.
2. St. Johns County Extension Agency
- Support mass feeding activities through ESF 11.
3. Department of Elder Affairs
- a. Support Individual Feeding activities through home delivered meals.
  - b. Assist in the placement of disaster victims who cannot return to normal living arrangements.
4. Salvation Army
- n. Provide EOC, when activated, with personnel, food and food preparation operations for EOC staff.
  - o. Support shelters and mass feeding sites with prepared meals and personnel.
  - p. Prepare meals at the EOC to transport to staging areas, and command posts as needed.

## **VI. RESOURCE REQUIREMENTS**

### **A. Assets Critical for Initial Twelve hours include:**

1. Shelters (Public and Special Needs)
  - a. Food, water, ice, food service equipment and fuel (e.g., generator).
  - b. Cleaning supplies
  - c. Toiletry items

- d. Administrative supplies
  - e. Blankets, cots, sheets
  - f. Portable toilets
  - g. First Aid Supplies
  - h. Communications
2. Personnel
- a. Shelter managers
  - b. Qualified first aid staff/volunteers
  - c. Medical staff/volunteers (special needs shelters)
  - d. Food service personnel
- B. Assets Required for Continuing Operations

The assets as noted above will be required for the immediate and long term response phases (several days to several weeks). Increased and decreased in the number of shelter, feeding sites and distribution sites will be adjusted based on Rapid Impact Assessment Teams and other Damage Assessment reports as they are received.

## **VII. AUTHORITIES**

### **A. American Red Cross Legal Authorities**

- 1. Title 36, Section 2 of the United States Code, January 5, 1905.
- 2. Title 36, Section 1 of the United States Code, Annotated, May 8, 1947.
- 3. U.S. Attorney General ruling, November 26, 1951.
- 4. Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act; 1974.
- 5. Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act as Amended, November 23, 1988.

B. Independent Authorities

1. This ESF does not supplant existing plans or existing authorities which have been developed for response incidents under American Red Cross statutory authorities other than the Robert Stafford Act.
2. Support agencies which have their own authorities and funding to respond to disaster situations will respond initially under those statutory authorities, which will take precedence over the authorities provided under the Robert T. Stafford Act.

C. State of Florida Authorities

1. Chapter 252, Florida Statutes, Emergency Management.
2. CS/CS/HB 911, May 1993.



## **EMERGENCY SUPPORT FUNCTIONS (ESF) #7**

### **RESOURCE SUPPORT**

PRIMARY AGENCY: St. Johns County Purchasing Department

SUPPORT AGENCIES: All components of St. Johns County Government  
City of St. Augustine  
City of St. Augustine Beach  
Town of Hastings  
Volunteer and Donation Groups  
St. Johns County Clerk of Court  
St. Johns County Jail

#### **I. INTRODUCTION**

##### **A. Purpose**

The purpose of this ESF is to provide logistical and resource support to state and local entities involved in delivering emergency response and recovery efforts for natural and other catastrophic events.

##### **B. Scope**

ESF 7 is responsibility for providing direct and active support to initial response phase and initial recovery phase following a disaster. This support includes locating, purchasing, and issuing resources, such as supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment and transportation of such in coordination with ESF 1.

#### **II. POLICIES**

- A. The St. Johns County Purchasing Department is responsible for planning, coordinating and managing the resource support needed in ESF 7.
- B. Supplies and equipment will be provided from current county stocks or surplus, and if necessary, from commercial sources.
- C. Designated support agencies will furnish resources as required to support these ESF requirements. Support by these agencies will be terminated at the earliest practical time.

- D. Procurement will be made in accordance with current state and federal laws and regulations which include emergency procedure under Florida Statute.
- E. When resources internal to St. Johns County have been expended, or are unavailable, the Statewide Mutual Aid Agreement will be implemented.
- F. ESF 7 will provide information to vendors or volunteer groups that may supplement local resources through the following methods:
  - a. Suppliers contact ESF 7 direct at the EOC
  - b. Daily Press Releases/Interviews
  - c. Channel 3 Messages

### **III. SITUATION**

#### **A. Disaster Condition**

A major disaster will have an immediate impact on local and state resources and the shortages of vitally needed supplies must be procured to the affected areas.

#### **B. Planning Assumptions**

1. Resources outside the affected area will be directed to fulfill the unmet needs of the state or local government.
2. Transportation of resources will require staging areas which can be managed by ESF 1 and by assigned secondary support agencies in that area prior to National Guard activation.
3. Some resources of the state and local governments may not be available in the impacted area due to debris and destroyed buildings.
4. Logistical support to save lives will receive a first priority.
5. Massive demand for resources may be done in accordance with a Local State of Emergency which would exempt normal procedures for purchasing.

### **IV. CONCEPT OF OPERATIONS**

#### **A. General**

Countywide capabilities and resources committed to ESF 7, will be allocated and coordinated by

St. Johns County Purchasing Department. The primary source of equipment, supplies, and personnel will be made from existing support agencies' resources and local sources outside the impacted area. Support which cannot be provided from these sources will be provided through commercial sources.

B. Organization

1. ESF 7 will operate under the direction of the St. Johns County Purchasing Director.
2. ESF 7 will continue to operate throughout the emergency situation.
3. Upon notification, the ESF 7 primary representative will alert designated primary personnel of possible resource needs and report to the Emergency Operations Center (EOC). ESF 7 support operations will be coordinated through the Message Center to the SEOC.
4. ESF 7 will maintain liaisons with other ESFs and interested parties involved in the relief effort.

C. Notification

1. The EOC will notify the ESF 7, primary representative that the EOC has been activated.
2. The EOC will implement the activation plan to notify all ESF 7 personnel and other support personnel. Personnel will be placed on standby or deployment for immediate response.
3. Inventories of resources, including by not limited to, prearranged staging areas, government buildings, public facilities and agency contacts, will be reviewed. Availability and shortfalls will be reported to the DOO in the EOC.

D. Response Actions

1. Initial
  - a. Purchasing Department personnel will be placed on standby or directed to staging areas with some facilities being staffed for immediate response.
  - b. Some outside resources may be staged near the pending emergency area(s) in the event of a developing emergency, such as a hurricane.
  - c. Support agencies may be alerted. Each support agency will maintain a record of

all personnel, equipment, or other assets lent, rented/leased, or given relief effort. The exact method of responding, and recording history data will vary from one support agency to another. The exact means of delivery will vary from one support agency to another, but will be coordinated by ESF 1.

- d. Some support agencies may be directed to deploy personnel and other resources at time of notification.
- e. Identification and assessment of resources available for designation as emergency support facilities.
- f. Twenty four hour scheduling patterns will be developed and assigned to those working in the transportation, staging and issuing of resources, as emergency responders will need resources early on, and continually, during the incident.

2. Continuous

- a. Buildings, or in some cases, large open areas, will be leased for staging warehouses or to replace damaged or destroyed facilities.
  - 1. Commercial Realtors will have knowledge of office and warehouse space availability. These are located near the most populated areas of St. Johns County, but also the most prone to wind and water damage.
  - 2. Retail shopping malls and strip retail centers all have vast, hard surfaced parking areas. These can be used for staging areas for certain types of resources which can withstand exterior storage. These sites act as motor pools for the servicing and dispatching of vehicles involved in support ESF 7. There is a concern that most of these sites are located in wind damage and flood prone areas.
- b. Communication resources will be provided in coordination with ESF 2
- c. Transportation need will be provided in coordination with ESF 1.
- d. Office furniture, equipment and supplies will be provided from existing inventories, or will be procured.
- e. Food and fuel will be provided with cooperation of ESF 11 (Food and Water) and ESF 3 (Public Works).
- f. Security for staging areas will be provided by ESF 16. In addition to law

enforcement and National Guard, private security firms can be contracted. Many firms, especially those operating nationally, can bring in officers from outside the immediate area, which increases the employment pool beyond those already in the disaster area.

- g. Maintain records for all properties loaned to the County by the State and Federal Government and other agencies/companies/private citizens.
- h. Coordinate contractual services between the county and commercial sources.

E. Documentation and Record Keeping

Section V, FINANCIAL MANAGEMENT, of the St. Johns County CEMP, is the guidance for the financial aspects of emergency response in St. Johns County. The Clerk of the Court, a constitutional position, is also the Comptroller for St. Johns County. The Florida Department of Community Affairs will be requested to support the documentation aspects of the relief effort.

F. EOC Operations.

1. The Clerk of the Court, who is also the Comptroller in St. Johns County, will furnish 24-hour staffing to the ESF 7 desk in the EOC.
2. This person(s) will use the St. Johns County Approved Vender list, for initiating local purchases when local government inventories have been expended.
3. This person(s) will receive requests for support from other ESFs, and will direct those requests to the appropriate unit of local government, ESF 7 support agency, SEOC or other entity, as appropriate.
4. This person will keep the ESF 5 informed of the status of resources, and will be prepared to participate in briefings when asked to do so by the DOO.
5. This person(s) will be available to answer inquiries from other ESFs regarding the documentation of purchases, and maintaining history records.

V. **RESPONSIBILITIES**

A. Primary Agencies

The primary agency for ESF 7 is the Purchasing Department, which is vested with the overall responsibility for allocating and coordinating resources and support activities for ESF 7. The Purchasing Department will provide support staff for procurement of commodities and services,

leasing of buildings and facilities, and facilities' management. In addition, the Purchasing Department will coordinate and allocate food and equipment made available through the Federal Surplus Property Program.

Maintain complete and accurate documentation for the recovery package to include but not limited to:

1. Employee/Volunteer time sheets
2. Purchase orders
3. Receipts of materials purchased
4. Receipt for donated items
5. Credit card statements
6. Contracts
7. County hours/Rental equipment used
8. Fuel tickets

B. Support agencies

1. St. Johns County Clerk of Court

- a. Finance/Records Control
- b. Temporary employment, facility and building space, office equipment, supplies, coordinate lease agreements between providers and County Board of Commissioners.
- c. Coordinate agreements for fuel and equipment.

2. St. Johns County Jail

- a. Provide janitorial services to the EOC.

## **EMERGENCY RESPONSE FUNCTIONS (ESF) #8**

### HEALTH AND MEDICAL SERVICES

PRIMARY AGENCY: St. Johns County Health Department (CHD)

SUPPORT AGENCIES: St. Johns County Emergency Services  
American Red Cross  
Flagler Hospital  
Home Health Care Agencies  
St. Johns County Sheriff's Office  
St. Johns County Council on Aging  
St. Johns County Mental Health  
Medical Supply Companies  
St. Johns County School Board  
St. Johns County Lifeguard  
St. Johns County Medical Examiner

#### **I. INTRODUCTION**

##### A. Purpose

The purpose of this ESF is to provide medical and health related support to state and local entities involved in delivering emergency response and recovery efforts for natural and other catastrophes.

##### B. Scope

ESF 8 is responsible for providing direct and active support to initial response phase and initial recovery phase following a disaster. This support includes health related advice concerning communicable and environmental issues following the disaster.

ESF 8 assists the county in identifying and meeting the health and medical needs of victims and emergency workers of a major emergency or disaster. This support is categorized as follows:

1. Assessment of health/medical needs
2. Disease control Epidemiology
3. Health/medical care personnel
4. Health/medical equipment and supplies
5. Patient evacuation

6. Coordinate in hospital care
7. Food/drug safety
8. Emergency responder health and safety
9. Radiological/chemical/biological hazards
10. Mental health and crisis counseling
11. Public health information
12. Vector control/monitoring
13. Potability of water/wastewater/solid waste disposal

Included in ESF 8 is overall public health response and working with the local system in evacuation of patients out of the disaster area. Assistance in pre-event evacuation may also be conducted by this ESF whenever such patients are involved.

## **II. POLICIES**

- A. ESF 8 will be activated upon the request from the Emergency Management Director (EMD) following the occurrence of a natural disaster or man-made event.
- B. ESF 8 will have field deployment capability in the event mutual aid is requested from another jurisdiction.
- C. In accordance with assignment responsibilities and further tasking by the primary agency, each support agency participating under ESF 8 will contribute to the response, but will retain full control over its own resources and personnel.
- D. ESF 8 is the primary source of public health and medical response/information for all county officials involved with response operations.
- E. Any outside resource response to an event within the county will be coordinated by the local ESF 8 Director.
- F. It is understood that the next level of response is from the state and clear lines of communications will be established with the SEOC at the onset of operations.
- G. ESF 8 will not release medical information on individual patients to the general public in order to ensure patient confidentiality protection.
- H. Appropriate information on casualties patients will be provided to the American Red Cross for inclusion in the Disaster Welfare Information System for access by the public.

## **III. SITUATION**



A. Disaster Condition

A significant disaster or man-made event that impacts the county may necessitate public health and medical care assistance. Present risks include tornadoes, hurricanes and some potential exists for hazardous material and nuclear exposure from accidents and attack by a foreign power.

Hospitals, nursing homes, pharmacies and other medical facilities or suppliers may be severely damaged or destroyed. Those facilities which survive with little or no structural damage may be rendered unusable or only partly usable because of a lack of utilities and/or inability of staff to report to duty.

Medical facilities remaining intact may be overwhelmed with minor injuries and seriously injured victims transported there in the immediate aftermath of the occurrence. In the face of massive increases in demand and the damage sustained, local medical supplies and equipment may be in short supply. Disruption in local communications and transport systems could prevent timely resupply.

Uninjured persons who required daily medication for chronic diseases/illnesses may have difficulty in obtaining medications because of damage or destruction of normal supply routes/locations.

Disasters such as hurricanes may not generate high casualty volumes such as tornadoes, but will require relocation into temporary shelter, vector control, availability of potable water, wastewater control and problems with solid waste facilities.

Man-made events could place a demand on systems for specialized medical care personnel and equipment.

B. Planning Assumptions

1. Resources within the county will be inadequate to clear casualties from the affected area and treat them in the local hospital. Additional mobilized mutual aid assistance will be needed to supplement and assist county efforts in triage and treat casualties in the stricken area and then transport them to the closest appropriate hospital or other health care facility. Additionally, medical resupply will be needed throughout the county medical system. In a major disaster, operational necessity will require the further transportation of patients by air or ground to the nearest metropolitan areas with sufficient concentrations of available hospital beds where patient needs can be matched with the necessary definitive medical care.
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 disaster will produce urgent needs for mental health crisis counseling for disaster victims and response victims.
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 injuries.
6. Every attempt will be made to assure that local resources will be fully utilized before requests are made for out-of-county assistance.
7. Coordination responsibility for all ESF 8 activities will be accomplished at the EOC.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

It is recognized that the county may have to take action with regard to a natural or man-made disaster. The events may come with or without warning. The County Health Director will be responsible for provision and coordination of services, equipment, supplies and personnel to meet the health and medical needs of the populace. These needs will be met with staff and material resources currently existing in the county health system. Other assets may be obtained from various departments, private enterprise and community volunteer agencies and individuals. The Director is responsible for activating and directing the activities of ESF 8. The Health Director will designate people to work in the EOC and serve as his/her designee(s). Upon notification of a significant event the Director will alert all essential emergency response personnel assigned to the EOC and they will alert all other essential personnel.

All support agencies will be notified and tasked to provide staffing as requested and necessary. Each support agency is responsible for ensuring that sufficient staff is available to report to and support the EOC and to carry out the activities assigned to their organization on a continuing basis.

Representatives staffing the EOC will have extensive knowledge of the resources and capabilities of their respective agencies and have access to the appropriate authority for committing these resources during activation.

ESF 8 will utilize locally available resources to the furthestmost extent possible to meet the needs identified by county authorities before requesting assistance from the SEOC.

Throughout the response period, ESF 8 will evaluate medical and public health needs and develop and update assessments of those needs. All requests for outside assistance will be submitted to the SEOC through the local EOC.

B. Organization

1. State Level Response

ESF 8 state level will be activated and directed by the ESF 8 Coordinator at DEM. State ESF 8, when activated, will have field deployment capability and will respond to county requests for assistance. State ESF 8 will only respond to request submitted to the SEOC from a local EOC.

2. County Level Response

The County Health Department is the lead agency for ESF 8 within St. Johns County. Staff members will be designated and when activated, report to the county EOC. The County Health Department Director will be the official ESF 8 leader and will coordinate all efforts with the Emergency Management Director, or his designee, and will be responsible for activation of all ESF 8 personnel at the request of the Emergency Management Director. Whenever a State ESF 8 is deployed into the county, the County Health Department Director will be the contact/liaison person with the State ESF 8 representatives.

The County Health Department Director will be responsible for issuing warnings to the public concerning contaminated water supplies, boil water orders, information on well contamination and potable water locations.

C. Notification

Upon the occurrence of a potential major disaster, the Director of Emergency Management will notify, or have notified, the ESF 8 Coordinator or alternates. The notification will be made by pager or by telephone. Such notification could be to: advise of a potential for disaster, activate the EOC, or to request an ESF 8 representative be deployed to the EOC during the "Increased Readiness" phase.

Local residential health care units (ACLF's, ALF's, Hospitals, Adult Day Care Facilities, and Nursing Homes) will be notified via telephone and local area media of any situation which may require the implementation of their Emergency Plans.

D. Response Actions

1. Initial actions following notification of a potential disaster:

- a. Conduct initial assessment of health and medical needs based on current information.
- b. Ascertain need for health surveillance.
- c. Determine need for additional personnel.
- d. Need for field response teams.
- e. Determine coordination needed with ESF 6 regarding special needs shelters.
- f. Examine need for medical equipment and supplies.
- g. Ascertain need for patient evacuation.
- h. Begin activities journal.
- i. What needs exist for assistance in dealing with:
  - Hazardous materials
  - Safety of food and drugs
  - Radiological hazards
  - Mental health problems/victims/workers
  - Public health information
  - Vector control
  - Potable water/wastewater/solid waste
  - Victim identification/mortuary services
- j. Open Special Needs Shelter at St. Johns County Agricultural Center, if required.
- k. Provide emergency insect, rodent and other pest control to prevent the spread of disease.
- l. Safety and care of Emergency Responders
  - Ensure that all safety procedures are followed
  - Notify DOO of any safety violations that need to be corrected
  - Notify emergency workers of location of First Aid Stations:
    - Shelters
    - EOC Infirmary
    - Flagler Hospital
    - Fire/EMS Stations
  - Issue safety information as necessary to emergency workers via:
    - UHF/VHF Radio
    - Flyers
    - Alpha Pagers
    - Bulletin Boards

2. Continuing actions:

- a. Update assessments.

- b. Maintain contact with all supporting agencies.
- c. Activation of field response teams.
- d. Coordination of medical requests.
- e. Movement of supplies and support equipment.
- f. Coordination of request from hospitals and other medical facilities.
- g. Initiate Public health information program.
- h. Initiate activities journal.
- i. Manage and supervise Special Needs Shelter, if open.

The ESF 8 team will continually receive and assess information from its respective members and will continue to attempt to identify the nature and extent of medical and health problems. Staff will primarily rely on information from the stricken area furnished by the ESF 8 field representatives. Other sources of information may include ESF 8 support agencies, county officials, EMS, or other responsible organizations and individuals on the disaster scene.

Certain FLNG units may be deployed for support of local ESF 8.

Medical transportation should be accomplished at county level if possible. If it is determined that county transportation resources are insufficient, requests for assistance from the state will be forwarded to the SEOC.

Transportation of victims to medical facilities outside the area will be accomplished through statewide mutual aid agreements established through the Florida Bureau of EMS and the Florida Fire Chief's Association, and by air transport units, when and if available. Supplemental ambulances from unaffected parts of the state will be brought into a local staging area, as needed.

Arrangement for medical facilities is primarily a local function. Requests for medical facilities assistance should be directed to the SEOC.

## **V. RESPONSIBILITIES**

### **A. Primary Agency:**

St. Johns County Health Department

- 1. Provide leadership in directing, coordinating, and integrating overall efforts to provide medical and health assistance to the affected area.
- 2. Provide leadership in directing, coordinating, and integrating any outside health and medical resource assistance arriving in the county.

3. Coordinate and direct the activation, personnel, supplies and equipment of ESF 8.
4. Coordinate the Evacuation of patients from a disaster area when deemed necessary.
5. Establish as needed, active and passive surveillance systems for the protection of public health.
6. Resources available to ESF 8.
  - a. ALS/BLS vehicles
  - b. EMTs
  - c. Paramedics
  - d. Medical equipment and supplies
  - e. Nurses (RNs/LPNs)
  - f. Health Administrator
  - g. Pharmacy
  - h. Physicians
  - i. Environmental health specialists
  - j. Laboratory and personnel
  - k. Nutritional services
  - l. Epidemiology
  - m. Mental health workers
  - n. Radiation monitoring
  - o. Dental
  - p. Immunizations
  - q. Case management
  - r. Public health information and education
7. Coordinate the collection and destruction of contaminated food/water from private and public sectors. Assistance may be required from ESF 1 (Transportation), and ESF 3 (Public Works and Engineering), and ESF 11 (Food and Water).
8. Coordinate the evacuation of health care facilities. The evacuation of Nursing Homes, ALF's, and Hospitals should be conducted in accordance with their disaster plans on file with the Division of Emergency Management.
9. Provide St. Johns County Mental Health Counselors to each evacuation shelter. The Mental Health Counselors will be relocated as needed by the County Health Department Director.

10. Maintain complete and accurate documentation for the recovery package to include but not limited to:
  - a. Employee/Volunteer time sheets
  - b. Purchase orders
  - c. Receipts of material purchased
  - d. Receipt for donated items
  - e. Credit card statements
  - f. Contracts
  - g. County hours/rental equipment used
  - h. Fuel tickets

**B. Support Agencies and other support resources:**

1. Emergency Medical Services - Provides ALS ambulance service, support staff for patient evacuation, supplement special needs shelter and provide first aid to emergency workers, volunteers and the public as needed.
2. Department of Elder Affairs - Relocation of displaced elderly.
3. American Red Cross - Medical supplies, blood and blood products, food stuffs, other supplies, medical staff, and vehicles.
4. Transportation support and vehicles may be obtained from ESF 1.
5. Communications support may be obtained from ESF 2.
6. Additional medical and others staff support may be obtained from ESF 1, ESF 4, ESF 6, ESF 7, ESF 13, and ESF 15.
7. St. Johns County Division of EMS employs three certified CISD peers and the county's provider of Employee Assistance is also a certified peer. These CISD peers are always available to provide defusing and assistance with debriefing. The statewide network established by Critical Incident Stress Debriefers of Florida and coordinated by the state EMS Bureau ensures that qualifies assistance is available at all times.
8. St. Johns County Medical Examiner - Provide morgue sites for body identification, record maintenance, and storage of personal belongings.

Notify next of kin as required.

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #9**

### SEARCH AND RESCUE

PRIMARY AGENCY: St. Johns County Fire/Rescue Division

SUPPORT AGENCIES: St. Johns County Sheriff's Office  
St. Augustine Fire Department  
St. Johns County Division of Beach Management (Lifeguards)

#### **I. INTRODUCTION**

##### A. Purpose

The purpose of ESF 9 is to provide support to local governments and to describe the use of resources in both urban and non urban Search and Rescue (SAR) in response to an actual or potential disaster condition.

##### B. Scope

The non urban SAR 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 treatment of victims at the time of their rescue. The urban SAR activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures.

#### **II. POLICIES**

- A. County assets will assist and augment agencies with their SAR responsibilities and efforts.
- B. SAR will be coordinated by the Department of Emergency Services (Fire/Rescue Division) and the St. Johns County Sheriff's Department.
- C. The Department of Emergency Services, Division of Emergency Management (DEM), may request state Urban Search and Rescue (US&R) assistance.



### **III. SITUATION**

#### **A. Disaster Condition**

A major or catastrophic disaster may result in substantial number of persons being in life-threatening situations that require prompt rescue and medical care. Since the first 72 hours are crucial to lessening the mortality rate, SAR must begin immediately. Depending upon the type and magnitude of the disaster, either non urban or urban, or both, might be needed. SAR personnel will potentially have to deal with extensive damage to buildings, roadways, public works, communications, and utilities. Secondary to the precipitous event, effects such as fires, explosions, flooding, and hazardous material releases might compound problems and might threaten both survivors and rescue personnel.

#### **B. Planning Assumptions**

1. All available local SAR resources will be committed, and additional help would be needed from the state.
2. Coordination and direction of local efforts, including volunteers, will be required.
3. Damaged areas will have access restricted and not readily accessible, except, in some cases, by air.
4. Secondary events or disasters will threaten survivors as well as SAR personnel.

### **IV. CONCEPT OF OPERATIONS**

#### **A. General**

The St. Johns County Department of Emergency Services (Fire/Rescue Division), as the primary agency will provide support in SAR operations through its own personnel and equipment. It will coordinate the provision of other personnel and equipment. It will also plan, coordinate, and mobilize other resources if required. Operations will be conducted under the Departments' Incident Command System.

#### **B. Organization**

The St. Johns County Department of Emergency Services (Fire/Rescue Division) is the primary agency for ESF 9. The St. Johns County Fire/Rescue Division will provide representatives on a 24-hour basis to the Emergency Operations Center (EOC).

1. SAR teams may be developed ad hoc by the shift supervisor or Incident Commander, using the principles of ICS. On duty personnel will remain with their assigned company until relieved or reassigned by the Incident Commander (or his designee.)
2. A list of potential SAR personnel, equipment, and vehicles is located in the SJCDES Communications Center. The list was last revised in October of 1998.

C. Notification

1. Upon notification by the State Warning Point (SWP) of a potential or actual event requiring response, the emergency contact person for the St. Johns County Department of Emergency Services will notify all other ESF 9 members by telephone, cellular phone, pagers, or other communications means.
2. All support agency contact persons for ESF 9 will be instructed to alert their contacts throughout the County to ensure all available resources are on standby.
3. Other resource inventories are confirmed for possible use. At this point, Florida Department of Law Enforcement, the U.S. Coast Guard (Search and Rescue) might be advised of the situation, and advised that a request for assistance could be forthcoming. The assets of the Florida National Guard can also be called upon if needed.

D. Response Actions

1. Initial Actions
  - a. The local resources from outside the disaster area are committed through coordination with SAR resources.
  - b. Transportation might be provided, if available, or might be the responsibility of the resource agency. This could require coordination with ESF 1. Also, resources might be pre-positioned if necessary.
  - c. Establish communication between the SAR team and the EOC using portable and fixed radios. In most instances, VHF radios on County fire or mutual aid fire frequencies will be used, although teams with SJSO personnel attached may utilize SJSO VHF frequencies. Mutual aid teams that do not have VHF mutual aid frequencies may be assigned a VHF portable for their team supervisor.
  - d. Notify ESF 8 of the possible medical needs coming from the SAR action.

2. Continuous Actions

- a. Coordination between state, local and if requested, federal, SAR resources are controlled by the primary agency.
- b. SAR resources are reassigned, as needed and as requested.
- c. SAR resources are withdrawn when no longer needed.
- d. Request assistance under the Statewide Mutual Aid Agreement as necessary.
- e. Advise ESF 8 of the medical needs that have developed from the SAR action, and arrange transport to the appropriate medical facility:
  1. Mobile, or field facility, under the St. Johns County Health Department in situations of minor medical needs.
  2. Flagler Hospital, East and West Campus (the only hospital in St. Johns County).
  3. Numerous hospitals with excellent medical facilities exist in both Jacksonville and Gainesville. They are accessible by ambulance or other ground transportation, as well as by helicopter.
- f. The SAR incident commander has the responsibility of recording all field actions as part of their routine reporting procedures. Since this might not be done until some time after the operation, the incident command will maintain notes, recorded in the field, which will be used to fully record the actions when time permits. The ESF 9 representative will record their actions, resources used and actions of support agencies in ESF logs. In addition, the Journalist in the IPU will be documenting actions in the data base. (See the Basic CEMP and EOC SOP for further description of these actions).

3. External SAR Capabilities

- a. Governmental resources in Florida include, but are not limited to: Florida Department of Law Enforcement, Florida Marine Patrol (boat capability, Fresh Water Fish and Game Commission (off-road and boat capability), Florida Highway Patrol (aircraft capability), Florida National Guard (aircraft, Special Operations, waterborne operations,

personnel and off-road vehicles), and United States Coast Guard SAR.

- b. Private, volunteer or quasi governmental support includes, but is not limited to: Civil Air Patrol, Sheriff's reserves (mounted posses, bloodhounds/K-9), scuba qualified dive clubs for water/body recovery, Off-road clubs for all terrain searches, Amateur Radio Emergency Service (ARES) for communications support, riding clubs/stables for horse mounted SAR operations.
- c. The governmental organizations frequently conduct training or actual operations together under non disastrous circumstances. Many of the volunteer groups have working support / SAR relationship with the St. Johns County Fire/Rescue Division, and St. Johns County Sheriffs Department.
- d. An inventory of non-law enforcement personnel, vehicles, and equipment available for search and rescue operations is maintained in the Communications Center. The list was update in October 1998.

#### 4. Pre-positioning

- a. No-notice Disaster. SAR trained personnel and related equipment, stations. They will initiate response from these locations, with add-on personnel and equipment joining the operation at the SAR scene.
- b. Advanced notice of a possible disaster allows for the SAR personnel and equipment to be repositioned based on anticipated need of the expected occurrence. Storm surge, hurricanes, and flooding usually have warnings. The greatest impact from these would be along the heavily populated coastal corridor, because of its proximity to the Atlantic Ocean and Intracoastal Waterway. Urban and waterborne SAR operations could be a requirement. SAR personnel and equipment are already located in fire stations closest to this geographic location.

#### 5. Accountability

- a. Accountability of search and rescue personnel will be performed as described in the County's Fire/Rescue Division Standard Operating Guidelines.
- b. For long term events, accountability may be provided by a "T" card or similar type ICS method. Under this system a card is provided for each crew, listing the personnel assigned.

E. Recovery Actions

Upon request, ESF 9 will provide SAR resources to assist in recovery as needed.

V. **RESPONSIBILITIES**

A. Primary Agency

The primary agency has the responsibility of:

1. Evaluating what SAR missions could occur, and what personnel, equipment, and supplies would be necessary to support them.
2. Planning for the various scenarios that might develop, including the training of personnel, acquiring, or establishing the ability, to acquire the necessary equipment and supplies to accomplish the missions.
3. During response, staffing the ESF 9 position in the EOC with qualified personnel, 24 hours per day for the duration of the incident. Maintaining accurate and current information flows to the IPU and DOO, advising the EOC staff on SAR issues, maintaining contact with state and federal agencies as appropriate, and being prepared to conduct the SAR portion of the briefing at any time.
4. Directing and controlling SAR operations in accordance with acceptable safety standards, so as to not endanger unnecessarily, the emergency response personnel.
5. Being prepared to support Recovery Operations and performing after action review to determine if mitigation is possible. If so, present mitigation recommendations to the appropriate bodies, and supporting mitigation actions.
6. Maintain complete and accurate documentation for the recovery package to include but not limited to:
  - a. Employee/Volunteer time sheets
  - b. Purchase orders
  - c. Receipts of materials purchased
  - d. Receipt for donated items
  - e. Credit card statements

- f. Contracts
- g. County hours/rental equipment used
- h. Fuel tickets

B. Support Agencies

Support agencies are responsible for conducting items 1 through 5 above, as they apply to their organizations and its capabilities in SAR operations. Support agencies will maintain contact with the ESF 9 representative in the EOC throughout the duration of the incident. They will have on hand, or have the ability to secure, the necessary personnel, equipment, supplies and facilities to perform their support operations if called upon to do so.

The St. Johns County Sheriff's Office has several types of vehicles that may allow access to remote terrain, including an air unit (four seat helicopter), numerous four wheel drive vehicles, all terrain vehicles (quads), and assorted boats. The Sheriff's Office may be tasked with performing area searches for missing/trapped persons, or may be tasked with transporting other agency personnel to specific sites for urban search procedures.

The division of Beach Management (Lifeguards) are equipped with several four wheel drive trucks, as well as a number of watercraft. Lifeguards may be assigned to conduct searches of area waterways, serving as liaisons to mutual aid teams, or may be tasked with providing transportation to other rescuers.

The City of St. Augustine Fire Department would most likely be tasked with urban search and rescue, first within the City and then to areas outside the City limits as available.

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #10**

### **HAZARDOUS MATERIALS**

PRIMARY AGENCY: St. Johns County Fire Rescue Division

SUPPORT AGENCIES: City of St. Augustine Fire Department  
St. Johns County Solid Waste Division  
St. Johns County Sheriff's Office

#### **I. INTRODUCTION**

##### **A. Purpose**

The purpose of this ESF is to provide support in response to an actual or potential discharge and/or release of hazardous materials (HAZMAT) resulting from a natural, manmade or technological disaster.

##### **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, the division and specification of responsibilities among other agencies that may be brought to bear in response actions.

Response to oil discharges and hazardous substances will be in accordance with the National Contingency Plan (NCP) and is authorized pursuant to ss. 403.121, 403.161, 403.726, 403.7264, 403.855, 403.856, 376.011-376.21, 376.302, 376.304, 375.305, 376.307, 376.301, and 376.319, Florida Statutes, delegating the Department of Environmental Protection, the power and duty to control, prohibit and respond to pollution of the air, surface water and lands of the state, and protect the public health, safety and welfare from the effects of releases of hazardous substances.

#### **II. POLICIES**

A. Safety will be foremost in HAZMAT operations. Responders will follow currently acceptable safety procedures, so as to avoid being exposed to risk.

- B. All state and federal guidance, policies, rules, regulations and laws pertaining to HAZMAT operations will be closely adhered to.
- C. Where available, private sector experts, or companies furnishing such expert personnel, equipment and supplies specifically designed for HAZMAT will be utilized.
- D. Assistance will be called upon using the Statewide Mutual Aid Agreement, as needed.
- E. St. Johns County Fire/Rescue Division maintains a HazMat Response Team which consists of career and volunteer members of the division. Members of the HAZMAT Response Team are certified to, at minimum, Technician Level. St. Johns County abides by the Florida State Emergency Response Training (SERT) Guidelines.

Other HazMat Teams: Jax Fire/Rescue and Clay County Fire/Rescue both have Hazmat response teams that can respond as mutual aid.

- F. The County's Hazmat Response Team is equipped with both dosimeters and radiation meters for radiological monitoring. If needed, additional monitoring equipment would be requested through the state EOC.

### **III. SITUATION**

#### **A. Disaster Condition**

A natural or other catastrophic disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites) which produce, generate, 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 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 materials that are hazardous, if improperly released, will present serious problems.

#### **B. Planning Assumptions**

- 1. St. Johns County has numerous industrial parks and small operations that utilize hazardous materials of various types. These materials are transported through the county, mostly by truck on US1 and Interstate 95. The possibility of a spill, or accidental discharge is present.



2. Two rail lines operate in St. Johns County, one through the heavily populated eastern area. Both lines carry hazardous freight.
3. Internal to St. Johns County, the companies involved in using hazardous materials and the transportation routes used in the movement of hazardous substances, both are located in or near the most densely populated portions of the county.
4. Evacuation of schools, hospital/long term care nursing facilities, and shopping malls is a possibility.
5. External to St. Johns County, neighboring Duval County (Jacksonville) has the highest concentration of hazardous material users in the northern half of Florida. Air, water, rail and surface transportation networks used in HAZMAT movement, created concerns for St. Johns County.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

Safety to emergency responders will be the first priority of HAZMAT occurrences. The second priority is to respond with the maximum St. Johns County resources possible, to stop, isolate and neutralize the hazardous materials and minimize its contamination and threat to the community. Thirdly, because of the danger posed by the substances, the rate at which they can move or be carried in the environment, mutual aid resources will be called upon as soon as it is determined that internal St. Johns County resources are not sufficient.

##### **B. The organization of HAZMAT response follows the traditional command and control structure used by the St. Johns County Fire/Rescue Division (SJCFR).**

1. The commander of the first responding unit assumes command and control until such time as relieved by a more senior officer.
2. The on scene incident commander shall be determined and command transferred in accordance with the Fire/Rescue Division's Standard Operating Guidelines.
3. The on scene incident commander will keep the ESF 10 representative in the EOC informed of the incident's status. The Duty Operations Officer (DOO) in the EOC may redirect the incident commander to other, or more significant incidents, as deemed necessary by the disaster circumstances.
4. The St. Johns County Fire/Rescue Division maintains a HAZMAT vehicle centrally located in the county at St. Johns County Fire Station 5, St. Augustine

South.

C. Notification

1. Upon receiving a warning from the State Warning Point of an imminent disaster, the duty staff in both the St. Johns County Sheriff's Department, and the Emergency Services Department's Communications Center, will initiate the preplanned call-out and notification procedures.
2. As needed, off-duty HAZMAT trained personnel, and other concerned ESFs will be advised of the occurrence.
3. As needed, the SEOC could be asked for Mutual Aid support.

D. Response Actions

1. Initial Response

On-duty fire-rescue personnel forming the HAZMAT team, will respond according to command and control procedures outlined in item 'B', above. St. Johns County field operational responders will keep the ESF 10 representative in the EOC informed of the incident.

2. Continuous Response

- a. Command and control continues as outlined under item 'B' above.
- b. Support agencies or other ESFs are tasks with responding to the incident as needed.
- c. Evacuation is conducted as needed for public safety.
- d. The Statewide Mutual Aid Agreement is implemented as needed for public safety.
- e. State or federal assistance is requested as needed for public safety.
- f. ESF 16 (Law Enforcement and Security) will allocate resources, to block, and redirect traffic as needed, to assure public safety.
- g. ESF 16 will be prepared to evacuate endangered populations should the situation warrant such. Use of public address systems, and door to door

contact (using volunteers if available) will be used if necessary to assure public safety. ESF 16 will take appropriate security measures in the evacuated area.

- h. ESF 5 will support area closure, and/or evacuation through public notices (see: Basic CEMP, Section VI - Public Awareness).
- I. When the site is deemed safe for re-entry, the Command Officer or DOO will be the authorizing authority. ESF 5 will coordinate public notice (Basic CEMP, Section VI - Public Awareness) and will be supported in traffic coordination by ESF 16.
- j. The HAZMAT team carries its own portable/mobile decontamination equipment on its primary vehicle. This allows the team to decontaminate equipment in the field, rather than driving possibly contaminated vehicles and equipment through uncontaminated areas.
- k. The HAZMAT team has its own radiological monitoring equipment. Should additional sets be required, assistance would be requested through the State Wide Mutual Aid Agreement.
- l. There are no separate 'wash-down' stations. See 'j' above.
- m. Flagler Hospital has personal decontamination facilities.

## **V. RESPONSIBILITIES**

- A. The Primary Agency will:
  - 1. Constantly evaluate the threat of and impact of, HAZMAT incidents.
  - 2. Establish response plans, train HAZMAT team personnel, acquire as funding permits, specialized HAZMAT equipment and supplies, and maintain lists of vendors, private contractors and other parties whose expertise or services can be utilized following a HAZMAT incident.
  - 3. Respond to, give direction, command and control, to hazardous material incidents as directed by the EOC.
  - 4. Staff the ESF 10 position in the EOC on 24 hour per day schedules, for the duration of the incident, if called upon to do so. Keep ESF 5 fully informed of the status of HAZMAT incidents, as well as the status and

availability of personnel and equipment. Coordinate with private sector, volunteer, and SEOC as the issue necessitates. Be prepared to brief EOC staff, other ESF representatives or visitors and officials in the EOC, as called upon to do so by the DOO.

5. Support recovery operations as directed by the EOC.
6. Conduct an After Action Review of the HAZMAT incidents and subsequent response. Recommendations regarding mitigation should be forthcoming from the AAR.
7. Maintain complete and accurate documentation for the recovery package to include but not limited to:
  - a. Employee/Volunteer time sheets
  - b. Purchase orders
  - c. Receipts of materials purchased
  - d. Receipt for donated items
  - e. Credit card Statements
  - f. Contracts
  - g. County hours/rental equipment
  - h. Fuel tickets

B. Support Agencies

Items 1, 2 and 6 apply to the support agencies. Additionally they should maintain communications with the ESF 10 representative regarding the availability and status of personnel, equipment, supplies and facilities.

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #11**

### **FOOD AND WATER**

PRIMARY AGENCY:        Salvation Army

SUPPORT AGENCIES:    American Red Cross  
Private Business  
Volunteer Organizations  
St. Augustine County School Board  
St. Johns County Extension agency  
St. Johns County Emergency Services

#### **I.     INTRODUCTION**

##### **A.     Purpose**

The purpose of this ESF is to identify food, water, and ice needs in the aftermath of a disaster or emergency, obtain these needs and transport such items to the disaster area. Food supplies obtained and distributed by ESF 11 (Food) will be dispensed to the disaster victims by ESF 6 (Mass Care).

##### **B.     Scope**

The scope of this ESF is to obtain needed food supplies (food, water, and ice) to provide to ESF 6 (Mass Care) for feeding disaster victims. To accomplish this function, activities will be undertaken to:

1.     Identify the number of people without food and safe drinking water.
2.     Inventory warehouse food products/quantities and identify sources to obtain additional supplies.
3.     Ensure sufficient warehouse space to store food supplies.
4.     Coordinate the transportation of food shipments to warehouses, feeding sites, and pantry locations.
5.     Purchase or solicit food supplies to sustain the disaster victims until State officials/agencies can manage the operation.

## **II. POLICIES**

- A. This ESF will be implemented upon notification of occurrence of a potential or actual major disaster or emergency.
- B. Actions undertaken by this ESF will be guided by and coordinated with the EOC.
- C. This ESF will provide provisions for securing and delivery food and water supplies suitable for household distribution or congregate meal service as appropriate.
- D. ESF 11 will arrange for the transportation and distribution of food and water supplies within the affected area.
- E. This ESF will coordinate with, and support as appropriate, ESF 6 (Mass Care) involved in mass feeding.
- F. This ESF will encourage the use of congregate feeding arrangements as the primary outlet for disaster food, water and ice supplies.
- G. Priority will be given to move critical supplies of food into areas of acute need and then to areas of moderate need.

## **III. SITUATION**

### **A. Disaster Conditions**

A catastrophic hurricane or other major disaster or emergency will deprive substantial numbers of people of water and access to and/or means to prepare food. In addition to substantial disruption to the commercial food supply and distribution network, a catastrophic hurricane or other natural/manmade disaster may partially or totally destroy food products stored in the affected area.

### **B. Planning Assumption**

- 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 both within the disaster area and other

- shelters around the state.
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. Damage projection models will be used to forecast damage and disaster consequences:
    - a. Included in this information will be calculations to identify the number of people to be impacted. This ESF will use these calculations and projections to estimate food needs, quantities and project the duration of the mass feeding.
    - b. Supporting the project effort will be the RIATs. RIATs help identify the impacted areas; the density of population in the impacted area; the health and well being of the population, such as number of infants or elderly homebound in the area; loss of water mains; extent of contamination to well water; damage or destruction to neighborhood grocery and convenience stores, and related data.
  7. An immediate human need's assessment (food, water, health/medical, housing) and the condition of the infrastructure (transportation, communications, and utility system) will be reported to the St. Johns County EOC. Sources of this information will include the RIATs, but also: law enforcement road patrols, public works and utility crews, school bus drivers and shelter managers.
  8. Large bulk shipments of food supplies purchased, solicited, or donated will be coordinated with this ESF. Donations of nonperishable food stuff will be sorted and pelletized for coordination and distribution with this ESF.
  9. Assistance from the Florida Department of Military affairs (ESF 13) will be requested after all other resources have been used to assist with the distribution of food supplies and/or warehouse operation.
  10. It is assumed that appropriate state and federal personnel will be available to handle the food stamp needs.
  11. The media can be an early-on asset to gathering knowledge of the community needs. With helicopter, satellite and microwave ability, television news programs observed in the EOC, can inform the EOC of many elements of information needed to properly respond to the incident.

12. When all resources of St. Johns County that are available for ESF 11 have been expended, request for assistance through the Statewide Mutual Aid Plan will be made.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

Following a notification of a major disaster or emergency, this ESF will be staffed at the EOC on a 24-hour basis for the duration of the incident. At that time, requests for food and water will be processed through this ESF.

If possible, this ESF will use damage projection models to calculate the number of people that might be impacted to assess the amount of food and water needed to meet the anticipated demand. Warehouse inventories will be tabulated and if additional food supplies are needed, this ESF will obtain and transport such supplies to the disaster or staging areas. Additional information on the number of people in need of food and water will be obtained from ESF 6, which is responsible for sheltering and mass feeding.

Staff from this ESF will be sent into the disaster area to assess the effectiveness of the food distribution network and to address problems that might be in the system. Staff will coordinate with county officials and ESF 6 field personnel to ensure ample and timely deliveries of food and water supplies.

##### **B. Organization**

Upon activation of this ESF, the Food Distribution Officer, or the designee, will be responsible for ensuring all food and water 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 can become immediately available via telephone, fax, conference call, or cellular.

The ESF has the responsibility of coordinating with state and/or federal food stamp officials. This ESF will work with these officials in establishing alternate and temporary food stamp registration and issuing sites as needed by the disaster.

##### **C. Notification**

Upon the occurrence of a potential major natural disaster or manmade event, the EOC will notify the primary contact person for this ESF. The notification will be made via telephone or digital pager. Such notification could be to advise of the potential for a disaster, request to report to the EOC, or to update information. The DOO will notify all support agencies and could request that they report to the EOC.



D. Response Actions

1. Initial Actions by ESF 11:

- a. Inventory food and water supplies under county control. Verify amounts available at local hospitals/nursing facilities, school district, and grocery stores. A list will be maintained of major distributors of food products, containerized water and ice. Due to the relative proximity of large communities (Jacksonville, Gainesville, Ocala, Orlando and Tallahassee), numerous food distribution centers are within a matter of hours driving distance from St. Johns County.
- b. Identify the number of people in shelters and others in need of food and water. (See: ESF 6 - Mass Care).
- c. Monitor power outages for estimated ice needs and quantities. This will be done by coordination with ESF 12 (Energy).
- d. Monitor water contamination in the disaster area and estimate water needs and quantities. This will be coordinated with ESF 8 (Health and Medical).
- e. Identify menus for meals to be used for calculation of food supplies and serving portions. Florida Army National Guard can furnish mass feeding menu information, as well food service managers at colleges/universities, St. Johns County School Board and corrections facilities.
- f. Identify the locations of all mass feeding and distribution sites. Coordinated with ESF 6 regarding: time of delivery, amount (number of people), and special needs (i.e., infants). This will assure proper distribution of food stuffs to public shelter and to congregate feeding sites.
- g. Assess warehouse space and needs for staging areas. Predetermined warehouse sites include, but are not limited to:
  1. St. Johns County School Board (various sites)
  2. Flagler Hospital
  3. St. Johns County Greyhound Park (concession storage area)
  4. Chain grocery stores
  5. St. Johns County Sheriff's Department (correction food service)
  6. Pre-positioned climate controlled trailers

- h. Coordinate food donations. Donations will be received at key points in the County, where a 'donations receiving clerk' will verify incoming items to notify the ESF 11 of their availability.
- I. As previously described, input from all ESF components in the field will be used by the ESF 11 representative to create a realistic appraisal of where food and water shortages are the most critical. This will be a constant changing situation, as distribution centers, congregate feeding sites and shelters begin to establish operations over a span of time, rather than all at once. Constant monitoring of these elements of information will assist ESF 11 in dispatching the items where and when they are most needed.
- j. Monitor and coordinate the flow of food supplies into the disaster area. A member of ESF 11 will be assigned at each food storage or staging site. They will report the arrival of incoming supplies and the departure of outbound supplies to ESF 11 at the EOC for mission tracking. This person will coordinate transportation for food/water/ice distribution. They will coordinate with ESF 1 and be able to verify the status of incoming/outbound food stuff transportation.

ESF 11 will develop a list of commercial vendors with climate controlled trucks as needed, to distribute supplies to and within St. Johns County. Coordination with trucking firms and other forms of transportation.

ESF 11 will coordinate with ESF 1 (Transportation) in food distribution matters, but will have the authority to coordinate directly with those vendors that specialize in food/water/ice distribution rather than tasking ESF 1 with the responsibility.

- 2. Continuing Actions by ESF 11 include:
  - a. Continuing to monitor food, water and ice needs, making adjustments to procurement and distribution as necessary.
  - b. Assess special food concerns of the impacted actions to procure and deliver the needed items.
  - c. Monitor nutritional concerns and coordinate with ESF 8 (Health & Medical).
  - d. Establish logistical links with local organizations involved in long term congregate meal service.

**V. RESPONSIBILITIES**

A. The Primary Agency is responsible for:

1. An ongoing evaluation of the types of disasters that could impact St. Johns County, and the effect it would have on food, water and ice.
2. Developing response plans for supplying food to the impacted population. This will include accumulating lists of vendors who specialize in the storing and/or distribution of food stuffs. Developing lists of suitable, and in many cases climate controlled, warehousing or storage facilities in St. Johns County.
3. Supporting ESF 11 operations by furnish qualified personnel to work in the EOC on a 24- hour per day basis for the duration of the incident. These people will coordinate with other ESFs, and the DOO. They will be prepared, and capable, of briefing EOC personnel, officials and visitors to the EOC if called upon to do so by the EMD or DOO.
4. Preparing to support the recovery phase of the incident.
5. Conducting an After Action Review (AAR) and developing a 'lessons learned' that can be used for future preparedness. From the AAR, offering advise for mitigation.
6. Maintain complete and accurate documentation for the recovery package to include but not limited to:
  - a. Employee/Volunteer time sheets
  - b. Purchase orders
  - c. Receipt of materials purchased
  - d. Receipt for donated items
  - e. Credit card statements
  - f. Contracts
  - g. County hours/rental equipment used
  - h. Fuel tickets

B. Support Agencies are responsible for:

1. Developing their own operations plans, which can include:
  - a. Vendor, donor, personnel, equipment and facilities list. This includes

points on contact information with appropriate phone numbers.

- b. Establishing notification, staffing and communications capabilities.
2. Having the capabilities to respond as planned in supporting the emergency management effort.
  3. Maintaining communications with the Primary Agency throughout the emergency.
  4. Maintaining necessary documentation to help determine total expenditures for the emergency.
  5. Being prepared to assist during recovery.

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #12**

### ENERGY

PRIMARY AGENCY: St. Johns County Building Department

SUPPORT AGENCIES: St. Johns County Emergency Management Division  
St. Johns County Facilities Department  
St. Johns County Utilities Department  
Florida Power and Light  
Jacksonville Electric Authority  
Jacksonville Beach Electric  
City of St. Augustine  
City of St. Augustine Beach  
Town of Hastings

#### **I. INTRODUCTION**

##### **A. Purpose**

The purpose of this ESF is to promulgate the policies and procedures to be used by the St. Johns County Building Department, governing agencies and organizations, and utilities in responding to and recovering from fuel shortages, power outages and capacity shortages which impact or threaten to impact significant numbers of citizens. Fuel shortages may be caused by the disruption of normal supply distribution during severe weather conditions. Power outages and capacity shortages may be caused by unusually hot or cold weather, short-term electric fuel transportation and supply shortages, transmission and distribution disruptions, severe weather conditions, or power plan outages.

##### **B. Scope**

ESF 12 involves coordinating the provisions of emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations as well as restoring the normal supply of power to normalize community functioning. This ESF will work closely with local and state emergency suppliers and distributors. The scope of this ESF includes:

1. Assessing 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. Coordinating with ESF 12 support agencies for assistance in helping energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems.
4. Coordinating with ESF 14 (Public Information) in providing energy emergency information, education and conservation guidance to the public.
5. Recommending to the State Coordinating Officer (SCO) and the Federal Coordinating Officer (FCO) priorities for restoring damaged energy systems.
6. Recommending, as needed or required, local ordinances or resolutions for energy priorities and allocations.
7. Recommend local actions to save fuel.
8. Providing technical assistance involving energy systems.

## **II. POLICIES**

- A. In the wake of a disaster, many of the resources will be unavailable due to damage, in accessibility or insufficient supply. When activation of the EOC is implemented, the Building Department 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.

The assets available to ESF 1 will be used to assist county emergency operations agencies and other ESFs with their emergency efforts to provide fuel and power and other resources as necessary. The priorities for allocation of these assets will be to:

1. Coordinate with ESF 1 support agencies in providing sufficient fuel supplies to emergency response organizations.
2. Coordinate the provision of materials, supplies, and personnel for the support of emergency activities being conducted by the EOC.
3. Maintain communications with utility representatives to determine emergency response and recovery needs.
4. Coordinate with the American Red Cross and the EOC to identify emergency shelter power generation status/needs, as well as to coordinate with ESF 12

support agencies and other ESFs with assistance in providing resources for emergency power generation.

### **III. SITUATION**

#### **A. Disaster Conditions**

Energy shortage conditions are those in which the supply of electric power to customers could be in jeopardy due to either generation capacity shortages and/or transmission limitations. It is expected that generation capacity shortfalls would be due to extreme weather conditions. However, they could also be the result of a higher than projected demand for energy during periods when generating units are normally unavailable due to scheduled maintenance or unplanned generating unit outages.

#### **B. Planning Assumptions**

1. The St. Johns County Building Department will be the primary lead agency in responding to energy emergencies.
2. During periods of abnormal weather or in the event of multiple unanticipated generating unit outages, there might be occasional times when generating capacity is limited or falls below customer demand.
3. There might be widespread and prolonged electrical power failure. With no electric power, communications will be affected, traffic signals will not operate, causing surface movement gridlock. Such outages will impact on other public health and safety services, including the movement of petroleum products for transportation and emergency power generation.
4. The lead agencies of this ESF, upon notification of a potential or actual electrical generating capacity shortage, or actual or potential fuel shortage, will communicate and coordinate with state and local support agencies when prioritizing emergency support and energy restoration.
5. Water pressure systems might be low or zero, affecting facilities essential to the life and safety of the public; hampering fire fighting capabilities and sewer systems might not function.
6. The Florida Public Service Commission has regulatory responsibility for public utilities, which must comply with its rules.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

When electric utility operating reserves are nearly exhausted and there is an imminent possibility of curtailment or loss of a firm load, 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 St. Johns County citizens.

##### **B. Organization**

1. The St. Johns County Building Department will serve as the lead agency responsible for ESF 12 activities. Upon activation of the EOC, the Building Department will be responsible for ensuring that energy concerns are addressed. ESF 12 will maintain communications with electric utilities and support agencies in responding to and recovering from emergencies regarding electrical service outages, electrical generating capability shortages, fuel shortages and any other emergency energy concerns.
2. Each major utility, including Florida Power and Light (FPL), have their own disaster plans. The plans outline how they will acquire and move supplies and personnel as well as how to acquire and manage electrical capacity. Years of operations, and historical incidents, have taught the utilities, including FPL, how to plan for recovery as well as response.
3. Electrical utilities in Florida, both investor owned, such as FPL, and government owned, belong to the Florida Coordinating Group (FCG), based near Tampa. The FCG uses preestablished priorities in distributing electrical capacity, whether or not it is generated in Florida. Following a disaster, whether isolated in St. Johns or covering much of the state, it will be the FCG that will distribute electrical energy.

##### **C. Notification**

1. Upon activation of the EOC, the Director of the Building Department will notify the affected county agency personnel.
2. The Director of the Building Department will notify ESF 12 support agencies as appropriate.



3. The Emergency Services Communications Center will notify the appropriate ESF 12 personnel, and the duty position is activated in the EOC when called upon to so by the Emergency Management Director.
- D. Response Actions
  1. Initial Actions by the Building Department:
    - a. Contact electric, gas, telephone, water and utilities serving the emergency area to obtain information about damage and/or assistance needed in their service areas. Integrate with RIAT information.
    - b. Coordinate with ESF 12 support agencies to establish priorities and develop strategies for the initial response.
      1. Priority One: Communications centers, emergency management operational facilities (EOC), fire/police stations, non-evacuated hospitals and other facilities treating or sheltering patients who cannot be released during the disaster.
      2. Priority Two: Shelters, mass feeding locations, staging areas and other support facilities for emergency management equipment, supplies and people.
      3. Priority Three: Commercial and services facilities that can help with response or recovery efforts, such as hardware or food stores. Facilities that will be used by state or federal government in recovery as Disaster Recovery Centers. Hotels and motels which may be needed to house people during recovery.
    - c. Monitor the procedures followed by individual utilities during emergency generating capacity shortages to ensure action and communications.
  2. Continuous Actions
    - a. Continue items 1.a. through 1.c., above, as appropriate.
    - b. The ESF 12 desk in the EOC will prioritize public requests for service and determine which utility they go to and what priority should be recommended to the appropriate utility.
    - c. ESF 12 will coordinate with ESF 5 (Information and Planning) and ESF 14

(Public Information) in the dissemination of public information pertaining to the emergency. In addition, each utility has its own procedures and internal communications staff, with plans for crisis communications.

- d. To assure that support is in place for locating qualified personnel, proper equipment, and necessary supplies, ESF 12 will coordinate the FCG and individual utilities. If these issues are beyond the capabilities of local government, coordination will take place with the SEOC to seek assistance beyond the scope of St. Johns County.
  1. Utilities have their own sources of fuel, transportation, qualified labor pools, equipment stocks and the like. Much of this activity will be managed by the utilities themselves. In the case of electrical utilities, augmentation, movement, and other operational issues are managed internally, although coordination with the EOC will be needed.
  2. Coordination with Emergency Management will be ongoing from the ESF 12 desk.
  3. Coordination with non-electrical utilities will be ongoing. These utilities often are not as large and sophisticated as the electrical utilities, and might require more support.
  4. Coordination will be ongoing with ESF 1 (Transportation), ESF 3 (Public Works and Engineering), ESF 4 (Fire Fighting) if fuels are ignited or threatening to ignite, ESF 7 (Resource Support), ESF 10 (HAZMAT), ESF 14 (Public Information), ESF 16 (Security) for such things as escort service to utility service crews and supply convoys.
  5. ESF 12 will coordinate with the SEOC regarding statewide energy issues and the possibility of implementing the State Wide Mutual Aid Agreement if needed. ESF 12 will coordinate with federal energy representatives who might have established presence in the disaster area.

E. Recovery Actions

1. The SJC Building Department initial actions will include:
  - a. Upon request, coordinate the provisions for resources to assist in restoring emergency power and fuel needs.
  - b. Review recovery actions and develop strategies for meeting local energy needs.

- c. Continue to monitor local, state and utility actions.

**V. RESPONSIBILITIES**

**A. Primary Agency:**

1. Will coordinate with the support agencies and ESFs in directing resources and prioritizing the needs for energy restoration.
2. Contact will be made with electric, gas, telephone, water, utilities and industry coordinating groups servicing the emergency area to obtain information about damage and/or assistance needed in their areas of operation.
3. 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 action and communication.
4. Communicate and coordinate with local agencies and organizations in responding to energy emergencies and energy restoration.
5. The St. Johns County Building Department will communicate and coordinate with ESF 5 (Information and Planning) and ESF 14 (Public Information), to keep them apprized of electric generating capacity shortfalls so that ESF 14 can provide accurate information to the local media.
6. Maintain complete and accurate documentation for the recovery package to include but not limited to:
  - a. Employee/Volunteer time sheets
  - b. Purchase orders
  - c. Receipt of materials purchased
  - d. Receipt for donated items
  - e. Credit card statements
  - f. Contracts
  - g. County hours/rental equipment used
  - h. Fuel tickets

**B. Support Agencies:**

1. Will develop response and recovery plans, and notification procedures.

2. Will identify suppliers of their specific needs, establish letters of agreement or other forms of supply assurances, and transportation plans for securing the supplies.

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #13**

### **MILITARY SUPPORT**

PRIMARY AGENCY: St. Johns County Emergency Services

SUPPORT AGENCY: None

#### **I. INTRODUCTION**

##### A. Purpose

The purpose of this ESF is to provide military support (FLNG) to the State of Florida in times of major or catastrophic and/or civil unrest and detail the responsibilities and the role of the FLNG in conducting Rapid Impact Assessment Teams (RIATs).

##### B. Scope

1. The scope of Military Support operations is extremely diverse as the FLNG can be a support to all seventeen (17) ESF's. 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 the Division of Emergency Management.
2. Immediately following the occurrence of a major or catastrophic disaster, the FNG will deploy Rapid Impact Assessment Teams (RIAT). The composition of these teams may include civil utility and infrastructure experts, as appropriate. The mission of RIAT will be to expeditiously evaluate the immediate needs of the affected population as a result of infrastructure loss or damage and availability of essential services within the impacted area.

##### C. Authorities

1. Governor's Executive Order
2. Florida Statutes, Chapter 250, Military Code.
3. Florida Statutes, Chapter 252, Emergency Management

#### **II. PROCEDURES**

- A. In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility for disaster relief will be with local, state governments and those federal agencies designed by statute. National Guard assistance normally is provided when:
1. The situation is so severe and widespread that effective response and support are beyond the capacity of local and state government, and all civil resources have been exhausted.
  2. When resources are not available from commercial sources. National Guard support will not be furnished if it is 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 requirements caused by a civil emergency or mandated by law.
  4. Assistance will be limited to tasks that, because of experience and the availability of organic resources, the FLNG can do more effectively or efficiently than another agency.
  5. When an emergency or disaster occurs and waiting for instructions from higher authority would preclude an effective response, the FLNG 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 a 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 certificate of liability from the requestor.
  6. The FLNG 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 any public service is lost or withdrawn, and an immediate substantial threat to public health, safety, or welfare is evident, the FLNG may be called to restore and/or contain that public service. It is desirable that supervisors, managers, and key personnel of the public service be available to provide technical assistance to FLNG 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

FLNG.

8. The capability of the FLNG to assist in the restoration/continuation of public services depends primarily on the degree of military or civilian skills possessed by FLNG personnel.
- B. Chapter 250 (Military Code) of the Florida Statutes designates the Governor, as the Commander in Chief of all the Militia (FLNG) of the state, and in order to preserve the public peace, execute the laws of the state, or respond to an emergency, order all or part of the militia into active service of the state. This is done through the issuance of a Governor's Executive Order.

### **III. SITUATION**

#### **A. Disaster Condition**

Major or catastrophic disasters will result in the wide spread 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 a federal response of 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. Planning Assumptions**

1. All FLNG assets are available for a state mission. It is understood that the Federal Wartime Mission of all DOD assets takes priority over State Missions.
2. Post-disaster impact/needs assessments are an ongoing process as needs cannot be fully determined in the initial response phase of a major or catastrophic disaster.
3. The Governor issues an Executive Order prior to the occurrence of a major or catastrophic disaster, when possible, authorizing the Adjutant General to call to State Active Duty those personnel and equipment as necessary to support the State of Florida's response and recovery effort. A number of these forces will be staged in and around the anticipated disaster area prior to occurrence when possible.
4. Rapid Impact Assessment Teams will be deployed to the disaster area over land or by air, as appropriate, and will deploy fully self-contained units. (food, water, communications)
5. Restoration and/or preservation of law and order (ESF 16), in support of FDLE, will be

the priority mission of the FLNG immediately following a major or catastrophic disaster.

#### **IV. CONCEPT OF OPERATION**

##### **A. General**

1. **Mission - When directed by the Governor, the Adjutant General of Florida, employs 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.**

##### **B. Concept**

1. **As a potential disaster develops, or upon the occurrence of a disaster, the FNG will dispatch the Military Support (ESF 13) Emergency Coordinating Office team to the State Emergency Operations Center (SEOC) in Tallahassee. The purpose of this team will be to advise the SERT Leader of FNG capabilities and resources, the ongoing mission status, troop strength, estimated daily cost, and legal consideration. The SEOC will receive official mission requests to support other ESFs and pass to the Adjutant General for action.**
2. **Upon 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 ESFs respectively as directed by the SERT Leader and within FLNG capabilities.**
3. **As supported ESFs determine that all available state resources are exhausted, and/or a mission exceeds the ESFs capabilities, the ESF Primary Agency will pass a request to ESF 13 in the form of a 'Mission'. This mission request will then be forward to the EOC for immediate staffing and determination of support ability. If 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 support agencies local point of contact for mission coordination. Simultaneously, ESF 13 will be notified of mission acceptance and kept updated on mission status. This same process will be utilized if/when St. Johns County EOC requests assistance from SESF 13.**
4. **Rapid Impact Assessment Teams (RIAT), in direct support of the Division of Emergency Management, the FLNG will preposition RIATs prior to a disaster, when possible, or**



immediately following a disaster and be prepared to immediately deploy to the disaster area as conditions allow. Each RIAT will consist of civil utility and infrastructure representatives, a DEM representative and the appropriate state agencies. The composition, mission, deployment and logistical requirements are contained in the FLNG Operation Plan for Rapid Impact Assessments.

5. In major or catastrophic disasters requiring a large Federal Department of Defense response, the Adjutant General and his staff will serve in a liaison role between the State of Florida and the Active Component in charge. As the state's first line military response in times of disaster and civil emergency, the National Guard will closely coordinate with active federal military to insure mutual support during federal disaster relief operations.

C. Notification

1. ESF 13 response will be activated upon notification by St. Johns County EOC.
2. Contact will be made with the North Area Command (83<sup>rd</sup> Troop Command), Cecil Field Naval Air Station, Jacksonville, Florida, requesting that they provide a liaison in the St. Johns County EOC.

V. **RESPONSIBILITIES**

A. Primary Agency

St. Johns County Emergency Management Division.

1. Maintain complete and accurate documentation for the recovery package to include by not limited to:
  - a. Employee/Volunteer time sheets
  - b. Purchase orders
  - c. Receipts of materials purchased
  - d. Receipt for donated items
  - e. Credit card statements
  - f. Contracts
  - g. County hours/rental equipment used
  - h. Fuel tickets

B. Support Agencies

There is no official supporting agency assigned for ESF 13. However, the FLNG provides the necessary military support. If military support is beyond the capabilities of

the FLNG, the governor may request federal troops to assist. In this case, the FLNG will coordinate the support provided by the federal troops.

C. Rapid Impact Assessment Teams (RIAT)

The FLNG provides support and coordination for the RIAT. The disaster location and magnitude will dictate the precise composition of the Rapid Impact Assessment Teams. RIATs may be composed of representative from the following agencies:

1. Department of Community Affairs - Team Leader
2. Florida National Guard - Team Support OIC
3. Department of Health and Rehabilitation Services
4. American Red Cross
5. Florida Department of Law Enforcement
6. Department of Transportation
7. Department of Management Services
8. Florida Coordination Group
9. Water management District

VI. REFERENCES

- A. DOD Directive 3025.1, Use of Military Resources During Peacetime Civil Emergencies with the United States, its Territories and Possessions.
- B. National Guard Regulation 500.1, Military Support to Civil Authorities
- C. Headquarters, Florida National Guard Plan for Military Support to Civil Authorities.
- D. Florida Department of Law Enforcement, Florida Mutual Aid Plan.

## **EMERGENCY SUPPORT FUNCTIONS (ESF) #15**

### VOLUNTEERS AND DONATIONS

PRIMARY AGENCY: St. Johns County Emergency Services

SUPPORT AGENCY: American Red Cross  
Salvation Army  
St. Johns County Extension Agency

#### **I. INTRODUCTION**

##### A. Purpose

The purpose of this ESF is to expedite the delivery of voluntary goods and services to support the relief effort in a disaster area.

##### B. Scope

The scope is two fold: To coordinate response/recovery efforts as related to volunteers (preassigned and convergent) and to assure the response/recovery distribution of donated goods to the affected area.

ESF 15 - Volunteers and Donations will be composed of entities with major roles in coordination of volunteer efforts. This scope of activities of ESF 15 includes, but is not limited to:

1. Maintaining contact with the ESF 15.
2. Assessing and prioritizing affected area needs.
3. Deploy resources to meet specific needs.
4. To assure the expeditious response/recovery of donated goods to the affected area:
  - a. Maintain communications with all volunteer organizations
  - b. Maintain contact with county volunteers
  - c. Assess and prioritize affected area needs
  - d. Deploy resources to meet specific needs

## **II. POLICIES**

- A. The resources available to ESF 15 will be utilized to assist organizations and individuals with unmet needs. Basic policies which will determine operational procedure are:
1. To determine areas of greatest need.
  2. To establish priority for delivery of goods for basic needs. ( i.e., food and water)
  3. Distribution of public information regarding resources needed/not needed.
  4. Use computer message system in the EOC to assure prompt allocation of available resources.
- B. The St. Johns County Department of Emergency Services, Emergency Management Division, will coordinate activities of ESF 15, and with assistance from the support agencies.

## **III. SITUATION**

### **A. Disaster Condition**

A significant natural or man-made event will impact on staffing capability and resources, as well as an overwhelming public response. This would necessitate an organized utilization of volunteers and donations.

### **B. Planning Assumptions**

1. Once emergency conditions subside, individuals and relief organizations from outside the disaster area will begin to collect materials and supplies to assist the devastated region.
2. Individuals and organizations will feel compelled to go to the area to offer assistance.
3. When these situations occur, a need for an organized response is imperative.

## **IV. CONCEPT OF OPERATION**

### **A. General**

1. The primary function of ESF 15 is to expedite delivery of donated goods and

services in order to meet the needs of the affected area. In all probability, the outpouring of goods and services will not parallel the needs of local government. Due to this inequity, ESF 15 will be located at the EOC to facilitate the delivery of goods based on need. The distribution of goods and volunteers will necessitate cooperation with other Emergency Support Functions at the County level, such as the public information group. It will be a vital resource in resolution of donations and needs.

2. **Determining Needs.** Initially, RIATs will furnish information that will identify areas and extent of needs. This will cover the first three days. Overlapping and extending to five or more days into the disaster will be the flow of information from disaster relief personnel in the field. Law enforcement, fire/rescue, shelter and other ESFs will be feeding input back to the EOC about community needs. Long term, minister/church leaders, civic and social services leaders will be important in identifying those families or individuals with long term recovery needs.

## B. Organization

### 1. County

The county will assign a staff member to interface with local volunteer organizations. This individual will be located at the County EOC, County Staging Area or Disaster Recovery Center. The exact site will be selected based on the nature and extent of the disaster. When local resources are inadequate, the staff member will contact the SEOC for additional assistance through the EOC message center.

2. The American Red Cross (ARC) and the Salvation Army (SA) have their own structure, and normally operate from offices in St. Johns County. In the case of a major disaster, and disruption of communications capabilities, the ARC and SA outside of the impact area would serve as the information disseminators (i.e., Gainesville, Daytona Beach).

## C. Response Actions

### 1. Initial actions

- a. Representatives from major volunteer agencies (i.e., ARC and SA) will be available to staff ESF 15 at the EOC.
- b. Volunteer agencies will coordinate with local groups to determine

availability of personnel and resources.

2. Response Actions

An organized response effort is vital to the successful delivery of goods and services.

- a. A cadre of volunteers will be maintained for access by relief agencies and organizations. This service will screen and provide information to volunteers as to requirements necessary to participate in the voluntary effort.
- b. These representatives will be responsible for assessing unmet needs at the local level and providing resources and volunteers to meet these needs from the available volunteer response.
- c. The EOC will have volunteer liaison responsibility for the coordination of the volunteer effort in the area. This liaison will assess county needs and relay this information to the State volunteer coordinator (ESF 15).
- d. A toll-free telephone number for volunteers/donations will be identified at the time of the disaster. Presently, the ARC maintains a 24-hour phone line in the Jacksonville area.

D. Recovery Actions

1. Initial Actions

- a. State Regional Recovery Center(s) will be established to serve as reception centers for resources and to properly disburse goods and materials to effected areas.
- b. County staging areas will be established locally to facilitate the disbursement of goods and services to the devastated area. These staging areas might also serve as storage depots.
- c. Security in the area will be instructed to admit only volunteers with proper identification, i.e., a voluntary organization I.D., or a special State of Florida volunteer patch or logo. Identification badges will be issued at the EOC.

2. Continuing Actions

Volunteer operations will provide recovery related support.

**V. RESPONSIBILITIES**

**A. Primary**

The St. Johns County Department of Emergency Services, Emergency Management Division, is the primary agency. The Director of Emergency Services has overall responsibility for the coordination of the voluntary response/recovery effort.

A volunteer coordinator will be assigned by the Director to act as the lead with agencies/organizations participating in ESF 15. Volunteer coordinator duties will include, but not be limited to:

1. Coordinate with other ESFs to determine available resources and needs.
2. Coordinate with State ESF 15 through the county EOC message center to provide specific details on types of volunteers needed, location of donation sites, directions, schedules and any support that will be needed.
3. Identify and facilitate resolution of area responsibilities among agencies involved.
4. Assist voluntary agencies in getting needed services or goods.
5. ESF 15 will be responsible for obtaining assistance from the private sector and volunteer organizations. ESF 14 will make specific requests for assistance to companies/businesses.
6. ESF 15 will coordinate with ESF 7 (Resource Support) to obtain information that will be provided volunteer groups concerning additional and updated local resource requirements. This will be accomplished daily throughout the emergency operations.
7. Maintain complete and accurate documentation for the recovery package to include but not limited to:
  - a. Employee/Volunteer time sheets
  - b. Purchase Orders
  - c. Receipts of materials purchased
  - d. Receipts for donated items
  - e. Credit card statements
  - f. Contracts
  - g. Count hours/Rental equipment used

h. Fuel tickets

B. Support agencies

1. American Red Cross

Responsibilities during the response/recovery efforts are to include:

- a. Provide liaison to the EOC.
- b. Coordinate with ESF 6 and ESF 8 to determine the needs which could be filled by ESF 15.
- c. Act as liaison with agencies with contracts with the American Red Cross.

2. Salvation Army

Responsibilities during the response/recovery effort are to:

- a. Provide a liaison to the EOC.
- b. Assist with warehousing and distribution of donated goods.
- c. Coordinated with local offices and identify unmet needs.

**VI. ADDITIONAL RESOURCES**

All volunteer support agencies will not be represented at the EOC. However, they will provide networking support throughout the County.



## **EMERGENCY SUPPORT FUNCTIONS (ESF) #16**

### **LAW ENFORCEMENT AND SECURITY**

PRIMARY AGENCY: St. Johns County Sheriff's Office

SUPPORT AGENCIES: City of St. Augustine Police Department  
City of St. Augustine Beach Police Department

#### **I. 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.

##### **B. Scope**

This ESF applies to natural or manmade disasters or emergencies whenever a local law enforcement agency requires assistance from the state or another jurisdiction in either declared or undeclared emergency.

##### **C. Plan**

St. Johns County Sheriff's Office Disaster Standard Operation Procedures outline the command, control and coordination of all law enforcement activities during a disaster situation. This plan is on file with SJCSO and the St. Johns County Division of Emergency Management.

#### **II. POLICIES**

ESF 16 is established:

- A. To create a law enforcement mutual aid plan, which provides for the command, control and coordination of law enforcement planning, operations and mutual aid.**
- B. To coordinate the dispatch, and the use of law enforcement personnel and equipment.**
- C. To provide a system for the receipt and dissemination of information, data, and directives**

pertaining to activities among law enforcement agencies.

- D. Each primary and support agency will prepare an inventory of personnel, equipment and vehicles and have it on file.
- E. To collect and disseminate information and intelligence related to disasters or emergencies, existing or pending.
- F. To preplan distribution and allocation of state resources in support of the overall law enforcement mission.
- G. If the situation warrants, a request will be made for assistance through the Statewide Mutual Aid Agreement.

### **III. SITUATION**

#### **A. Disaster Condition**

A significant natural disaster, emergency condition or other major incident, will be of such severity and magnitude as to require state law enforcement, including the Florida National Guard, to supplement local law enforcement efforts to save lives and protect property.

#### **B. 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. Police agencies may request assistance from their own Sheriff's Office or other Sheriffs and police agencies with whom they have an existing mutual aid agreement, or by utilizing the State-Wide Mutual Aid Agreement, to which St. Johns County is a signatory.
- 3. The affected Sheriff may request assistance from other Sheriffs through the pre-existing Florida Sheriffs Statewide Mutual Aid Agreement.
- 4. When the Governor declares an emergency, assistance may be obtained from any city or county police department throughout the state pursuant to Florida Statute 23.1225 (5(a)).
- 5. 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.

**IV. CONCEPT OF OPERATION**

A. When an emergency situation is anticipated or erupts, St. Johns County Sheriff's Office (SJCSO) will dispatch a sworn representative from the SJCSO to the affected area to establish command and control. Should the situation escalate or require at the onset additional law enforcement resources from outside the affected area, such resources will be dispatch by the FDLE Mutual Aid Director in Tallahassee, in conjunction with other state law enforcement agency executives in the Florida Statewide Mutual Aid Agreement, and/or the Florida Sheriffs Mutual Aid Agreement.

B. Organization

1. SJCSO will serve as the primary agency for ESF 16.
2. SJCSO appears as a Support Agency in the following ESFs.

a. ESF 1 - Transportation

SJCSO and other agencies in the Florida Mutual Aid Plan will provide ESF 1 with all available support during an emergency to facilitate the movement of traffic along the county's road and highway systems.

b. ESF 2 - Communications

SJCSO and other agencies in the Florida Mutual Aid Plan will provide ESF - 2 with all available technical and personnel support in maintaining communications during the emergency.

c. ESF 9 - Urban Search and Rescue

SJCSO and other agencies in the Florida Mutual Aid Plan will provide available technical and personnel support to conduct search and rescue operations during an emergency.

C. Notification

1. Pre-incident and ongoing activities will be monitored by the SJCSO's and reported to:
  - a. All state law enforcement agencies in the Florida Mutual Aid Plan, if needed.

- b. The Department of Emergency Services, Division of Emergency Management.
- 2. The SJCSO Public Information Officer (PIO), will join with the PIO's of all involved agencies in the preparation and dissemination of information releases to the public news media and other interested parties.
- D. Response Actions
- 1. The SJCSO will dispatch a sworn representative from the nearest office to the affected area to establish liaison, monitor the situation and coordinate the use of other law enforcement resources.
  - 2. State law enforcement and FNG personnel will be placed on alert, if needed.
  - 3. Initial Actions
    - a. All law enforcement resources from within the disaster area are committed, which will include the SJCSO, St. Augustine and St. Augustine Beach Police Departments and reserves from these agencies.
    - b. The SJCSO assumes responsibility for coordinating the mutual aid efforts internal to the county. The SJCSO will use FDLE channels in requesting mutual aid using the Florida Mutual Aid Plan, the Florida Sheriffs Mutual Aid Agreement and/or the Statewide Mutual Aid Agreement. As other law enforcement agencies arrive to assist with the disaster in St. Johns County, the SJCSO will continue in its role as coordinator of the law enforcement effort, giving direction, command and control as needed. The heading of this Appendix gives a listing of the Support Agencies (does not include state or federal) which can be called upon for assistance with personnel, expertise, or equipment.
    - c. In anticipation of a disaster, some law enforcement personnel might be pre-stage for deployment. Staging areas include, but are not limited to.
      - 1. Camp Blanding Training Site (State owned military reservation located in Clay County.)
      - 2. Preselected fire/rescue stations.
      - 3. St. Johns County Agricultural Center  
3125 Agriculture Center Drive

St. Augustine, Florida 32092

- d. Communications will primarily take place on UHF and VHF equipment. This equipment is maintained by its original user, in some cases' SJCSO, municipal departments or Department of Emergency Services. The resources are sufficient to allow for their expanded capabilities during a disaster. Should additional resources be needed, the SEOC will be notified of the shortfall.
  - e. Requests for assistance might come through the 9-1-1 system, directly into the EOC, by way of commercial communications, ARES, or from VHF/UHF mobile units used by relief personnel in the field. All requests will be forwarded to ESF 16 for management.
4. Continuing Actions
- a. The affected law enforcement agencies will address enforcement and security requirements within their capabilities.
  - b. All other law enforcement agencies which respond to Mutual Aid requests for assistance by the SJCSO will supplement the resources of the SJCSO.
  - c. State law enforcement and FNG personnel will further supplement the needs of the SJCSO and fulfill the enforcement and security requirements as needed in disaster recovery.
5. Special law enforcement needs that might arise, and identified support agencies include:
- a. Air transport capability for equipment and personnel, intelligence gathering, SAR missions: FNG and/or FHP.
  - b. Boat or small craft support for transportation, intelligence gathering on lakes, and along the St. Johns River, SAR missions: FMP, FGFC.
  - c. Traffic Control: FNG, FHP, FDOT
  - d. Access control to evacuated areas: FNG and/or available law enforcement personnel.
  - e. Site protection: FNG and/or available law enforcement personnel.

- f. ESF 16 will provide security to evacuation shelters, feeding sites, Disaster Recovery Centers, and donation collection sites as needed. ESF 16 will also coordinate security issues for visiting dignitaries.
6. Closed Area Control
- a. These will include areas that have been ordered evacuated, or are high risks due to: pawn shops and jewelry stores; gun stores; liquor and appliance stores.
  - b. The public and news media will be advised of 'closed areas' using plans outlined in ESF 14. The same procedures will be used in announcing the limited opening of the areas for resident or business owners, as well as the full opening of the area to the general public, and traffic flow.
  - c. Law enforcement and/or FNG personnel will be assigned to fixed posts or roving patrols in the closed areas. People found within the area will be removed, and if found with stolen or questionable items in their possession, detained for the SJCSO.
  - d. Once limited access is permitted, for residents or business owners, fixed and roving security personnel must be shown identification proving the person is a resident of the closed area, or owns/manages the business within the area. If this proof is not forthcoming, they will be denied access, and/or escorted from the area.
7. Information will be gathered from many sources, and coordinated by the Information unit of the SJCSO. This unit will make appropriate recommendations to various units/agencies of government as deemed necessary by the circumstances.
- a. Information will come from disaster relief workers and law enforcement officers in the field.
  - b. Pilots, aircrews and marine units in particular, will be observant for possible looting situations, isolated residents in need of assistance, and possible SAR missions.
  - c. Some people might call the County EOC or their municipal government, identifying law enforcement issues, such as possible looting. This information will be forwarded to ESF 16 in the EOC, for transmittal to the SJCSO intelligence unit as appropriate.

- d. The SJCSO information unit will coordinate with other information units, specifically FDLE and neighboring Sheriffs' Departments regarding such issues as looting, and career criminals who may take advantage of the opportunities caused by the incident.

**V. RESPONSIBILITIES**

**A. Primary Agency**

The SJCSO will conduct preplanning necessary in anticipation of a major occurrence. This includes, but is not limited to:

1. Traffic control and area evacuation
2. Shelter site and evacuated area security
3. Search and Rescue, and SWAT operations
4. Intelligence gathering and analysis
5. Maintaining traditional services to unaffected areas.
6. Furnishing qualified representatives from the SJCSO to the ESF 16 position in the St. Johns County EOC, 24 hours a day, for the duration of the incident/activity.
7. Requesting mutual aid in the way of personnel, communications capabilities, and specialized equipment as needed. Giving direction and furnishing command and control to these assets as appropriate.
8. Preparing for long term recovery, which could include security issues related to devastated residential and commercial areas of the county.
9. Maintaining the documentation necessary for payables and reimbursable issues.
10. Maintain complete and accurate documentation for the recovery package to include but not limited to:
  - a. Employee/Volunteer time sheets
  - b. Purchase Orders
  - c. Receipts of materials purchased
  - d. Receipt for donated items
  - e. Credit card statements

- f. Contracts
- g. County hours/Rental equipment used
- h. Fuel tickets

B. Support agencies are responsible for:

1. Anticipating the possibility of mutual aid efforts, and planning their participation according.
2. Planning to make available their specific areas of expertise; i.e., small water craft, aircraft, SAR capabilities, communications expertise.
3. Having the ability, and planning accordingly, to remain in a supporting role to some extent, through the recovery phase.
4. Maintaining a recording keeping system for payable and reimbursable issues.



**EMERGENCY SUPPORT FUNCTIONS (ESF) #17**

**ANIMAL CONTROL ISSUES**

**DISASTER ANIMAL RELIEF TEAM (DART)**

**PRIMARY AGENCIES:** St. Johns County Animal Control

**SUPPORT AGENCIES:** St. Johns County Humane Society  
St. Johns County Veterinary Society  
St. Johns County Sheriff's Office  
St. Johns County Extension Agency  
St. Johns County Emergency Management  
St. Johns County Cattleman's Association  
H.A.W.K.E.  
St. Johns Wildlife

**I. INTRODUCTION**

**A. Justification**

Animal issues are generally overlooked in disaster planning. This leads to serious human health and safety risks when animals are forced from their habitats due to injury and hunger. By developing operational procedures to care for these animals before, during and after such an event, this Emergency Support Function (ESF) will reduce the threat to humans, as well as reduce a resource drain on other County ESFs.

**B. Purpose**

This ESF was created to provide for the coordination of local resources in response to pet, farm, and wild animal emergency needs, before, during and after a significant natural disaster or man-made event.

**C. Scope**

The scope of this ESF is the overall management, coordination and prioritization of countywide Animal Relief Services and assets to support pet, farm, and wild animal needs in the event of a major emergency or disaster.

D. Planning Assumptions

1. Countywide animal related assistance will be most successful when coordinated under the direction of St. Johns County Animal Control. (SJCAC)
2. Human lives are at risk due to the frequent refusal to leave pets or livestock behind in a disaster event. Public education by the County and animal related organizations are needed to increase public awareness of disaster preparations for pets and the pet shelter facilities available in the event of an evacuation.
3. A large-scale disaster event would result in many wandering homeless, and/or injured pets, livestock, and wild animals. This situation would present health, nuisance, and bite threat issues, requiring timely capture, and subsequent sheltering of these animals.
4. Triage and treatment of sick and injured animals will be needed, including humane euthanasia in some cases. This should be accomplished by veterinarians or certified euthanasia technicians at designated shelters or private veterinary hospitals.
5. Limited food supplies will be on hand in a disaster event. Prior arrangements with vendors would be made to import commercial pet and livestock foods into the county following a disaster. Food drops for wild animals would be organized by various wild animal related groups and state agencies.
6. Shelter animal waste and carcasses will be accumulated in the post-disaster period, requiring removal of the material to approved solid waste dumping sites, or burned on site.
7. Shelter animals should be reunited with their owners as soon as possible after a disaster.

**II. POLICIES**

A. Authority

In performing the functions outlined in this ESF, County and municipal agencies are governed by the authorities of Public Law and other rules and regulations governing the primary and support agencies of the ESF. Federal and State assistance to this ESF will be provided under Public Law 93-288, and Florida Statute 252.

B. Priorities

Animal related services under this ESF are prioritized in the following functional areas with agency responsibility assigned.

1. Bite Investigation and rabies quarantine (health and safety):
  - St. Johns County Animal Control
  - St. Johns County Sheriff's Office
  
2. Pick-up of animals causing a direct threat to people (safety):
  - St. Johns County Animal Control
  - St. Johns County Extension Agency
  - St. Johns Wildlife
  - St. Augustine Humane Society
  - H.A.W.K.E.
  
3. Pick-up, sheltering and care of injured animals:
  - St. Johns County Animal Control
  - St. Johns County Veterinary Medical Society (SJCVMMS)
  - St. Augustine Humane Society
  - St. Johns County Extension Agency
  - H.A.W.K.E.
  - St. Johns Wildlife
  
4. Pick-up of animals at large:
  - St. Johns County Animal Control
  - St. Johns Wildlife
  - St. Johns County Extension Agency
  - St. Augustine Humane Society
  - H.A.W.K.E.
  
5. Pick-up of strays held by individuals:
  - St. Johns County Animal Control
  - H.A.W.K.E.
  - St. Johns Wildlife
  - St. Johns County Extension Agency
  - St. Augustine Humane Society

6. Investigation of cruelty complaints:
  - St. Augustine Humane Society
  - St. Johns County Sheriff's Office
7. Routine patrol:
  - St. Johns County Animal Control
  - St. Augustine Humane Society
8. Pick-up of nuisance animals (nonthreatening)
  - St. Johns County Animal Control
  - St. Augustine Humane Society
  - St. Johns County Extension Agency
9. Receiving unwanted, owned animals:
  - St. Johns County Animal Control
  - St. Augustine Humane Society

### **III. ORGANIZATION**

#### **A. Federal, State and Regional Levels**

Should this ESF be recognized by the Federal and State Recovery Plans, it will be represented at the Federal Disaster Field Office (DFO), and will be present at the State Emergency Operations Center (SEOC). In addition, when a Regional reception and staging area has been established, representation of this ESF at that location will be initiated.

#### **B. County Level**

1. Chain of Command:
  - Director of Emergency Services
  - Emergency Management Coordinator
  - Animal Control Field Supervisor
  - An ESF 17 staff person in EOC
2. Small and Large Animal Operations
  - Rescue Coordinator

Volunteer Coordinator  
Supply Coordinator  
Emergency Facilities Coordinator  
Veterinary Services Coordinator

C. Municipal Level

Municipal agencies which may or may not perform like functions must coordinate with this ESF through the EOC.

D. Volunteer Agencies

All volunteer animal issue agencies' coordinate with this ESF either directly through the EOC or through the County DART organization listed above.

**IV. CONCEPT OF OPERATIONS AND ASSIGNMENT OF RESPONSIBILITIES**

The Primary and Support agencies of this ESF must plan to be as self sufficient as possible during the first 72 hours following an event, as there could be limited assistance.

A. Primary Agencies (General)

The SJCAC Director or Supervisor at the EOC is responsible for all activity of the DART, subject only to guidance and direction of the Emergency Management Team, and the policies of this plan. At the time of the activation of the EOC, this ESF will be represented on a 24-hour schedule to interface and communicate with other agencies and prioritize assistance requests.

B. St. Johns County Animal Control -Supervisor  
(Delegated as deemed necessary to shelter manager)

1. Notify, activate and mobilize all agencies assigned to the ESF.
2. Coordinate all support agency actions in performance of missions assigned to this ESF.
3. Coordinate requests for assistance and additional resources necessary during performance of the mission with appropriate agencies.
4. Function as the County's representative/liaison to the EOC for the activities and responsibilities carried out by the primary and support agencies of this ESF.

5. Investigate all animal bites with the Sheriff's Office and the Humane Society.
6. Facilitate the transportation of injured, stray or nuisance animals to animal care facilities.
7. Assist human emergency response teams with animal treatment problems.
8. Make arrangements for the removal and disposal of dead animals.
9. Coordinate with the St. Johns County Public Health Unit (PHU) for the release of public information regarding animals and related health issues.
10. Enforce St. Johns County Animal Control Ordinances.
11. Quarantine bite animals for observation.
12. Impound animals 'at-large' with no evidence of ownership.
13. Euthanasia of sick and/or injured animals through assigned and authorized persons.
14. Respond to animal related inquires about dogs and cats.
15. Continually improve and refine this ESF.
16. Release information to the general public through the County Administrator regarding such issues as quarantine areas, rabies alert, public service information, announcements, etc.
17. All animals will be ID'd and logged by description, breed, size, color, etc.

C. St. Johns County Emergency Management:

1. Provide initial notification to Animal Control for the need to implement all or portions of this ESF.
2. Assist in coordination of requests for support between this and other ESFs represented in the EOC.

D. Local Support Agencies

1. Notify, activate, and mobilize all personnel and equipment to perform or support

assigned functions.

2. Designate and assign personnel for staffing of all facilities at which this ESF is required, and provide representation when it is determined by Animal Control to be necessary.
3. Identify all personnel and resource requirements to perform assigned missions which are in excess of the support agencies' capabilities.

E. St. Johns County Animal Control - Emergency Facilities Coordinator

1. Select potential sites for relief facilities for small, large and wild animals. St. Johns Greyhound Track located on Racetrack Road.
2. Ensure contingency power, communication system, sanitation, and security of emergency facility.
3. Coordinate with the Veterinary Services Coordinator to establish adequate facilities for emergency medical care, hospitalization, and safe storage of donated medical supplies and equipment.
4. Provide assistance and facilities for the sheltering and care of injured animals.

F. Volunteer Coordinator

1. Coordinate volunteer assistance and staffing of emergency animal shelters.
2. Provide a telephone list of volunteer individuals and groups and initiate as needed.
3. Prepare forms and records to register and track animals and work hours of all individual volunteers.
4. Provide volunteers with a computerized ID badge.
5. Coordinate with the EOC on-duty Animal Control person to direct volunteers, including those from outside of the county, to needed areas of assistance.
6. Provide assistance and facilities for the sheltering and care of injured animals.
7. Give all cruelty complaints to St. Augustine Humane Society.

G. Supply Coordinator

1. Search for and secure a centrally located building that can be used as a supply depot.
2. Provide an inventory list of all donated supplies and give a copy of a receipt to donors.
3. Maintain a list of supplies on hand and supplies needed as the disaster recovery progresses.
4. Arrange for donations from vendors of food, water and other supplies prior to a disaster event.

H. St. Johns County Veterinary Medical Society - Veterinary Service Coordinator

1. Provide emergency medical care for all injured animals.
2. Coordinate with Supply, Volunteer, and Facility Coordinators to provide veterinarians assistance to accomplish the mission.
3. Arrange for donations from drug distributors prior to a disastrous event.
4. Secure a centrally located veterinary supply depot for donations and make sure medical supplies are available as needed.
5. Identify and track injured animals and coordinate boarding or fostering with Facilities Coordinator.
6. Provide proper handling of medical waste and controlled drugs resulting from veterinary relief efforts.
7. Assist in the establishment of triage units for the care of injured animals.
8. Provide emergency medical equipment and supplies.
9. Provide rabies vaccinations for shelter animals.
10. Provide additional shelter support.

I. St. Johns County Sheriff's Office - Large Animal Rescue Coordinator



1. Coordinate and direct large animal disaster relief efforts.
2. Maintain equipment and resources necessary to manage livestock in a disaster situation.
3. Facilitate and optimize the work of DART veterinarians.

J. St. Johns County Extension Agency - Large Animal Shelter Coordinator

Provide appropriate equipment and resources for post-disaster sheltering of large animals.

K. State Support Agencies (General)

Calls for assistance to state agencies will be made by the Animal Control Supervisor. All assistance coming into the county will be coordinated through the EOC.

L. Florida Veterinary Medical Association (FVMA)

1. Respond to requests for veterinary medical assistance with a disaster relief team.
2. Provide emergency medical care for animals in a disaster situation.
3. Provide assistance to affected veterinarians and animal health personnel.

M. St. Johns County Cattlemen's Association

1. Maintain equipment and resources necessary to manage livestock in a disaster situation.
2. Facilitate and optimize the work of DART veterinarians.
3. Assist in the establishment of housing for livestock.

V. **RESOURCE COORDINATION**

- A. This ESF will provide animal assistance resources using its primary and support agency authorities and capabilities along with other ESFs to support its missions. This ESF will allocate available resources to each mission based upon priorities identified by the EOC management team. If animal assistance resources are unavailable within this ESF, the ESF will directly request assistance from its corresponding ESF at the SEOC or Disaster Field Office.

- B. All other ESFs will coordinate with this ESF's representatives at the EOC when requesting emergency support or disaster assistance from this ESF. If a conflict of priorities develops, this ESF will work directly with the EOC staff to resolve the situation.
- C. Use of donated resources from individuals or groups within the County or from other areas will be coordinated through the EOC.
- D. Recovery Operations Coordination:

Although this annex addresses recovery activities of the agencies associated with the ESF, the EOC is responsible for the coordination of all recovery activities to provide animal assistance services to the affected areas in the County, as required. Therefore, recovery operations of this ESF will be initiated commensurate with emergency priorities within the County and based on the availability of resources.

## **VI. SITUATION**

### **A. Disaster Condition**

A significant natural or man-made disastrous event could quickly overwhelm local government's resources and capabilities to provide services, necessitating State and/or Federal assistance. Such a disaster would pose certain public health and nuisance threats, such as injured, displaced, and dead animals, rabies and other animal related diseases, veterinary treatment or euthanasia, care and shelter of other animal problems. Additionally, these problems could tax the human needs' response and resources.

### **B. Phased Response Actions**

#### **1. Disaster Preparation Phase**

- a. Care and shelter of animals before a disaster event.
- b. Buying or ordering food and supplies to meet the anticipated needs of this ESF in the initial, short and long term recovery phases.

#### **2. Initial Recovery Phase**

- a. Immediate mobilization and deployment of assessment teams to the disaster area(s) to determine specific health and safety needs and priorities and to verify reports of animal related assistance needs.

- b. Provide support to aid in the relief of nuisance and health related problems involving animals and their impact on human relief efforts.
  - c. Maintain complete and accurate documentation for the recovery package to include but not limited to:
    - 1. Employee/Volunteer time sheets
    - 2. Purchase Orders
    - 3. Receipts of materials purchased
    - 4. Receipt for donated items
    - 5. Credit card statements
    - 6. Contracts
    - 7. County hours/Rental equipment used
    - 8. Fuel tickets
  - d. Initiation of critical animal assistance activities as previously prioritized.
  - e. Designated animal shelter sites will be utilized first; additional shelters will be identified as the situation requires.
  - f. Supply Depot and Staging Sites to be created as the situation requires.
  - g. Request assistance for this ESF from state or other outside agencies.
3. Short Term Recovery Phase
- a. Organize relocation, shelter, feeding, triage and emergency medical care of animals to meet short term needs.
  - b. Capture of injured and displaced animals.
  - c. Begin reunification of animals and owners.
  - d. Acquisition of additional food and supplies from vendors as needed to support the relief efforts.
  - e. Continued coordination with other ESFs for timely and proper carcass disposal.
  - f. Direct incoming outside assistance to needed areas.
4. Long Term Recovery Phase

- a. Return of animals to their owners or natural environment.
- b. Adoption of unclaimed animals.
- c. Long term health care and proper disposal of carcasses.
- d. Return to normal operations.

## ST. JOHNS COUNTY

### RECOVERY AND MITIGATION ACTIONS

PRIMARY AGENCY: St. Johns County Department of Emergency Services  
Division of Emergency Management

SUPPORT AGENCIES: All County and Municipal Governments  
Identified in this CEMP  
All Volunteer and Private Sector Organizations  
Identified in this CEMP

#### **I. OVERVIEW**

The Emergency Management Division of St. Johns County recognizes that there are four distinct phases to the disaster cycle:

1. Mitigation: Mitigation is the center piece of emergency management. Included are those activities that are designed to either prevent the occurrence of an emergency or activities or to minimize the potentially adverse effects of an emergency.
2. Preparedness: Those activities, programs, and systems that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercises are among the activities conducted.
3. Response: Response includes those activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster reducing casualties, damage, and to speed recovery. Other activities include direction and control, warning, evacuation and similar operations.
4. Recovery: This is the phase that involves restoring systems to normal. Short term recovery operations are taken to assess damage and return vital life support systems to minimum operating standards. Long-term recovery actions may continue for many years.

#### **II. POLICY**

It is the policy of St. Johns County that community recovery will be addressed as quickly as

possible following the natural or man-made incident or disaster that impacted part or all of St. Johns County.

- A. A Recovery/Local Mitigation Task Force will be appointed, formed and empowered to begin work while the county is still within the response phase.
- B. The County is dedicated to the well being of its residents and will seek out every proper, legal and appropriate form of assistance to which they are entitled, and will use a variety of methods of communications in making needy residents aware of what assistance is available and where recovery centers have been located and how they can be reached.
- C. The County will cooperate fully with State and Federal representatives in coordinating relief efforts in the short term, and recovery effort in the long, on behalf of the residents of St. Johns County, and those visitors caught in our presence during the disaster.
- D. It is the policy of all units of St. Johns County to be pro active in the mitigation process. A strong program is in effect:
  - 1. Elected officials are conscious of the live-safety and property protection role of mitigation, and seek opportunities to enact reasonable and responsible ordinances.
  - 2. Those charged with inspection and certification, impartially and strictly, enforce codes and assure compliance with existing standards, laws and ordinances.
  - 3. Municipal and county governments work with their state representatives and Government counterparts in seeking out legislation that will benefit the public, while not making unrealistic financial demands on the private sector.
  - 4. St. Johns County, City of St. Augustine, City of St. Augustine Beach, Town of Hastings, private industry and volunteer organizations have come together to form the Local Mitigation Strategy Task Force.

The County and three municipalities have contracted with the Northeast Florida Regional Planning council to coordinate the formulation of a Local Mitigation Strategy Plan in accordance with State of Florida Guidelines.

### **III. SITUATION**

- A. A natural disaster or man-made occurrence could take place in St. Johns County, and/or surrounding counties, which would have a long term, devastating impact on residents to

include:

1. The loss of homes, apartments, mobile homes, residential trailers and other forms of domiciles.
  2. Personal belongings to could be lost, destroyed or damaged beyond use, could include: clothing, household furnishings, cash and other valuables, savings.
  3. Transportation could be lost, impacted on residents ability to hold employment. Work trucks used by skilled craftsmen (i.e., plumbers, electricians), could be destroyed, impacted on the employment capabilities.
  4. Businesses could be closed, perhaps permanently, leaving productive residents without work.
- B. County resources will be quickly exhausted, and mutual aid will be needed quickly, with long term recovery aid being needed following a major disaster.

#### **IV. RESPONSE LEVELS**

##### **A. Initial Response**

1. St. Johns County Notification and Warning procedures have been followed, and the EOC made operational.
2. Assessment begins with field reports from law enforcement, firefighters, rescue crews and government service crews (i.e., public works, utilities).
  - a. RIAT assessments will be used as quickly as they are available.
  - b. The news media, with its satellite and helicopter capability, will have some of the earliest damage assessment information available.
  - c. As quickly as it is available, evacuees and shelter residents will be debriefed by competent government or volunteer workers, to ascertain the degree of devastation they have personally observed, and identify needs. This will be an ongoing process.
3. The CEMP is implemented as appropriate and needed, by the Emergency Management Director (EMD).

4. The EMD activates the Recovery/Local Mitigation Task Force, as conditions permit.

B. Recovery / Local Mitigation Task Force (R/LMTF)

1. R/LMTF will initially be made up of one or more representatives from various (but not necessarily all) ESF's. As the response continues, more ESF's may begin to participate in the R/LMTF, until all will eventually participate.
2. The R/LMTF is charged with:
  - a. Seeking methods of mitigating the current situation (keeping the disaster from doing more damage that it has already).
  - b. Identifying short term and long term Recovery needs. Prioritizing the needs, and determining what resources exist within the county for addressing Recovery, and what resources will need to come from outside of the county.
  - c. Maintain communications with each of the ESF's to monitor changes in the amount, and intensity of needs.
  - d. Establish and maintain ongoing communication with Disaster Recovery Centers (DRC), and individuals/agencies involved in Response and Recovery.
  - e. Establish and maintain ongoing communications with federal disaster relief efforts, including the Disaster Field Office (DFO).
  - f. Establish and maintain ongoing communications disaster relief efforts.
  - g. St. Johns County Emergency Management Division will assist in locating and supporting the Disaster Recovery Center(s). Sites for the DRC could include:
    1. Local Strip Malls
    2. Ponce de Leon Mall
    3. St. Augustine Outlet Mall
    4. Satellite Government Facility

When the Initial Damage Assessment is completed by the Team,



Emergency Management will coordinate a DRC site selection.

Special populations that may need assistance on Disaster Recovery within the County are:

1. Elderly Population
2. Visitors to the Community
3. Disabled Residents
4. Hearing/Visually Impaired Residents

Placing a Disaster Recovery Center in a centralized location in the County could be a challenge due to the size of the county. A satellite DRC maybe required to serve citizens in the NE, NW, or Hastings areas.

- h. Mass care, feeding and the furnishing of foodstuffs, water, and ice, are assigned to specific ESF's. The R/LMTF will coordinate with these ESF's, as the need for their services transit from short term, immediate assistance, to long term, or semipermanent assistance. For instance, the R/LMTF will help identify sources of feeding and housing by:
  1. Identifying restaurants, grocery stores, or others with the capability of preparing large mass meals, and either serving them in-house, or 'exporting' them to those in need.
  2. Coordinating with the Northeast Florida Board of Realtors in identifying vacant residential, apartment, or condominium space for long term needs.
  3. Coordinating with companies selling, renting, or moving modular homes regarding the possible leasing of these homes for long term housing needs.

C. On-Going Recovery Effort

1. Public Information/Awareness. The R/LMTF will inform the public regarding damage assistance, loans, grants, or other types of state and federal assistance, as well as the location of Disaster Recovery Centers, and Disaster Field Offices, and how to reach them using private or publicly accessible transportation.
2. Damage Assessment Teams will be formed using county personnel and a representative from each municipality and will be structured based on the disaster. The teams can include but are not limited to:

- a. Emergency Management
- b. Fire/Rescue
- c. Law Enforcement
- d. ARC
- e. Building Inspectors
- f. Property Appraisers
- g. Private Realtors
- h. Engineering
- i. Public Health Officials
- j. County Extension Agent

The teams will be assigned to disaster areas in groups of at least two. Each team will be provided with Damage Assessment Kit including:

- a. Initial Damage Assessment Forms
  - 1. Housing Losses (yellow)
  - 2. Business Losses (blue)
  - 3. Public Assistance (green)
- b. Cameras/Film
- c. Office Supplies
- d. Personal Supplies
  - 1. Bug Spray
  - 2. Raincoats
  - 3. Flashlight
  - 4. I.D. Badge
  - 5. County Map
- e. A means of communications
  - 1. UHF/VHF Radio
  - 2. 800 MHZ Radio
  - 3. Cellular telephone

These localized Essential Elements of Information, when taken in total, will help the county, state and federal disaster staffs develop Damage Survey Reports (DSR's).

## **V. GENERAL RECOVERY FUNCTIONS**

- A. The St. Johns County Division of Emergency Management is the agency having the responsibility for recovery and mitigation efforts.
- B. The County Administrator, or the Emergency Management Director (Director of Emergency Services), will appoint a representative(s) of St. Johns County to serve as

liaison to the Disaster Field Office (DFO) upon its activation.

- C. The County Administrator, or the Emergency Management Director, will appoint a representative from St. Johns County to serve as a liaison with the State recovery staff.
- D. The Emergency Management Director will establish information and educational programs for the public, regarding recovery efforts assistance, which are available from the State of Florida as well as the federal government.

Public Information programs will use all the resources outlined in ESF 14 to reach the population of St. Johns County. Additional efforts will be made to reach the hearing and visually impaired, as well as the non-English speaking and those not in touch with traditional communication sources.

- E. The Emergency Operations Center (EOC) will serve as the coordination point for the establishment of Disaster Recovery Centers (DRC's), Rapid Impact Assessment Teams (RIAT), staging areas and other sites for coordinated assistance.

State and federal agencies will be encouraged to maintain liaison personnel in the St. Johns County EOC at all times, to assure a flow of accurate and timely information and to coordinate recovery efforts.

## **VI. DAMAGE ASSESSMENT FUNCTIONS**

- A. State and federal damage assessment efforts will require local assistance. Local government including the Division of Emergency Management and County ESF 7 should be prepared to do the following:
  - 1. Logistical support in locating:
    - a. Office and warehouse facilities
    - b. Office equipment and supplies
    - c. Accommodations for personnel
    - d. Feeding locations, until such time as commercial service is available.
  - 2. Data Support:
    - a. Property values

- b. Insurance data
  - c. Demographic and Economic profiles
  - d. Income, employment and unemployment figures
  - e. Verification of property and vehicular ownership
- B. Damage Assessment teams will complete the initial damage assessment, assist with needs assessment, and provide personnel to the FEMA/State damage Assessment Teams.

All initial damage assessment forms that are completed will be turned into the EOC Message Center to be calculated and included on the Situation Report to the SEOC. The compiled data will be forwarded to ESF's 5 and 14. This information will help the county, state and federal disaster staffs develop Damage Survey Reports (DSR).

- C. Damage assessment will be completed by the following methods:
- 1. Flyovers - Aerial reconnaissance of the county to identify the extent and intensity of damage. This will assist in identifying lost, missing or trapped persons. Bodies and other sanitary or health related concerns can also be identified by flyovers.
  - 2. Ground and Water Surveillance can be accomplished using 4-wheel drive vehicles, air boats or traditional water craft.
  - 3. A walk through can be accomplished even in the most remote areas. Helicopters or water craft can be used to transport ground crews to start points.

NOTE: Members of these parties would be prepared for rough terrain, the possible discovery of dead bodies, trapped or injured persons and exotic or rabid animals.

- 4. Several State/FEMA Damage Assessment Teams will arrive in the County after a disaster. Each team has a specific function and the county will provide assistance as needed including:
  - a. Personnel
  - b. Maps of disaster area
  - c. A general highway map
  - d. Copies of initial damage assessment reports
  - e. Pictures of damage areas

- D. Economic Loss Assessment coordination will be the responsibility of the Emergency Management Director. Coordination will be made with county departments, municipalities, private and volunteer sectors as necessary, depending on the type of disaster, as well as its intensity and duration. Factors to be evaluated, and the evaluating units are:
1. Lost inventories to retail businesses.  
Chamber of Commerce, Insurance Claims
  2. Lost Business Revenue.  
Department of Revenue
  3. Lost payroll income.  
Department of Revenue, Chamber of Commerce
  4. Crops and livestock loss  
St. Johns County Extension Agent
  5. Tourism and recreational loss  
Department of Revenue, Chamber of Commerce, Tourist Development Council,  
Marina owners
  6. Loss of Employment (FTE)  
Department of Labor
- E. Public Needs Assessment will be constantly monitored:
1. Initial RIAT information will allow responders to concentrate efforts on areas most severely impacted.
  2. Field reports from emergency responders, relief workers, such as public work crews, and school bus drivers, will keep a constant flow of timely information entering the EOC for analysis and action.
  3. Methods identified under Damage Assessment will be used to allow for the gathering of in depth information about particular areas of the county,
  4. The early on establishment of the St. Johns County Recovery/Local Mitigation Task Force (R/LMTF), by the Emergency Management Director, establishes a formal committee to focus on assessing public needs. All information entering the EOC that pertains to existing conditions will be made available to the R/LMTF.

Additionally, the R/LMTF will participate in survey activities outlined under Damage Assessment.

5. St. Johns County will participate in state and federal disaster survey teams as part of its ongoing effort to keep fully informed on disaster assistance needs of the community.

## **VII. HUMAN SERVICES**

- A. Identification of possible DRC's will take place following the incident by conducting a reconnaissance of the impacted area. Consideration will be given to the needs of the residents, and the accessibility of the sites.
- B. The County Administrator or the Emergency Management Director, will appoint a liaison to coordinate with the DRC's. This person may be tasked with responsibility of liaison with DFO's also.
- C. County departments which have information that might be useful to residents seeking assistance through the DRC's include, but are not limited to:
  1. Building and Zoning Department
  2. Public Health Department
  3. County Extension Agent (A dual county and University of Florida unit)
- D. Methods of establishing feeding sites and distribution centers are outlined under ESF 6 and ESF 15.
- E. Temporary living areas for the recovery stage include:
  1. Commercial motel accommodations in St. Johns and Duval Counties are available for relief workers and the general population.
  2. Commercial apartment rentals in St. Johns and Duval Counties. St. Augustine, and the immediate unincorporated county area, have many apartment units. These could be utilized by relief workers or the general population.
  3. Camp Blanding Training Site is a potential site for state or federal relief workers.
  4. Naval Air Stations Cecil Field and Jacksonville, both have potential accommodations for federal relief workers.

## PLANNING ASSUMPTIONS

1. Motels are located in the northern portion of the county, in and around St. Augustine. Local residents, evacuating their residences, or evacuees from other counties, will most likely be the first to secure rooms at these facilities. These lodgers will be financial capability of using commercial establishments rather than seeking public sheltering.
2. Lessons Learned from previous disasters is that the public does not want to use public shelters. Most will stay in damaged, even dangerous, homes rather than come to public shelters after the incident has occurred.
3. Tourism and transient visitors will decrease. Commercial travelers will increase. Specifically, those involved in selling products or services to the recovery effort.
4. Once the St. Johns County School Board has decided that its facilities can no longer be used as shelters, but the demand for sheltering space remains, alternatives include campgrounds and RV parks.

## **VIII. INFRASTRUCTURE**

- A. The Recovery/Local Mitigation Task Force will be formed while the relief efforts are in a response mode. The R/LMTF will attempt to identify and communicate with, potential applicants about the availability of public assistance and Hazard Mitigation Programs. The R/LMTF will refer potential applicants to the location where forms, information and assistance can be found.
- B. Debris removal of primary entry routes to the county must be performed as quickly as possible to allow relief personnel, equipment and supplies to reach their destinations. ESF 3 (Public Works and Engineering) will be tasked with clearing these routes during the early stages of response.
  1. C & D landfill on US1 North will be the primary disposal site for debris. Expedient disposal sites of short, medium or long term duration, will be established early-on in the response phase. ESF 3 will locate sites as close as possible to impacted areas.
  2. Debris will only be picked up from government right-of-ways.
  3. A sample debris removal contract is located in Annex H.
- C. The St. Johns County Risk Manager will develop insurance coordination procedures.

- D. Administrative procedures will be developed for the following functional areas:
1. The St. Johns County Finance Director is tasked with the responsibility of developing procedures for financial transactions, accurate accounting, grant management, document tracking and payroll processing. The County Purchasing policy outlines some of the areas which have already been developed.
  2. The Emergency Management (Department of Emergency Services) support staff have developed and will maintain appropriate files for emergency management and the EOC. All files and correspondence will be maintained throughout the event. All recovery documentation will be filed with Emergency Management at the Message Center.
  3. The county has procedures in place for the hiring of temporary staff. Financial considerations will be taken into account by county departments when utilizing temporary services.
- E. The County Director of Development will assign building inspectors to structures to inspect habitability and substantial damage. The damage assessment teams' role is to quickly begin the process of determining loss and prioritizing needs.
- F. Information collected by local inspectors will be provided for inclusion in Damage Survey Reports (DSR).

**IX. NATIONAL FLOOD INSURANCE PROGRAM (NFIP)**

- A. St. Johns County as well as all three municipalities participate in the NFIP.
- B. Inter-local agreements, memoranda of understanding, mutual aid compacts and other agreements that exist with local or state government, volunteer, professional organizations or other individuals to assist in post disaster recovery activities are on file with the Division of Emergency Management.

**X. HAZARD MITIGATION PROGRAM**

- A. St. Johns County will support the Federal Hazard Mitigation Interagency Team (FHMIT) on a logistical level by assisting with transportation, communication, office and informational needs. The county will take into account all recommendation regarding mitigation made by the FHMIT, and will attempt to incorporate the recommendation into operations, or if needed, develop into appropriate ordinances.

Although the I-team process is no longer in existence it will continue to support similar



mitigation efforts made by State and Federal agencies in the same manner.

B. The primary problem areas related to disasters in St. Johns County:

1. St. Johns River flooding. Homes, marinas, and commercial properties are located on the river which is the western boundary for the county.

2. St. Johns County has 43 miles of coastline along the Atlantic Ocean that is vulnerable to storm surge, beach erosion, flooding and wind damage.

The areas along the Intercoastal are also vulnerable to flooding and storm surge.

3. The demographics of St. Johns County make the entire County vulnerable to winds, floods, and hazardous materials incidents. For a complete hazard analysis, refer to Section II, Situation A.

4. St. Johns County Planning Department is currently in the process of updating the areas in the County that have been designated as Coastal Barriers within the Coastal Barrier Resource System (CBRS) by the Federal Government. When this revision is completed it will be included in the C.E.M.P.

C. Strategies to rectify shortfalls, include:

1. Reviewing of ordinances regarding river front and ocean front property. Through mitigation planning efforts (LMS) these ordinances will be strengthened when deemed appropriate in order to decrease existing shortfalls.

R/LMTF will review mitigation strategies including the Comprehensive Land Use Plan and incorporate public awareness campaigns in their findings.

2. Seeking appropriate state and/or federal funds to improve road grading on roads known to flood.

3. Established a HAZMAT plan, purchased and outfitted a Hazardous Materials Truck, trained appropriate crews. Will continue efforts to identify potentially hazardous substances in the county determine that they are properly stored and used. Improved the county's fire prevention, and inspection program.

D. Mitigation funds from state and federal grants are usually reimbursed at 75% to 87.5% of the local expenditure. Under some National Resource Soil Conservation programs, the federal grant money will be expended, with local government reimbursing the federal government.

The Local Mitigation Task Force will be used to identify Pre and Post Disaster Mitigation Funds.

- E. In the event of a disaster, some or all of St. Johns County permit requirements will be waived to expedite recovery. Appropriate county departments will seek similar emergency permitting from regional, state or federal regulatory agencies.

Following a disaster, the Recovery/Mitigation Task Force (R/LMTF) will be responsible for initiating post disaster recovery and mitigation planning. Depending on the magnitude of the disaster, the R/LMTF may follow these issues through to conclusion.

Should the community damage be extensive, with long term redevelopment issues, the R/LMTF will be a temporary organization. It will serve as a core for establishing a long term redevelopment task force, which will be concerned with recovery and mitigation issues, and will address the creation of a post-disaster redevelopment plan.

The long term task force will be established with participation from a cross section of the community, including municipal government, private sector and volunteer organizations. Representatives from construction, banking/finance, retailing, trucking/transportation, and utilities will be asked to participate.

The head Building Official will seek an emergency permitting resolution / ordinance from the Board of County Commissioners based on life, safety, and security of our residents, businesses, and visitors. The head Building Official will follow the necessary steps with State and Federal regulatory agencies.

St. Johns County will address the importance of not expediting recovery through waivers and / or variances at the cost of losing existing mitigation opportunities or recreating any existing vulnerabilities.

- F. That the R/LMTF focus on such issues as Building Code modifications, zoning and land use management, building code compliance and enforcement retrofitting public facilities, local legislation designed to reduce the risk of life and property in areas vulnerable to the impacts of predictable, recurring hazards.



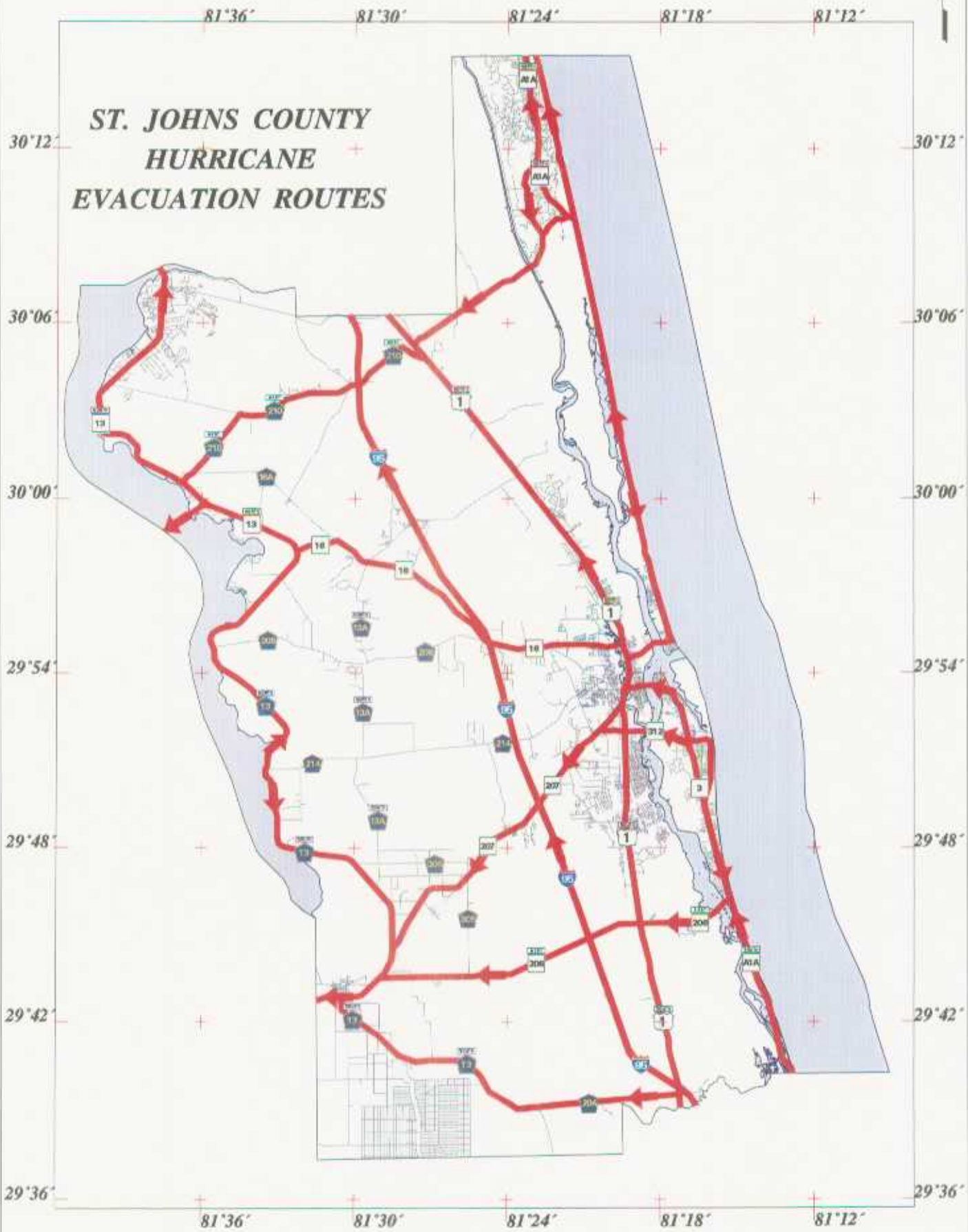
1" = 5.0 miles

# ST JOHNS COUNTY

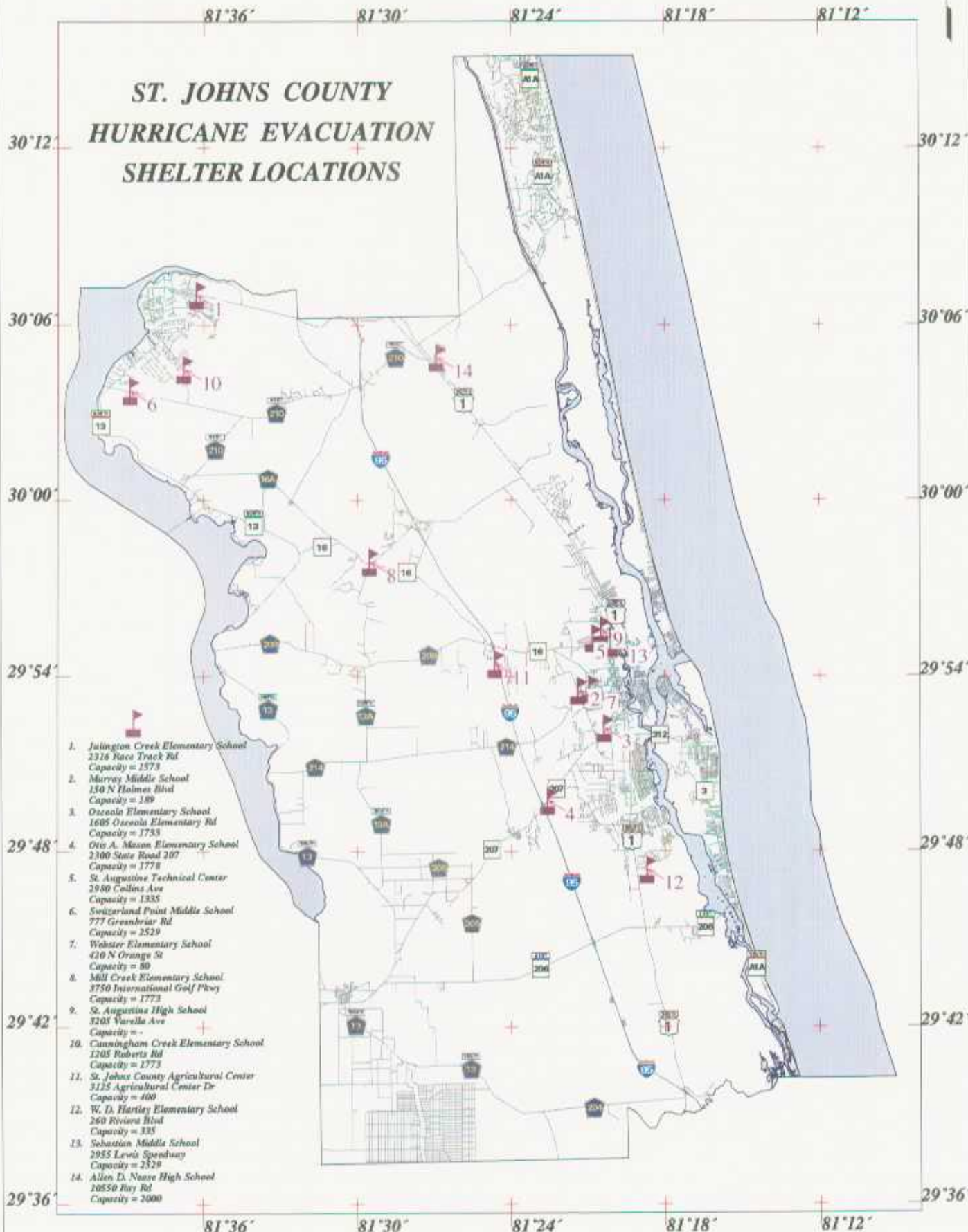
ST. JOHNS COUNTY  
 Geographic Information Systems

Map Printed August 12, 1998

**ST. JOHNS COUNTY  
HURRICANE  
EVACUATION ROUTES**



# ST. JOHNS COUNTY HURRICANE EVACUATION SHELTER LOCATIONS



1. Julington Creek Elementary School  
2316 Race Track Rd  
Capacity = 1573
2. Murray Middle School  
150 N Holmes Blvd  
Capacity = 189
3. Ocoola Elementary School  
1605 Ocoola Elementary Rd  
Capacity = 1733
4. Otis A. Mason Elementary School  
2100 State Road 207  
Capacity = 1778
5. St. Augustine Technical Center  
2980 Collins Ave  
Capacity = 1335
6. Switzerland Point Middle School  
777 Greenbriar Rd  
Capacity = 2529
7. Webster Elementary School  
420 N Orange St  
Capacity = 80
8. Mill Creek Elementary School  
3750 International Golf Pkwy  
Capacity = 1773
9. St. Augustine High School  
3205 Varella Ave  
Capacity = -
10. Cunningham Creek Elementary School  
1205 Roberts Rd  
Capacity = 1773
11. St. Johns County Agricultural Center  
3125 Agricultural Center Dr  
Capacity = 400
12. W. D. Hartley Elementary School  
260 Riviera Blvd  
Capacity = 135
13. Sebastian Middle School  
2955 Lewis Speedway  
Capacity = 2529
14. Allen D. Nease High School  
10550 Bay Rd  
Capacity = 2000

# ST. JOHNS COUNTY



**LEGEND**

- MAKINS** - The open water extending to the continental shelf
- ESTUARINE** - Deepwater tidal habitats and tidal wetlands that are transitional to land but have access to the ocean. The ocean water is partially filtered by freshwater runoff from land
- Subtidal** - The substrate is continuously submerged
- Intertidal** - The substrate is exposed and flooded by tides
- APPEARANCE** - Wetlands and deepwater habitats associated with a channel, not dominated by trees, shrubs, persistent emergents, or helophytes
- LACUSTRINE** - Large area wetlands and deepwater habitats in a topographic depression, or situated at or elevated from the flood plain, shrubs, persistent emergents, emergent or sedge or helophytes
- PALUDSTRINE** - All wetland wetlands dominated by trees, shrubs, persistent emergents, emergent helophytes or sedges, and having low salinity

- Aquatic Bed
- Emergent
- Perennial
- Shrub - Shrub
- Miscellaneous

This map and its data were prepared by the St. Johns County Geographic Information Systems Department and the Planning and Building Department.

This map represents the wetland and deepwater habitats for St. Johns County, data from the National Wetlands Inventory and the St. Johns River Water Management District, and used for determining critical areas and boundaries.



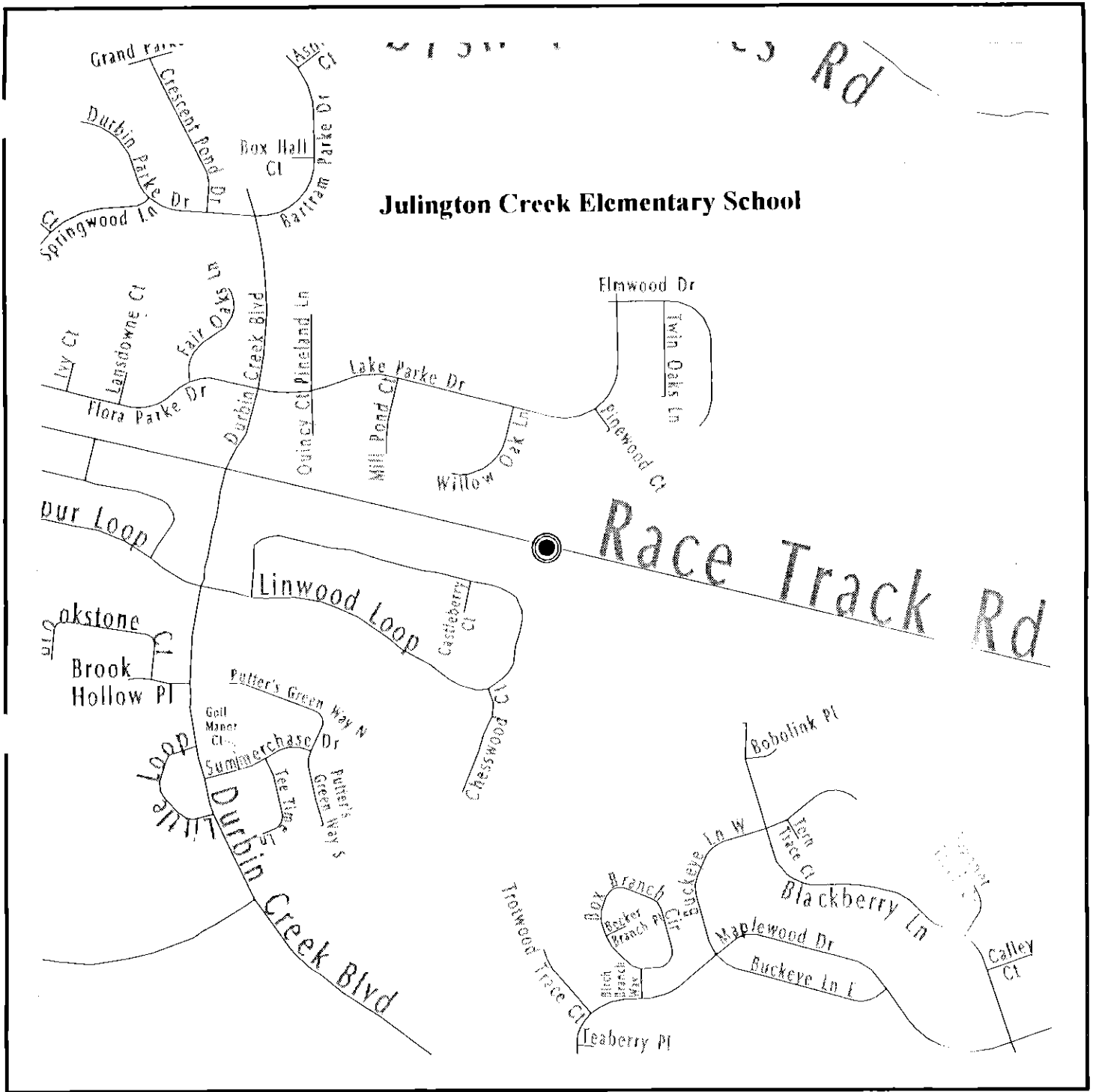
## WETLANDS & DEEPWATERS

COMPREHENSIVE PLAN MAP SERIES  
WETLAND & DEEPWATER ELEMENT

MAP DATE: 11/11/09  
MAP PREPARED BY: GSP  
MAP REVISED: 02/07  
MAP ADDED: 11/09

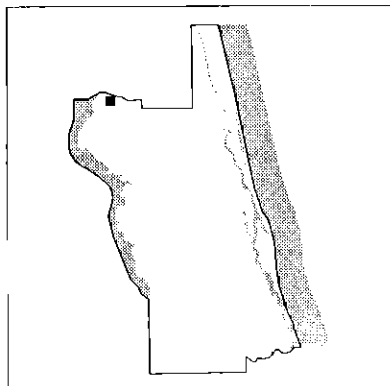
# ST. JOHNS COUNTY SHELTERS

Shelter Name	Shelter Address	City	Shelter Capacity	ARC Capacity	Shelter Elevation	Shelter Category	ARC Approved	Sp Needs Shelter	Shelter Latitude	Shelter Longitude
<b>Primary Shelters</b>										
Julington Creek Elem.	2316 Racetrack Road	St. Augustine	1,573		10	T/S			30/07.04	81/36.10
Murray Middle School	150 N. Holmes Blvd.	St. Augustine	89		35	3			29/52.36	81/20.58
Osceola Elementary	1605 Osceola Elem. Rd.	St. Augustine	1,733		40	3			29/54.24	81/20.11
Otis Mason Elementary	207 Mason Manatee Way	St. Augustine	1,778		41	3			29/49.44	81/22.24
St. Augustin Tech Center	2980 Collins Avenue	St. Augustine	1,335		25	3		SMN	29/55.25	81/20.27
Switzerland Point Middle	777 Greenbriar Road	Switzerland	2,529		30	3			30/03.46	81/38.52
Webster Elementary	420 N. Orange Street	St. Augustine	80		25	3			29/53.36	81/20.55
New Mill Creek Elem.	3750 Intern'l Golf Pkwy.	St. Augustine	1,773		28	4			29/57.55	81/29.29
St. Augustine High	3205 Varella Avenue	St. Augustine							29/55.25	81/20.27
Cunningham Creek Elem.	1205 Roberts Road	St. Augustine	1,773						30/04.36	81/36.48
St. Johns County										
Agricultural Center	3125 Agricultural Ctr Dr	St. Augustine	400		45			SMN	29/54.17	81/24.37
<b>Secondary Shelters</b>										
W.D. Hartley Elementary	260 Riveria Blvd.	St. Augustine	335		30	T/S			29/47.20	81/18.39
Sebastian Middle School	2955 Lewis Speedway	St. Augustine	2,259		9				29/55.12	81/20.07
Allen Nease School	10550 Ray Road	St. Augustine	2,000		25				30/04.50	81/26.55



## 2316 RACE TRACK ROAD

D-2



St. Johns County Location Map

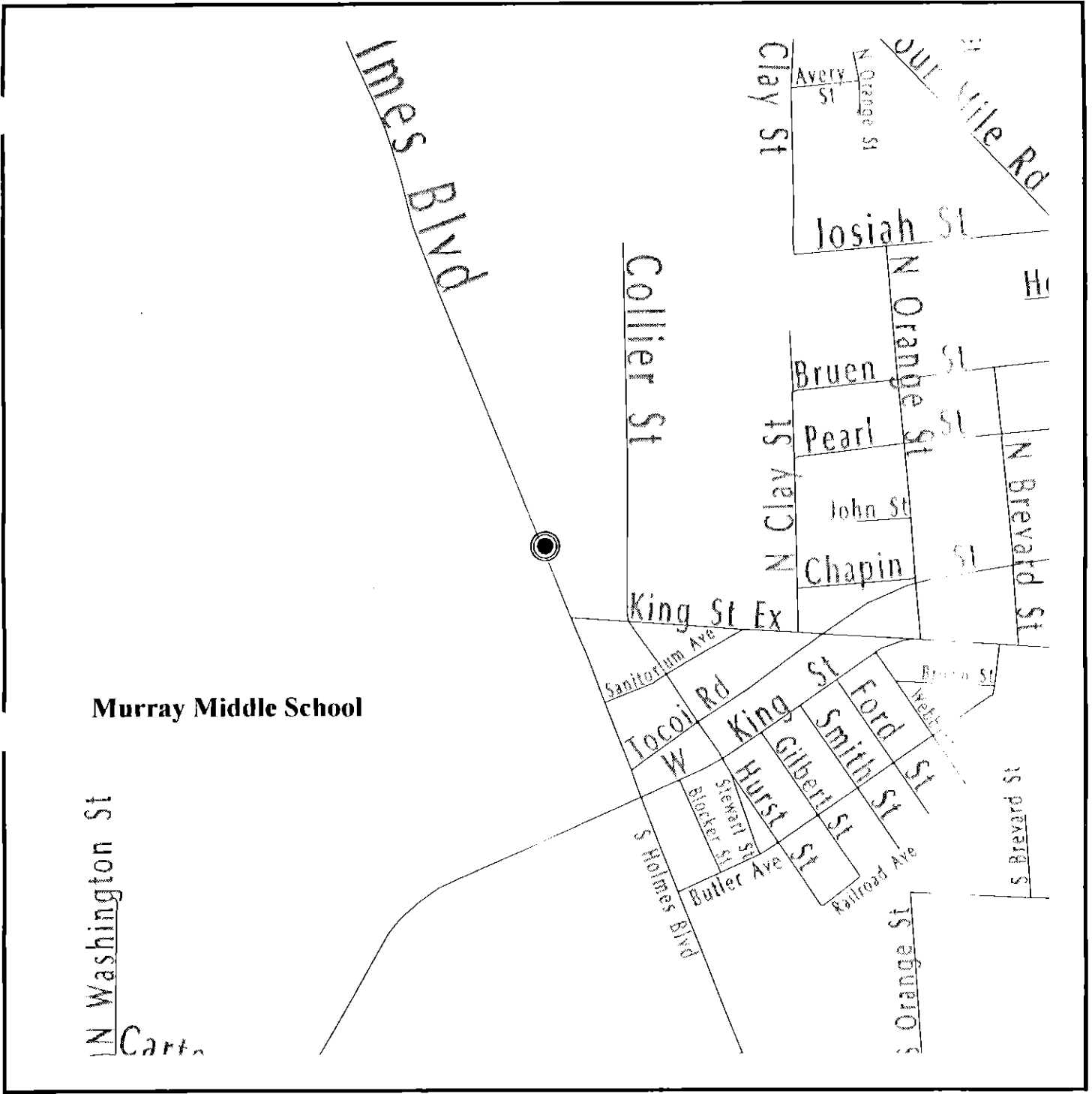
LEGEND	
	Address Location
	Fire Station
	EMS Station
	ATU Landing Zone

FIRE : #2 SWITZERLAND  
 EMS : SWITZERLAND  
 JAWS : VFD #17  
 ATU : SJC 6  
 Mills Softball Field



Map Printed:  
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 15.31.15



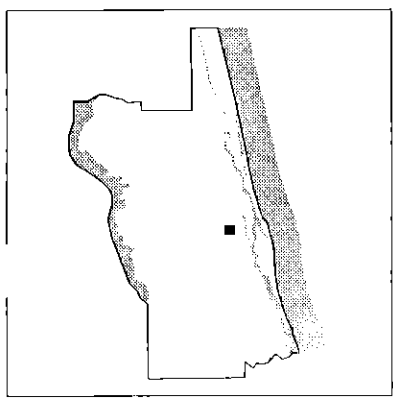


**Murray Middle School**

N Washington St  
Carta

**150 NORTH HOLMES BLVD**

**D-3**



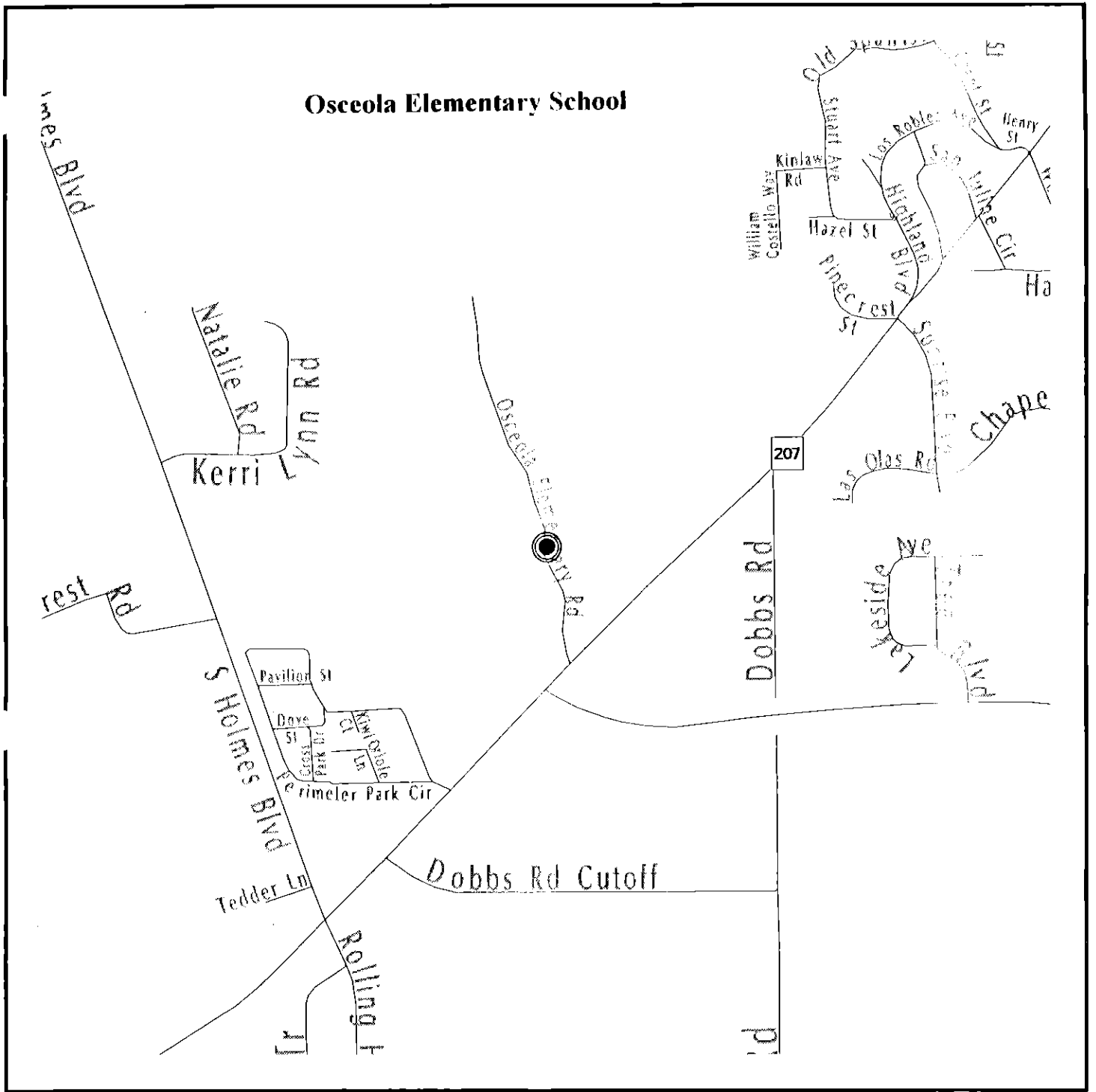
St. Johns County Location Map

- LEGEND**
- Address Location
  - Fire Station
  - EMS Station
  - ATU Landing Zone

FIRE : #14 ST. AUGUSTINE WEST  
 EMS : MAIN  
 JAWS : VFD #5  
 ATU : SJC 22  
 Osceola School

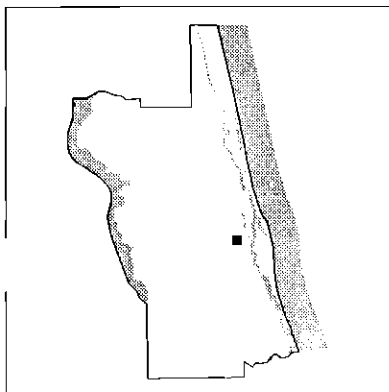


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**1605 OSCEOLA ELEMENTARY RD**

**D-4**



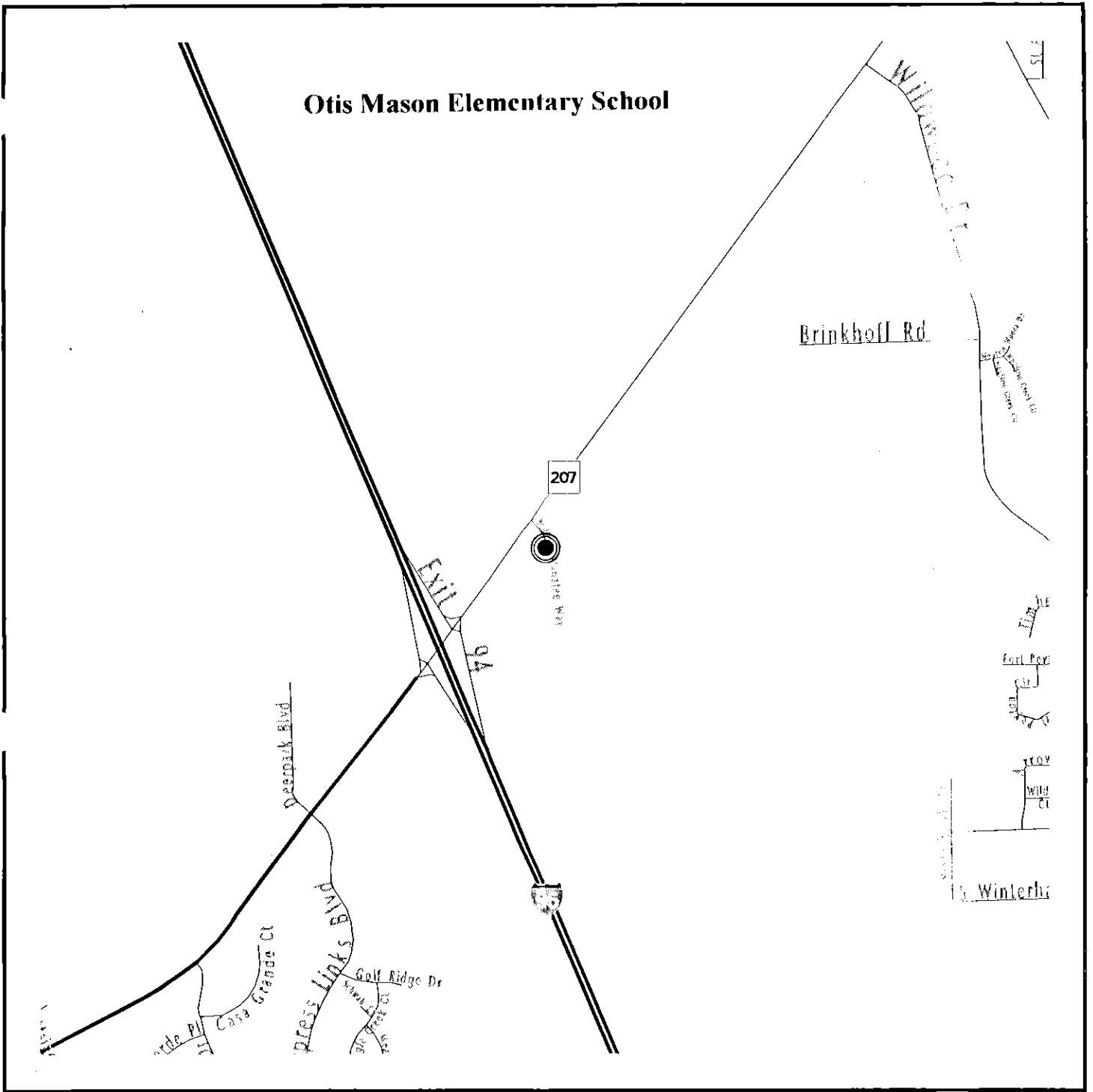
St. Johns County Location Map

LEGEND	
	Address Location
	Fire Station
	EMS Station
	ATU Landing Zone

FIRE : #14 ST. AUGUSTINE WEST  
 EMS : MAIN  
 JAWS : VFD #5  
 ATU : SJC 22  
 Osceola School

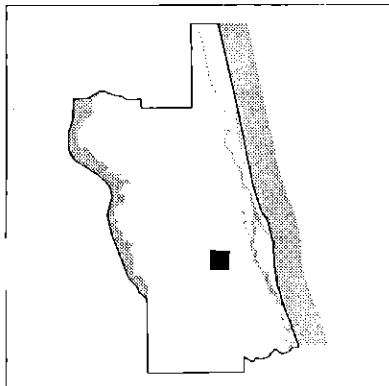


Map Printed:  
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**207 MASON MANATEE WAY**

**D-5**



St. Johns County Location Map

**LEGEND**

-  Fire Station
-  EMS Station
-  ATU Landing Zone

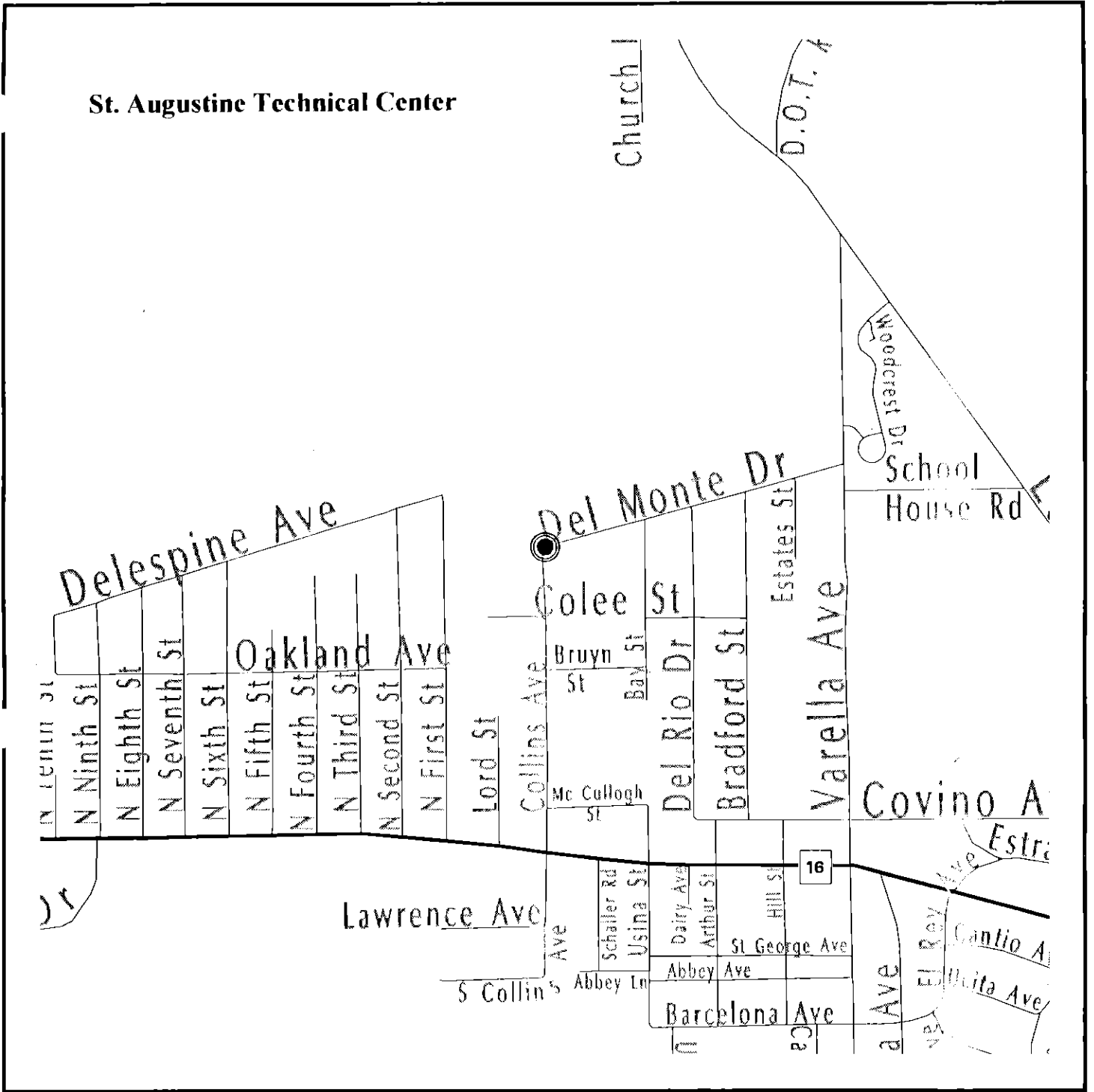
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 EMS : MAIN  
 JAWS : VFD #5  
 ATU : SJC 25

Mason School



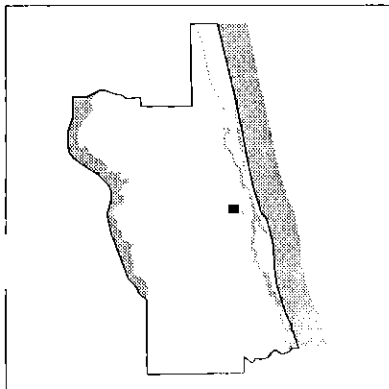
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**St. Augustine Technical Center**







**2980 COLLINS AVENUE**

**D-6**

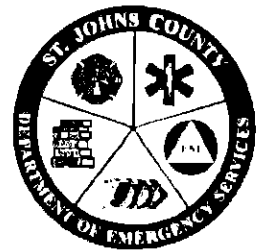


St. Johns County Location Map

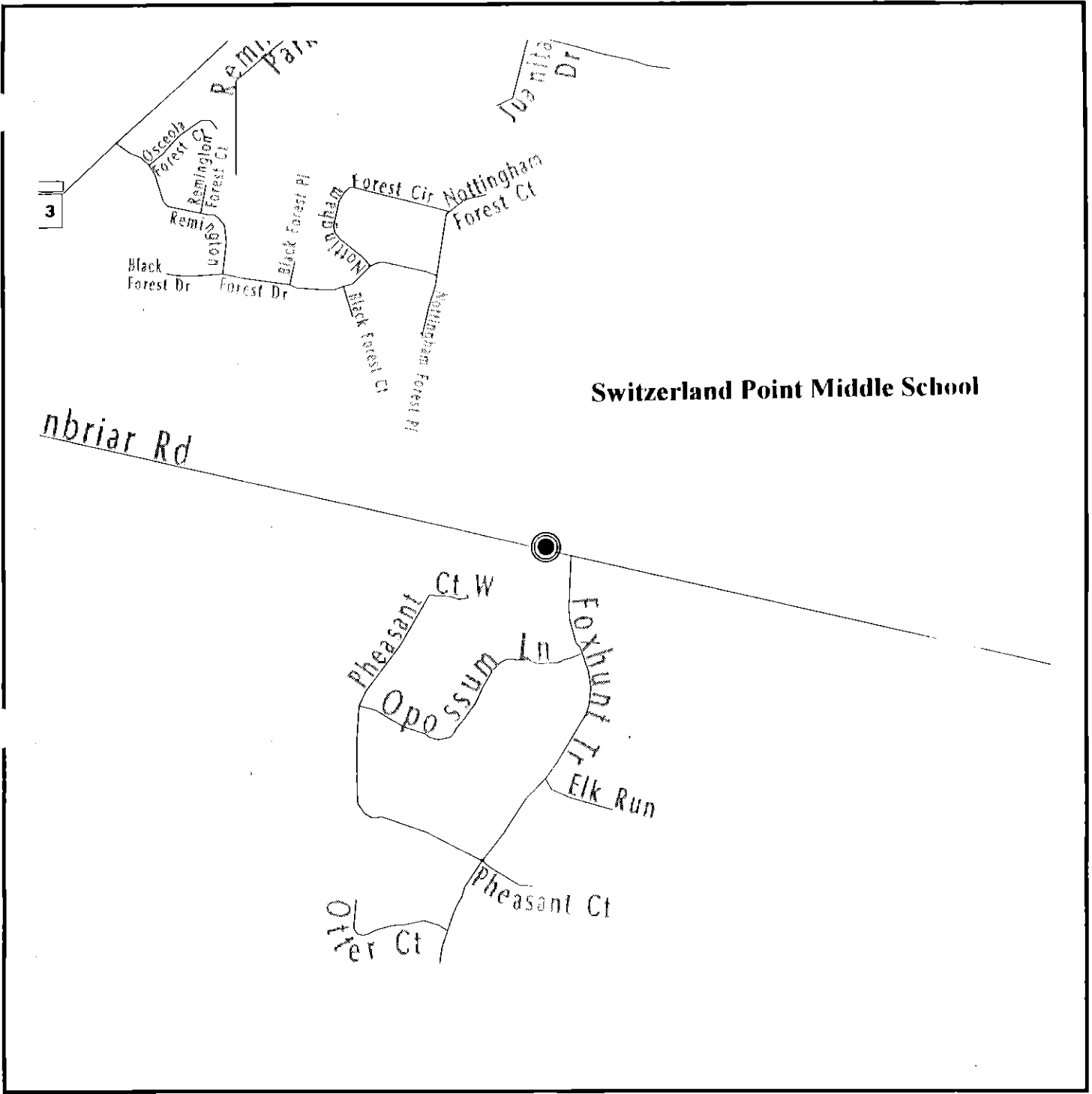
**LEGEND**

-  Address Location
-  Fire Station
-  EMS Station
-  ATU Landing Zone

FIRE : #12 ST. AUGUSTINE NORTH  
 EMS : NORTH  
 JAWS : VFD #5  
 ATU : SJC 32  
 Castillo Ball Field



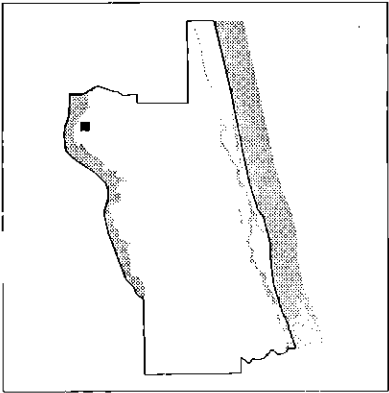
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 11.12.57



Switzerland Point Middle School

**777 GREENBRIAR ROAD**

D-7

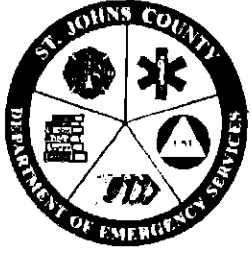


St. Johns County Location Map

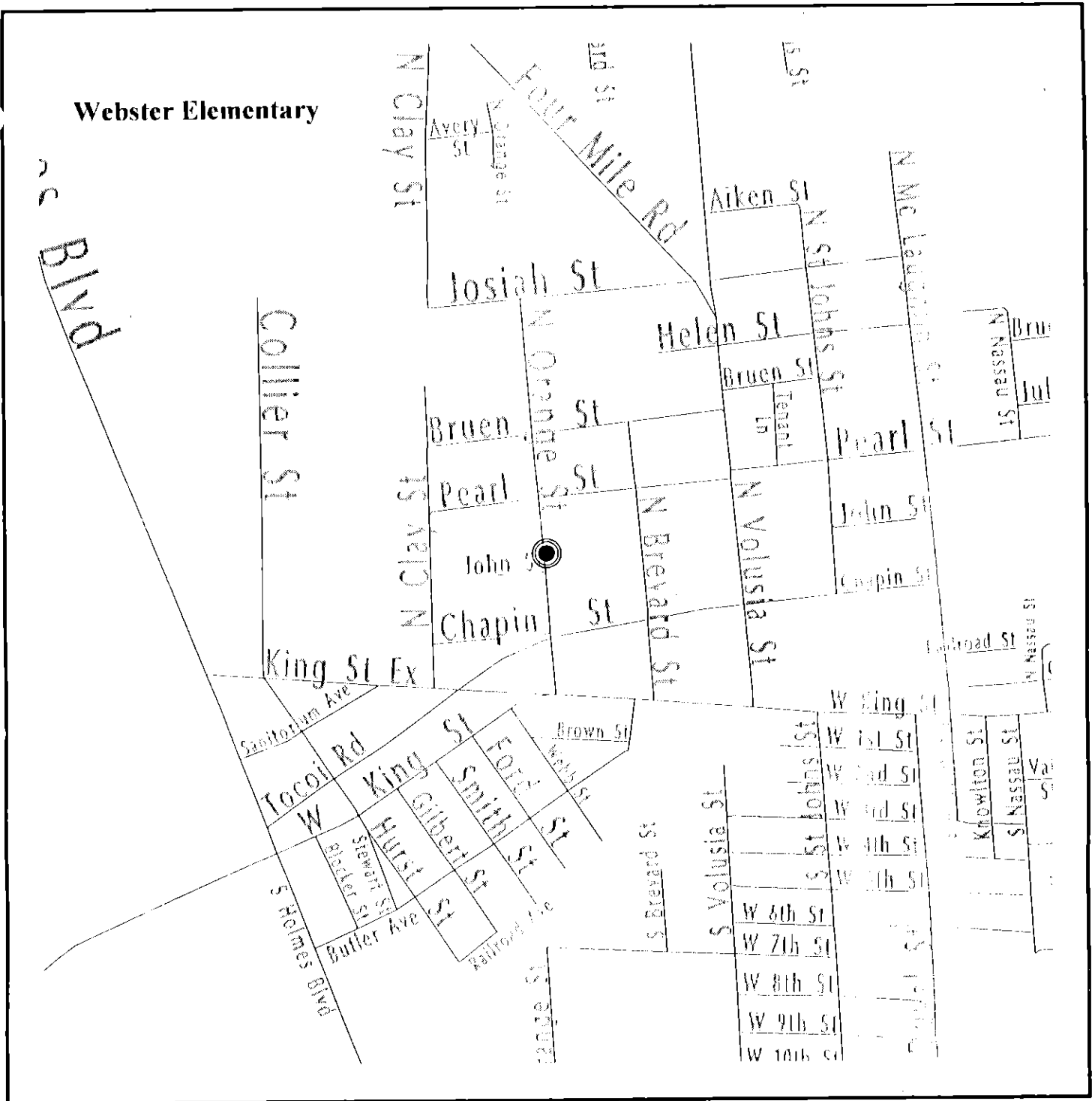
LEGEND	
	Address Location
	Fire Station
	EMS Station
	ATU Landing Zone

FIRE : #2 SWITZERLAND  
 EMS : SWITZERLAND  
 JAWS : VFD #17  
 ATU : SJC 24

Switzerland Point



Map Printed:  
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 15.59 17

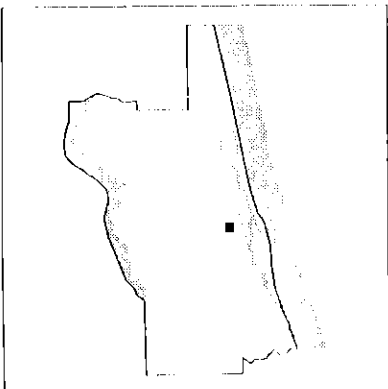


Webster Elementary

BLVD





### 420 NORTH ORANGE STREET

D-8

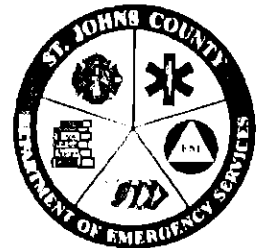


St. Johns County Location Map

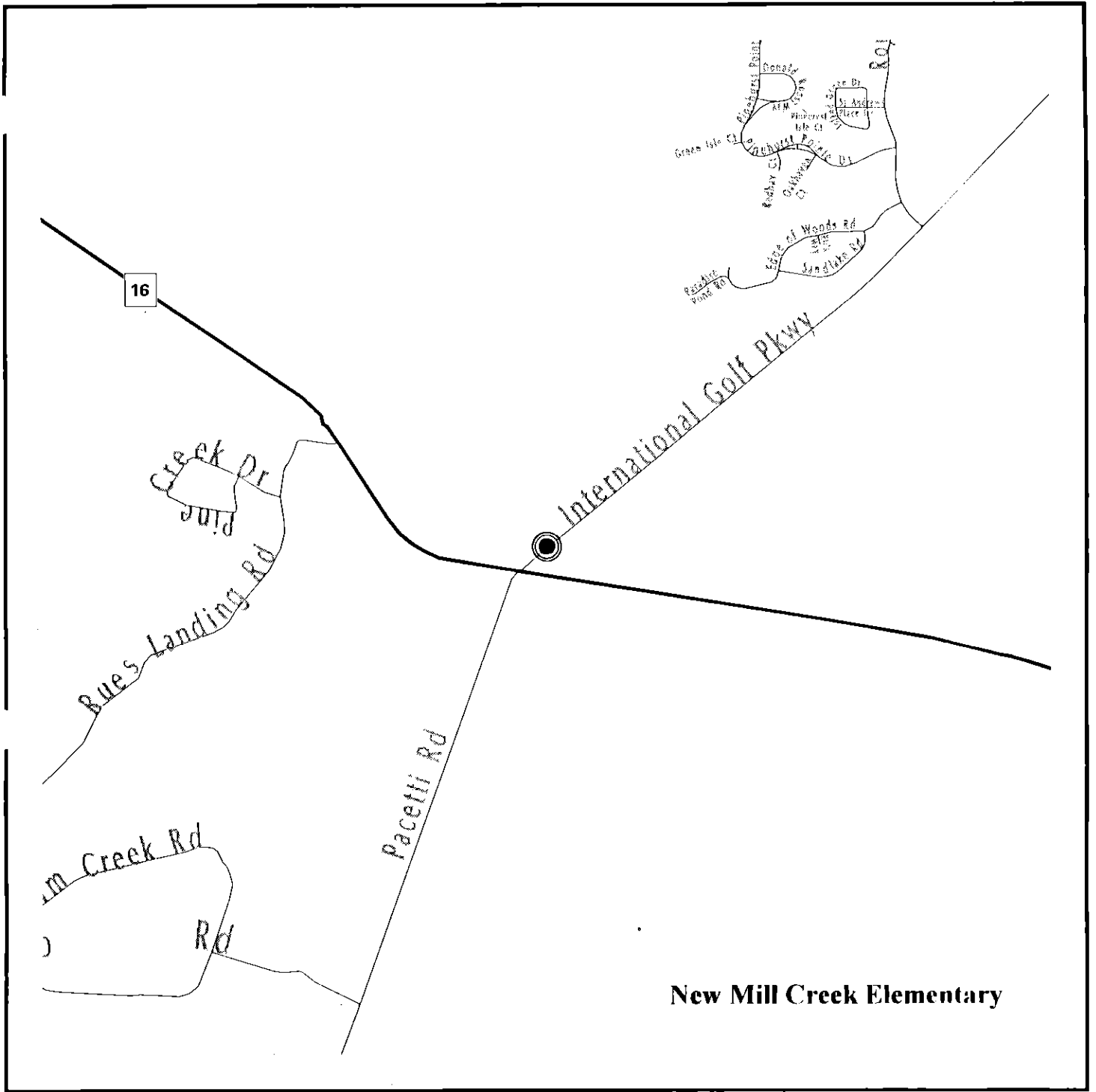
#### LEGEND

-  Address Location
-  Fire Station
-  EMS Station
-  ATU Landing Zone

FIRE : #14 ST. AUGUSTINE WEST  
 EMS : MAIN  
 JAWS : VFD #5  
 ATU : SJC 31  
 FEC Parking Lot



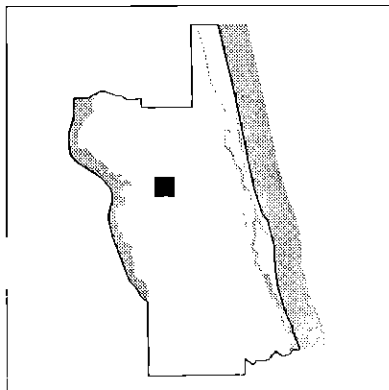
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**New Mill Creek Elementary**





**3750 INTERNATIONAL GOLF PARKWAY**

**D-9**

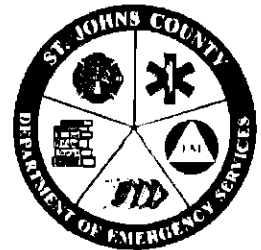


St. Johns County Location Map

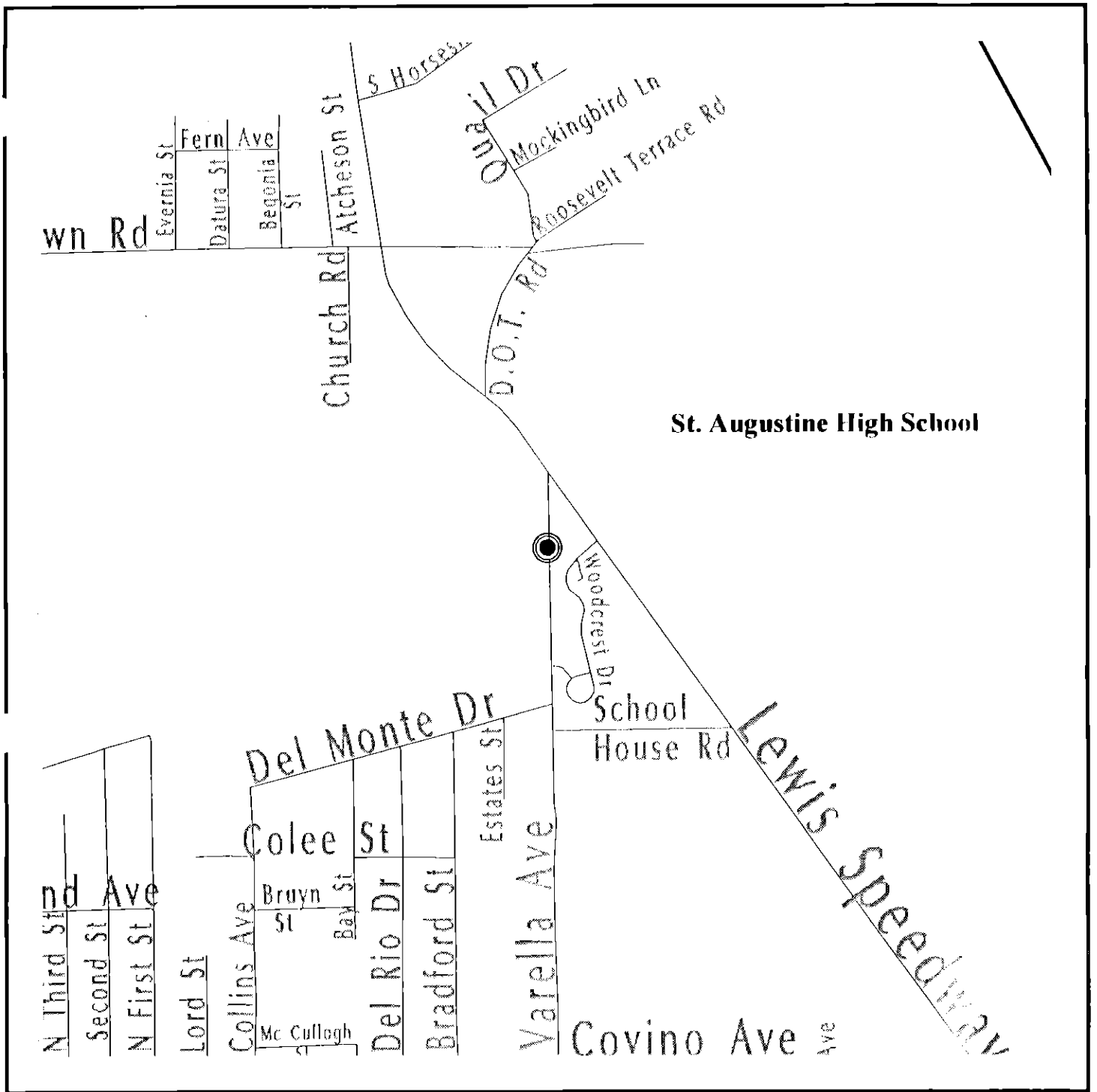
**LEGEND**

-  Address Location
-  Fire Station
-  EMS Station
-  ATU Landing Zone

FIRE : #4 BAKERSVILLE  
 EMS : NORTH  
 JAWS : VFD #17  
 ATU : SJC 23  
 Mill Creek School

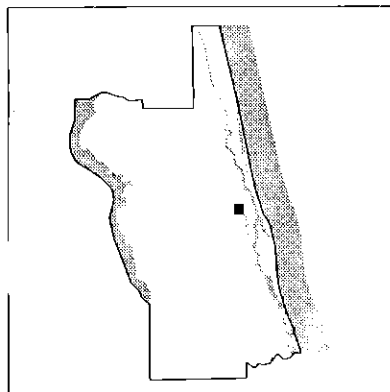


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


### 3205 VARELLA AVENUE

D-10



St. Johns County Location Map

#### LEGEND

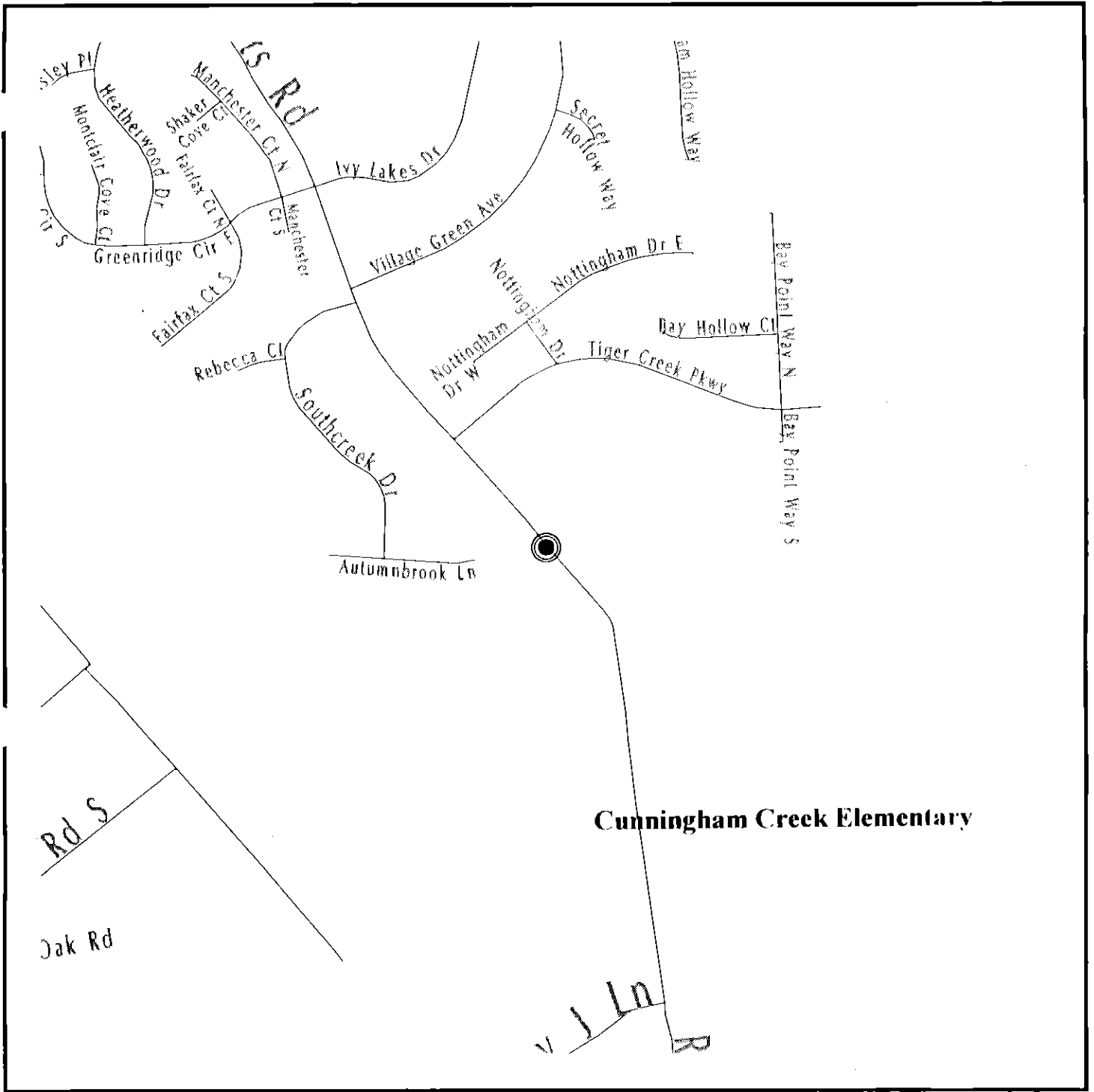
-  Address Location
-  Fire Station
-  EMS Station
-  ATU Landing Zone

FIRE : #12 ST. AUGUSTINE NORTH  
 EMS : NORTH  
 JAWS : VFD #5  
 ATU : SJC 32  
 Castillo Ball Field



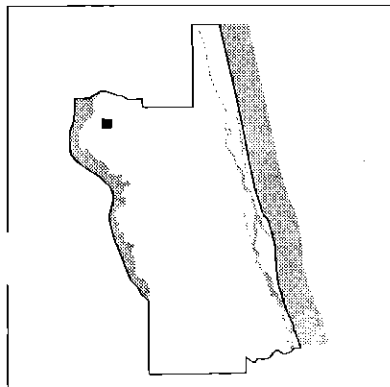
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**1205 ROBERTS ROAD**

D-11



**LEGEND**

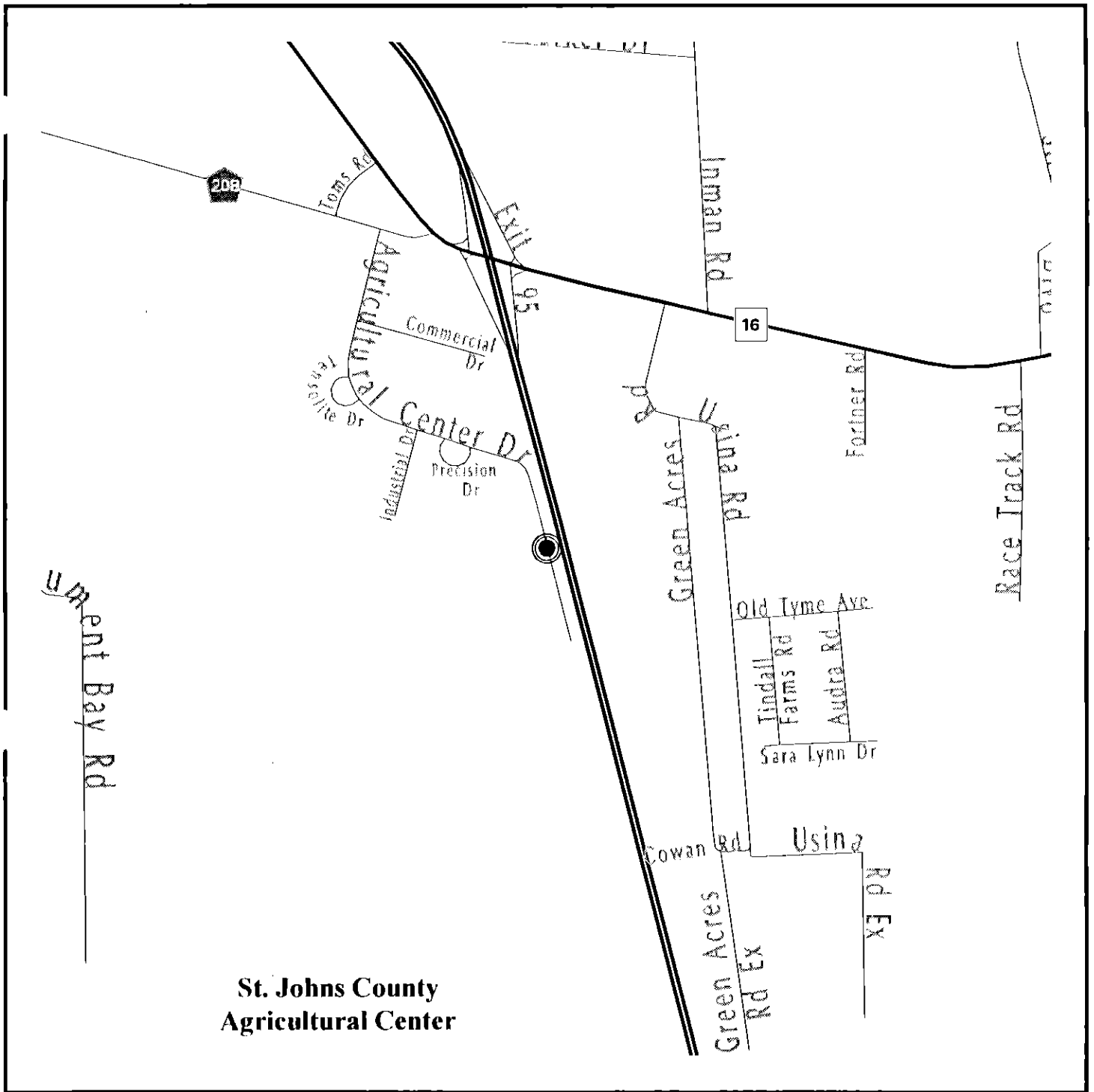
-  Address Location
-  Fire Station
-  EMS Station
-  ATU Landing Zone

FIRE : #2 SWITZERLAND  
 EMS : SWITZERLAND  
 JAWS : VFD #17  
 ATU : SJC 24  
 Switzerland Point



Map Printed:  
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 11:15:03

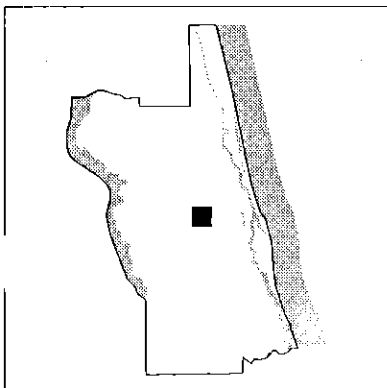
St. Johns County Location Map



**St. Johns County  
Agricultural Center**





**3125 AGRICULTURAL CENTER DRIVE**

**D-12**



St. Johns County Location Map

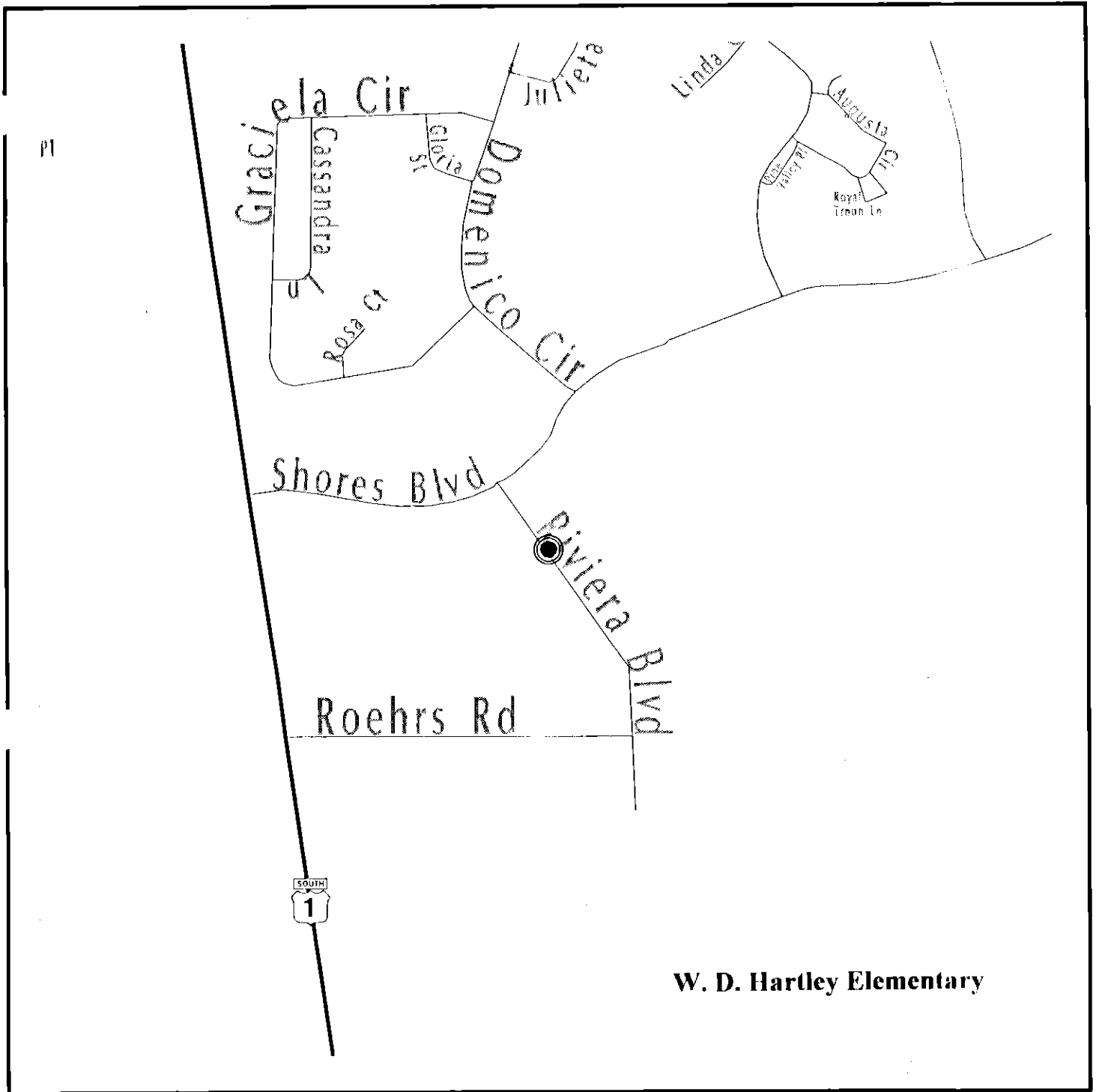
**LEGEND**

-  Address Location
-  Fire Station
-  EMS Station
-  ATU Landing Zone

FIRE : #4 BAKERSVILLE  
 EMS : NORTH  
 JAWS : VFD #17  
 ATU : SJC 10  
 Bakersfield Tower

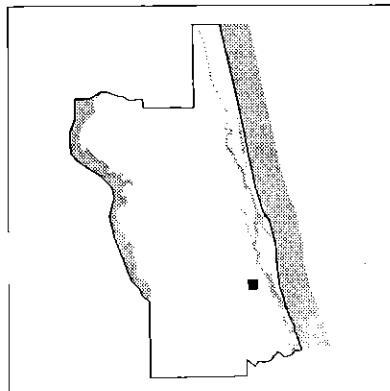


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 08.41 36



**260 RIVIERA BLVD**

**D-13**



St. Johns County Location Map

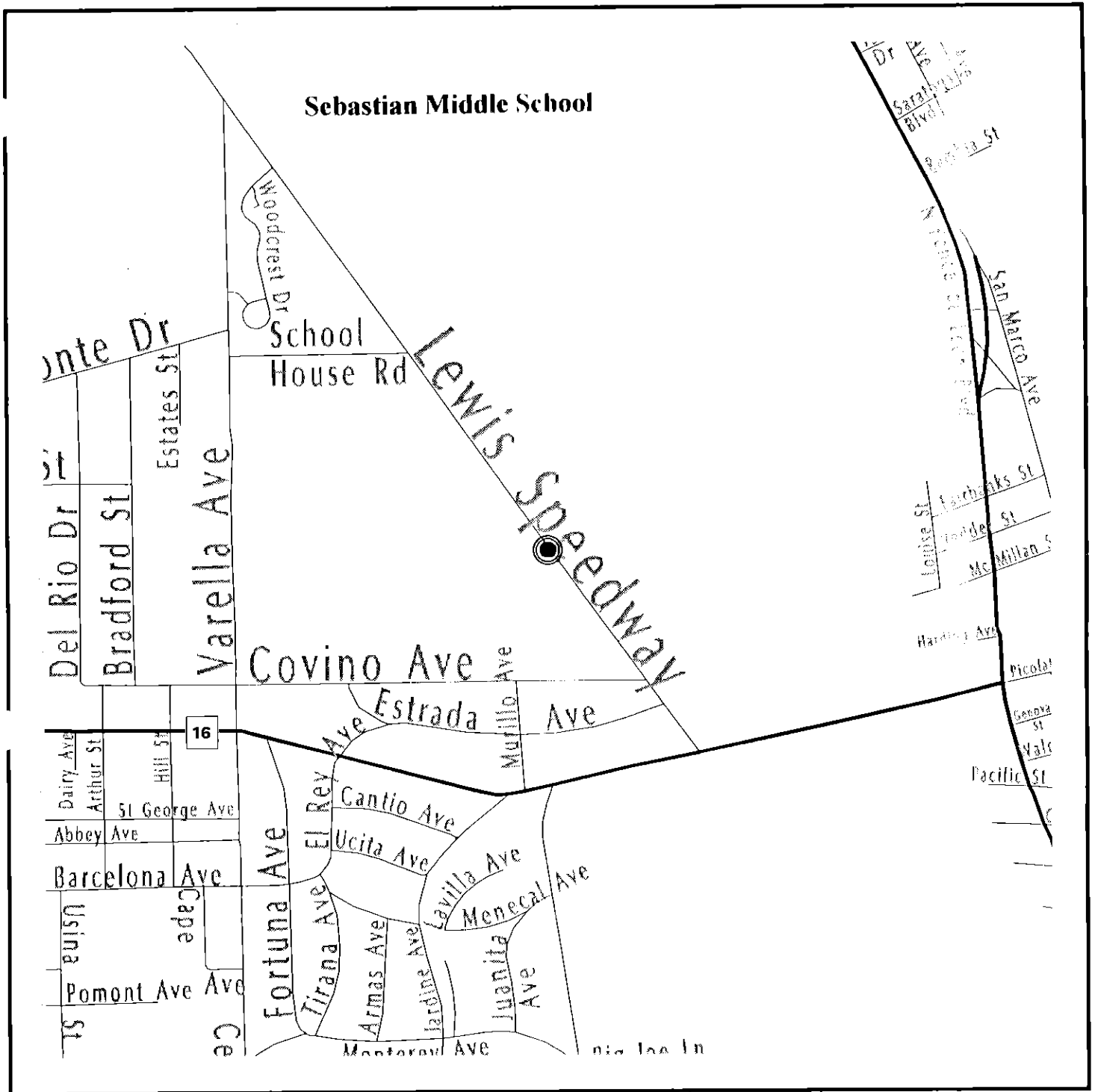
**LEGEND**

- Address Location
- Fire Station
- EMS Station
- ATU Landing Zone

FIRE : #11 ST. AUGUSTINE SHORES  
 EMS : DUPONT CENTER  
 JAWS : VFD #5  
 ATU : SJC 36  
 Adjacent to VFD #6

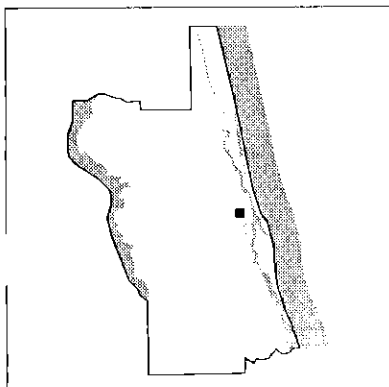


Map Printed:  
 October 21, 1998  
 08:47:12







## 2955 LEWIS SPEEDWAY

D-14



St. Johns County Location Map

### LEGEND

-  Address Location
-  Fire Station
-  EMS Station
-  ATU Landing Zone

FIRE : #12 ST. AUGUSTINE NORTH

EMS : NORTH

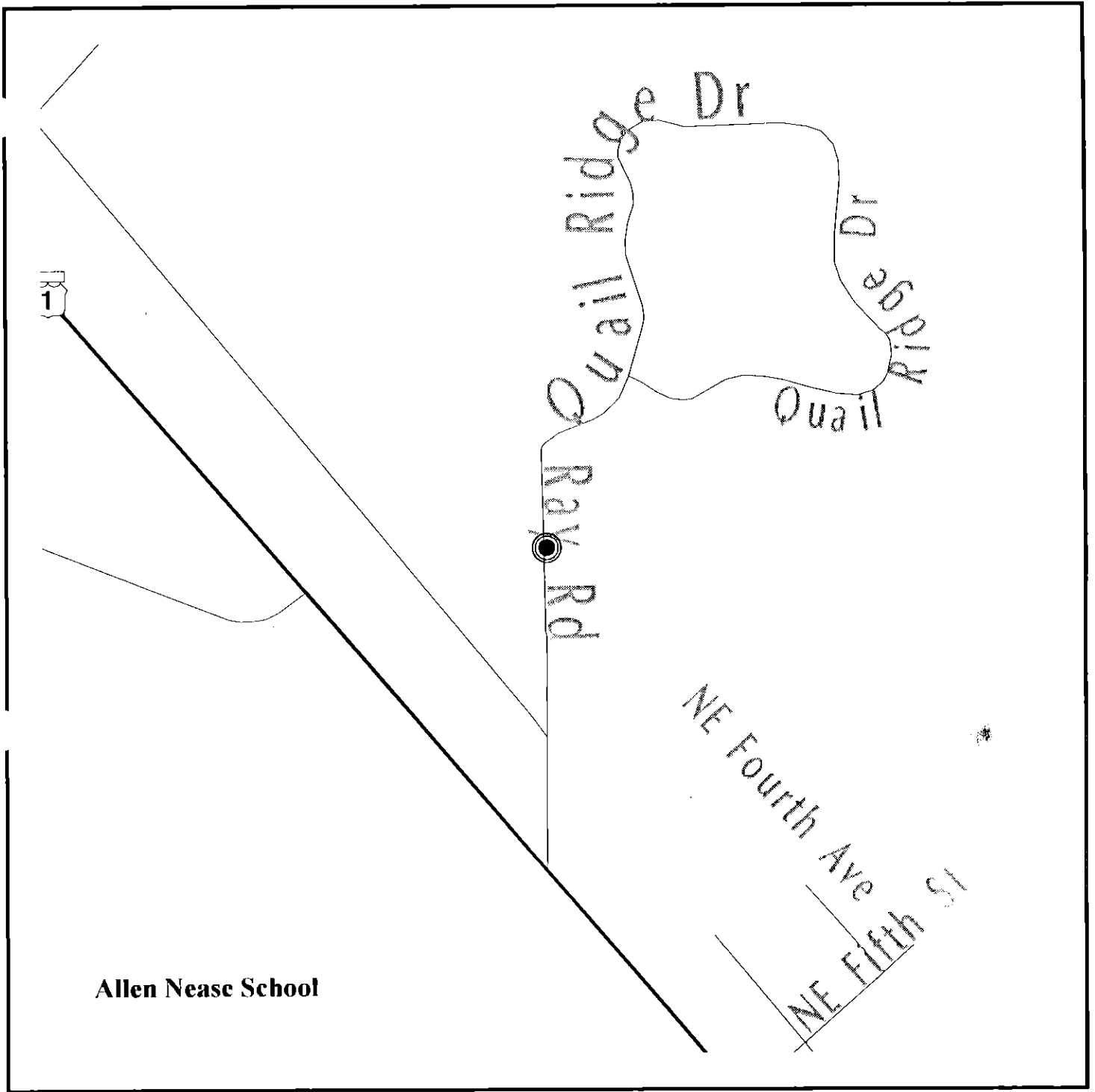
JAWS : VFD #5

ATU : SJC 32

Castillo Ball Field

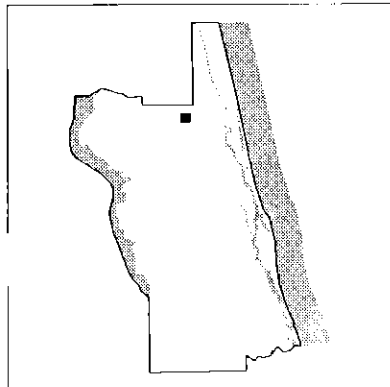


Map Printed:  
October 21, 1998  
10.33.00







**10550 RAY ROAD**

D-15



St. Johns County Location Map

**LEGEND**

-  Address Location
-  Fire Station
-  EMS Station
-  ATU Landing Zone

FIRE : #17 SAMPSON  
 EMS : NORTH  
 JAWS : VFD #17  
 ATU : SJC 4

Durbin Truck Stop



Map Printed:  
 October 21, 1998  
 08:51:07

**St. Johns County C.E.M.P.**

**Line of Succession**

**Board of County Commissioners**

1. Chairman
2. Vice-Chairman
3. County Administrator
4. Assistant County Administrator
5. Emergency Management Director

**St. Johns County Sheriff's Office**

1. Sheriff
2. Chief of Staff
3. Planning and Research Director
4. Director of Corrections

**Clerk of the Court**

1. Clerk of Court
2. Chief Deputy
3. Finance Director
4. Human Resource Director

**Tax Collector's Office**

1. Tax Collector
2. Executive Administrator
3. Personnel Director
4. Tag Department Supervisor

Property Appraiser's Office

1. Property Appraiser
2. Assistant Property appraiser
3. Administrative Assistant/Supervisor
4. Appraisal Supervisor

Supervisor of Election's Office

1. Supervisor of Elections
2. Administrative Assistant
3. Chief Deputy
4. System Analyst

City of St. Augustine

1. St. Augustine City Commission
2. City Manager
3. Assistant City Manager
4. Police Chief
5. Fire Chief

City of St. Augustine Beach

1. St. Augustine Beach City Commission
2. City Manager
3. Police Chief

Town of Hastings

1. Town Council
2. Mayor
3. Vice-Mayor
4. Town Clerk
5. Fire Chief

**RAPID IMPACT ASSESSMENT TEAM (RIAT)  
STANDARD OPERATING PROCEDURES (SOP)  
DIVISION OF EMERGENCY MANAGEMENT  
ST. JOHNS COUNTY, FLORIDA**

**1. PURPOSE:**

- A. **Mission:** The RIAT will, jointly with representative(s) from the St. Johns County EOC (normally ESF 6), determine immediate victim needs (food, water, medical shelter, security) and impact to infrastructures (utilities, public works, communications, transportation, emergency services) at the earliest possible time following a major or catastrophic disaster and report this information directly to the St. Johns County EOC for action.
- B. **Organization:** A RIAT is a small group of civilian and military personnel, structured as indicated in paragraph 5, below, possessing the expertise to make accurate assessments of the immediate resources required to save lives, prevent human suffering, and mitigate additional property damage. Assessments will normally be made with representative(s) from the St. Johns County EOC; however, if St. Johns County government is unable to function due to disaster related damage, the RIATs are prepared to act independently.

**2. SCOPE:**

- A. To provide a rapid assessment of impacted areas within the county. To address immediate human needs assessment, initial damage assessment and provide a planned, coordinated effort with all agencies and departments participating with the RIAT.
- B. It is important that all participating individuals endeavor to obtain as complete a picture of the damage as possible. This will expedite requests for any outside assistance, if needed, recovery efforts, search and rescue, and response to immediate human needs (health, medical, food, water, shelter, security, etc.).

**3. METHODOLOGY:**

- A. Upon request for and prior to the arrival of a RIAT, local officials emergency management personnel, department heads, ESFs and others will develop a list, relative to their particular area(s) of concern, which may require a RIAT mission. Each list will then be prioritized and a request submitted to the RIAT Command for a mission.
- B. Several requests may be combined in one mission. RIAT Command may require



assistance from local personnel familiar with the area, buildings, infrastructures, etc.

- C. It should be emphasized that RIAT's mission is to identify and report damage only.

**4. CONCEPT OF OPERATIONS:**

- A. Upon determination that a RIAT is required by the County, a representative of the St. Johns County EOC (Emergency Management Director or Operation Officer) will coordinate with the State EOC on the following items:

1. Estimated time of arrival of RIAT in the County and mode of transportation.
2. Reporting location for the RIAT. (EOC)
3. Name of person to whom the RIAT will report to at the EOC.

- B. After arrival of the RIAT, the Emergency Management Director, Operations Officer, or appropriate staff member will provide a briefing for the team on their mission while in St. Johns County. Maps and other materials will be provided the team. If appropriate, a staff member, or other County representative (normally ESF 6) will accompany the team to their mission location and will remain with them as long as considered necessary.

- C. The RIATs are self-supporting. However, the County will provide assistance to the Team in the area of administration and logistics when necessary for them to accomplish their mission. The Team should arrive in the County with enough food and water for the first 24 hours of operations.

- D. The RIAT will function under the operating policies of St. Johns County while on assignment to the County.

- E. The Team should bring their communications equipment and supplies. Coordination will be made with the Team Leader to ensure communications are maintained with the County EOC.

- F. When feasible, a daily briefing will be held with the Team Leader. The Team will be asked to have a representative at the daily EOC briefing, if possible.

- G. Once the team accomplishes its mission and is ready to depart the County, an out brief will be held with the Team Leader. If possible, the Emergency Management Director or his representative will meet with the Team to express the County's appreciation for their assistance.

**5. STRUCTURE OF RIAT:**

In addition to the County personnel (normally ESF 6), the RIAT includes representatives from the following agencies:

TEAM MEMBERS	AGENCY
Team Leader	Department of Community Affairs
Officer-in-Charge	Florida National Guard
Team Communication (2)	Florida National Guard
Medical	Department of Health and Rehabilitative Services (HRS)
Mass Care	American Red Cross
Security	Department of Law Enforcement
Transportation	Department of Transportation
Communications	Department of Management Services
Fire, Search and Rescue	Department of Insurance
Potable Water and Hazardous Material	Department of Environmental Protection
Aerial/Ground Support	Florida National Guard

**6. REQUEST FOR RIAT SUPPORT:**

Request for RIAT support will be coordinated with the EOC staff and request, when determined a requirement exists, will be submitted by the Emergency Management Director to the State EOC.

**7. RECOMMENDED CHANGES:**

Recommended changes to this SOP will be submitted to the Emergency Management Director who will staff proposed changes with the appropriate ESFs before a decision is made to approve change.

**RAPID RESPONSE TEAM (RRT)  
STANDARD OPERATING PROCEDURES (SOP)  
DIVISION OF EMERGENCY MANAGEMENT  
ST. JOHNS COUNTY, FLORIDA**

**SECTION I - INTRODUCTION**

**1. PURPOSE:**

- A. This standard operating procedure (SOP) is to provide guidance and coordinating instructions pertaining to the effective receipt of mutual aid Rapid Response Teams (RRT) from the State or “non-impacted counties” during emergencies and/or disasters affecting this County.
- B. In addition, this SOP, in conjunction with FL/DEM/SOP-001 (Rapid Response Team, SOP), provides procedures on how required support to the County will be managed.

**2. APPLICABILITY:**

This procedure is applicable for planning purposes and for execution when outside resources are required by the County in the response to any emergency and/or disaster.

**SECTION II - OPERATIONS**

**3. CONCEPT OF OPERATIONS:**

- A. Upon determination that a rapid response team is required by the County, a representative of the St. Johns County EOC (Emergency Management Director or Operation Officer) will coordinate with the State EOC on the following items:
  - 1. Estimated time of arrival of RRT in the County and mode of transportation.
  - 2. Reporting location for the RRT. (EOC)
  - 3. Name of person to whom the RRT will report to at the EOC.
- B. After arrival of the RRT, the Emergency Management Director or appropriate staff member will provide a briefing for the team on their mission while in St. Johns County. Maps and other materials will be provided the team. If appropriate, a staff member, or other County representative will accompany the team to their mission location and will remain with them as long as considered necessary.

- C. The RRTs are self-supporting. However, the County will provide assistance to the Team in the area of administration and logistics when necessary for them to accomplish their mission. The Team should arrive in the county with enough food and water for the first 24 hours of operations.
- D. The RRT will function under the operating policies of St. Johns County while on assignment to the County.
- E. The Team should bring their communications equipment and supplies. Coordination will be made with the Team Leader to ensure communications is maintained with the County EOC.
- F. When feasible, a daily briefing will be held with the Team Leader. The Team will be asked to have a representative at the daily EOC briefing, if possible.
- G. Once the team accomplished its mission and is ready to depart the County, an out brief will be held with the Team Leader. If possible, the Emergency Management Director or his representative will meet with the Team to express the County's appreciation for their assistance.

### **SECTION III - ORGANIZATION**

#### **4. ORGANIZATIONAL STRUCTURE FOR THE RRT:**

- A. The RRT is a flexible organization. The RRT is comprised of four operating units, each assigned to a specific function; however, St. Johns County may request a unique team composition that will be arranged at the time of the request. The pre-identified teams (one set is comprised of four teams) of the RRT are as follows:
  - EOC (Emergency Operations Center) Team
  - MASA (Mutual Aid Staging Area) Team
  - VDSA (Volunteers and Donations Staging Area) Team
  - RRC (Regional Recovery Center) Team
- B. Each RRT, regardless of the size or composition, will have a designated Team Leader who is responsible for the administrative, logistical and operational functions of the team in addition to other regular RRT functions e.g., MASA Officer, VDSA Officer.
- C. The specific organization for each of the teams listed in paragraph 4A, above, can be found in FL/DEM/SOP-001 (Paragraphs 4.1 thru 4.4).
- D. Tasked organized teams to support many of the ESFs are also available to support the

County, when required. See Paragraph 4.5, FL/DEM/SOP-001 for list of such teams.

#### **SECTION IV - LOGISTICS AND ADMINISTRATION**

##### **5. RESPONSE AND MUTUAL AID STAGING AREA:**

- A. The St. Johns County Mutual Aid Staging Area is located at the St. Johns County Fairgrounds, State Road 207, Elkton, Florida.
- B. This is the assembly point for all mutual aid response that will be coming into the County. All donation and volunteers will be staged at this location for further distribution to the various areas of the County.
- C. Emergency Services Staff will have responsibility for operations of the staging area.

##### **6. VOLUNTEERS AND DONATIONS LIST:**

A list of all volunteers and donations will be maintained in the EOC by ESF 15. Forms shown in Appendix E and F of RRT SOP, State of Florida, will be used.

##### **7. REQUEST FOR RRT SUPPORT:**

Request for RRT support will be coordinated with the EOC staff and request, when determined a requirement exists, will be submitted by the Emergency Management Director to the State EOC.

##### **8. RECOMMENDED CHANGES:**

Recommended changes to this SOP will be submitted to the Emergency Management Director who will staff proposed changes with appropriate ESFs before a decision is made to approve change.

**ST. JOHNS COUNTY  
EMERGENCY OPERATIONS CENTER (EOC)  
STANDARD OPERATING PROCEDURE (SOP)**

**1. PURPOSE AND SCOPE**

**A. PURPOSE:**

The purpose of this document is to explain the concept of operations for staffing the EMERGENCY OPERATIONS CENTER of St. Johns County, Florida.

**B. SCOPE:**

The scope of the procedures includes responsibilities of personnel assigned duties in the EOC and checklists of items which should be accomplished prior to, during, and following EOC operations.

**2. ESTABLISHMENT OF THE EMERGENCY OPERATIONS CENTER (EOC)**

The EOC is established for the purpose of providing overall coordination, policy making, operations management, information gathering and record keeping, and public information. The county EOC is located at 4455 Avenue "A", St. Augustine, Florida. All emergency operations will be coordinated from the EOC or from the mobile or on scene Command Post.

**3. ORGANIZATION**

A. St. Johns County Emergency Management will manage the EOC during activation.

B. EOC Organization:

1. Operations Chief

2. The EOC staff organization will consist of those ESFs that have been activated, Operations Officer and Message Clerk. Others who may be on duty in the EOC include elected officials and representatives from the municipalities within the County.

**4. RESPONSIBILITIES**

A. As the EOC Director, the Emergency Management Director is responsible for the overall

direction and guidance of emergency response activities and operations of during an emergency and for the activation and deactivation of the EOC when necessary. The director will initiate activation activities and advise the State EOC upon local activation and what the level of activation is presently and what level is expected within the next 12 - 24 hours.

- B. The Director of Emergency Management will discharge his duties upon activation of the EOC through the Operations Chief who will be responsible for the overall management of the EOC during activation activities.
- C. The Emergency Management Director will be responsible for and will not be limited to:
  - 1. Assuring the County EOC is activated when needed and in a timely manner and is adequately staffed for emergency operations.
  - 2. Assuring that key personnel are notified in a timely manner.
  - 3. Assigning tasks to be performed by EOC personnel.
  - 4. Preparing advisories and briefs for the Chief Elected Official and other members of the EOC staff.
  - 5. Establish and maintain communications with State Division of Emergency Management.
  - 6. Maintaining and operating communications links with federal, state and local emergency response personnel.

5. **ACTIVATION**

A. EOC activation levels are as follows:

- 1. **Level I:** This is typically a “monitoring” phase. Notification will be made to the primary ESF agencies.
- 2. **Level II:** This is a limited County activation. All primary ESF members are again notified. Selected ESFs may be called to the EOC to assist the Emergency Management Director in manning the Center. State Warning Point (SWP) will be notified as indicated above.
- 3. **Level III:** Full-scale activation of the EOC with 24-hour a day staffing. All members for those ESFs that are activated will be called for duty in the EOC. FDEM will be requested to provide a liaison in the EOC.

4. **Level IV:** Full activation of all County ESFs with a 24-hour a day staffing of the County EOC. All ESF members, or their representative's, will be on duty in the EOC.

B. Actions taken to activate the EOC: The EOC Operations Officer will ensure the following actions are taken upon activation of the EOC:

1. Contact the St. Johns County Sheriff's Office to obtain security for the EOC. Set up a security desk at the entrance of the EOC and allow only authorized personnel, who are known or who have proper identification, to enter.
2. Contact Management Information Systems to set up computer messaging system.
3. Activate the telephone lines in the EOC from the telephone room.
4. Ensure that all EOC personnel have I.D. badges.
5. Provide a briefing on the operations of the EOC to all ESF staff and provide a copy of this SOP, message forms and other required publications.
6. Contact the Salvation Army to arrange the delivery of food, food preparation staff and time table for meals to be ready for EOC personnel.
7. Ensure that propane gas tanks have been filled for cooking and hot water.
8. Prepare mens' and women's locker rooms to be used for 24-hour activation.
  - a. Stock restrooms with paper products
  - b. Make available pillows, sheets, and blankets
  - c. Cleaning supplies
9. Ensure that the Infirmary has been checked and stocked.
10. Test all audio/visual equipment.
11. Prepare each ESF group with:
  - a. Office Supplies
  - b. Telephone Books
  - c. Recycle Bins
  - d. EOC SOP
  - e. Emergency Management information books



12. Prepare coffee/soft drinks in the EOC storage room.
13. Prepare a time line for lowering storm shutters if needed.
14. Fly Hurricane Watch/Warning Flags if required.
15. Establish the following status boards:
  - a. Events/Situation Status
  - b. Shelter/Facilities Status
  - c. Special Needs Status
  - d. Hospital Bed Availability Status
  - e. Evacuation Status
  - f. Carrier Status
  - g. Resource Equipment Status
  - h. Area Closures Status
  - i. Route Status
  - j. Event/Casualty Summary Status
  - k. Personnel Status
  - l. Weather Status
16. Ensure there is sufficient support staff for the following functions:
  - a. Communications
  - b. PIO/Rumor Control
  - c. Messengers
  - d. Security
  - e. Status Boards
  - f. Telephones
  - g. Food Service
17. Ensure that all communications links are tested with all concerned operations groups.
18. Ensure that all status boards and logs are continuously maintained with current information.
19. Ensure that the Press area is established for the media.

\* The County EOC is declared fully operational by the Operations Officer when all items on the above check list have been completed.

**6. FAMILY SAFETY**

All personnel reporting to the EOC for duty will have had a briefing (Increased Readiness Level II) prior to reporting for an operational shift. Should the incident be of such a nature as to pose a threat to family members of the EOC staff, or their property, they will be given advance notice and ample time to secure their property and family members before reporting to the EOC for duty.

**7. STAFF RESPONSIBILITIES**

- A. Personnel reporting to the EOC for duty will sign-in of the Staff Register, receive EOC Identification and notify the Operations officer in person.
- B. Upon shift change of any staff member, the same procedure as above will be observed. At all times, personnel will stay in contact with the Operations Officer.
- C. Each staff member will follow message control procedures when transmitting and receiving messages.
- D. Each staff member will maintain a log or journal of activities relating to their area(s) of responsibilities.
- E. Each staff member will perform the following prior to shift relief:
  - 1. Review of status boards
  - 2. Review the message and activity log
  - 3. Brief relief on activities, equipment and personnel deployed.
  - 4. Prepare a brief report for the Operations Officer, Director, and PIO at the end of each shift.

**8. PUBLIC INFORMATION/NEWS MEDIA**

- A. Reference: St. Johns County ESF 14 SOP.
- B. All news media representatives will be received by the Public Information Officer (PIO) who will coordinate all activities involving the news media. Regular press briefings will be scheduled as warranted in the Conference Room at the EOC or other designated area. The PIO will conduct the briefings with assistance from the Emergency Management Director, elected official(s) or ESF staff, as needed.
- C. The PIO will prepare a report on media activity for the Director and the Chairman/BCC after each EOC shift has been completed.

- D. News releases will be prepared for and approved by the Director or County Administrator as required or necessary.
- E. The PIO will give individual media tours through the EOC. The media will not be allowed to tour the EOC unescorted. The media will not be allowed to address questions to operations ESF staff members unless coordinated with by the PIO.
- F. All media personnel must sign in on the EOC log and will be issued identification which must be worn at all times inside the EOC, upon leaving, the identification must be turned into security and sign-out must be completed.

**9. DEACTIVATION**

- A. Deactivation, or phasing the operations to a lower activation level, of the EOC will be ordered by the Director and implemented by the Operations Officer.
- B. Notification of deactivation, or changes in activation level will be reported to the State EOC.

**10. TESTS AND EXERCISE**

This SOP will be tested on an annual basis at a minimum, to assure adequate training of staff personnel.

**11. IDENTIFICATION**

- A. The EOC will be restricted to those authorized personnel who have proper identification and have been issued identification for admission to their EOC desk or work area.
- B. All staff personnel with access to the EOC will wear their identification card displayed on their outer clothing in plain sight.

**12. ESTABLISHMENT OF SHIFTS**

Initial EOC shifts will be for twelve (12) hours until the activated ESFs are able to provide sufficient qualified personnel to establish eight (8) hours (3 shifts per 24-hour period).

**13. REPORTING REQUIREMENTS**

- A. Each Staff Member in the EOC will submit an activity report at the end of each shift to the Operations Officer.

B. The report will cover all activities relating to areas of responsibility during the shift. Such items should include, but not be limited to:

1. Requests for assistance
2. From whom:
  - a. Response given
  - b. Resources deployed
3. Number of standby and reserves
4. Available for call-up
5. Any other appropriate information

C. The activity report should be concise and legible. It should be delivered to the Operations Officer at the end of each shift, the end of each exercise and end of each incident.

#### **14. BRIEFINGS**

A. A briefing for all members of the Operations Staff will be given by the Director and/or the Operations Chief in advance of known or potential emergency situations. The purpose of pre-emergency briefings will be to inform the staff members of a developing situation. (i.e. Hurricane, etc.) Items covered in such briefings will be the developing situation, review of staff procedures and an analysis of the threatened area(s).

B. Post emergency briefings will also be given for the purpose of offering a vehicle for the critique of actions of the operations staff and to provide input and comments for improvements in future operations, concepts and procedures.

C. Change of shift briefing will be accomplished by each EOC staff member upon being relieved and will be facilitated by the Operations Chief. The briefing will be for the benefit of the oncoming staff and will cover the current status of the operations including those activities and events that have occurred during their particular shift.

#### **15. MESSAGE CONTROL PROCEDURE**

A. These procedures define the message control process within the EOC. During an emergency, the EOC will receive information and/or requests for assistance through the various communications networks. Proper control of messages is necessary for the effective dissemination of information to personnel within the EOC, personnel of the various agencies and to the Operations Group.

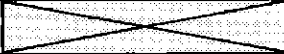
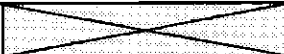

- B. The information flow system within the EOC will normally begin with the receipt of a message by either the Operations Chief, one of the ESF staff, or the message center. Regardless of how the message is received in the EOC, it will be logged in by the message center, passed on to the Operations Chief for action and assigned to the appropriate ESF, when applicable. Once final action is completed, the message will be routed back to the message center for close out. The message center will brief the Operations Chief of action(s) taken on each completed message form.
- C. Incoming Messages:
1. EOC personnel will receive much of this information from their representatives in the field located in or near the hazard area(s).
  2. Upon receipt of the message/information, the EOC Message Center or representative will input the information into the computerized messaging system.
- D. Outgoing Messages:
1. All outgoing messages communicated by telephone will be recorded in the journal (log) of the sender (Message Center or ESF members). All messages received should also be recorded on the Message System. Any message originating in the EOC for transmission through the communications system will receive the following action:
    - a. Identification of the sender/receiver
    - b. The last name of the receiver and his/her location
    - c. The Operations Chief will review the message and assign a priority to the message.

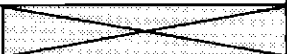
## 16. RECOMMENDED CHANGES


Any recommended changes to this SOP will be submitted to the Emergency Management Director who will staff such changes with the Operations Officers and ESF members before final action is taken.

**State of Florida**  
**Department of Community Affairs - Division of Emergency Management**  
**Essential Elements of Information Report**  
**PRE-LANDFALL CONDITIONS**

*Please File This Report No Later Than 05:00 and 16:00 Hours Daily  
 Shelter Information Required Every 3 Hours During An Evacuation  
 This Form Will Expand To Fit Information Entered*

<b>DATE:</b>		<b>TIME:</b>		<b>COUNTY:</b>		<b>AREA #:</b>	
<b>LINE</b>	<b>INFORMATION ELEMENT</b>			<b>RESPONSE</b>			
1	<b>County EOC Activated:</b>			<b>YES:</b>		<b>NO:</b>	<b>LEVEL:</b>
2	<b>Local Declaration Issued:</b>			<b>YES:</b>		<b>NO:</b>	
3	Date / Time Issued:						
4	<b>Location Of Primary Staging Area:</b> <i>Facility name, physical address &amp; POC telephone:</i>						
5	<b>Evacuation Decision Assumptions:</b>						
6	The category of hurricane being used for planning purposes:						
7	Current Planning Clearance Time:						
8	<b>Evacuation Order Issued:</b>			<b>YES:</b>		<b>NO:</b>	
9	Voluntary Evacuation:		Date and Time Issued:		Date and Time Effective:		
10	Mandatory Evacuation:		Date and Time Issued:		Date and Time Effective:		
11	Other Evacuation: <i>(Please explain)</i>		Date and Time Issued:		Date and Time Effective:		
12	Zones Affected:		Surge Category:		Mobile Homes:	YES:	NO:
13	Estimated # of Evacuees:						
14	Evacuation Termination:			Effective Date / Time:			
15	Refuges of Last Resort Opened:			<b>YES:</b>		<b>NO:</b>	
16	Issues Affecting Evacuation: <i>(Special Events, Holidays, pre-storm rainfall etc.)</i>						
17	<b>Evacuation Route Status:</b>						
18	Roads / Bridges Closed:					Date/Time	
19	Roads Under Construction:					Date/Time	
20	Interstate Exit / Entrance Ramped Closed:					Date/Time	
21	Known Gridlocks / bottlenecks:						
22	<b>Sheltering (Mass Care):</b>			<b>RISK Shelters</b>		<b>HOST Shelters</b>	

DATE:		TIME:		COUNTY:		AREA #:	
LINE	INFORMATION ELEMENT			RESPONSE			
23	Number of Shelters Open:						
24	Total Number of Persons In Shelters:						
25	Total Shelter Capacity:						
26	<b>MASS CARE (General Public):</b> Names of General Shelters & Current Populations: <i>(Type in the box to add additional site information)</i>			<b><u>Shelter Name &amp; Address</u></b>		<b><u>Population</u></b>	
				1.			
				2.			
				3.			
				4.			
				5.			
				6.			
				7.			
27	<b>MASS CARE (Special Needs):</b> Names of Special Needs Shelters and Populations: <i>(Type in the box to add additional site information)</i>			<b><u>Shelter Name &amp; Address</u></b>		<b><u>Population</u></b>	
				1.			
				2.			
				3.			
				4.			
				5.			
				6.			
				7.			
28	Mass Care Unmet Needs:						
29	Shelter Staff Shortages: <i>(List specific positions needing to be filled)</i>						
30	Percentage of hotel / motel capacity available:			%			
31	<b>Medical:</b> <i>(Confirmed Information)</i>						
32	Evacuation Related Injuries:						
33	Evacuation Related Fatalities:						
34	Nursing Home Closures: <i>(Type in the box to add additional site information)</i>			Date & Time of Closure:			
				<b><u>Facility Name &amp; Address</u></b>			
				1.			
35	ALF Closures: <i>(Type in the box to add additional site information)</i>			Date & Time of Closure:			
				<b><u>Facility Name &amp; Address</u></b>			
				1.			
36	Primary Care Facility Closures: <i>(Type in the box to add additional site information)</i>			Date & Time of Closure:			
				<b><u>Facility Name &amp; Address</u></b>			
				1.			
37	<b>Schools Closed:</b>			<b>YES:</b>		<b>NO:</b>	
38	Public Schools:			Date & Time of Closure:			
39	Private Schools:			Date & Time of Closure:			
40	Day Care Centers:			Date & Time of Closure:			


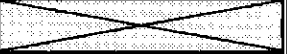
DATE:		TIME:		COUNTY:		AREA #:	
LINE	INFORMATION ELEMENT			RESPONSE			
41	<b>Government Office Closures:</b>			YES:		NO:	
42	Local / County Date & Time:						
43	State Date & Time:						
44	Federal Date & Time:						
45	Length of Closure:						
46	<b>Anticipated Needs From State EOC:</b>						
47	Next 24 Hours:						
48	Next 48 Hours:						
49	Next 72 Hours:						
50	<b>Pre identified donation drop-off points:</b>						
51	<b>Other Information:</b>						



**Please submit a copy of your EOC Point-Of-Contact Roster  
with your first report, then update as needed.**




**State of Florida**  
**Department of Community Affairs - Division of Emergency Management**  
**Essential Elements of Information Report**  
**POST-LANDFALL CONDITIONS**

*Please File This Report No Later Than 05:00 and 16:00 Hours Daily*  
*Shelter Information is Required Every 3 Hours*  
 This Form Will Expand To Fit Information Entered

<b>DATE:</b>		<b>TIME:</b>		<b>COUNTY:</b>		<b>AREA #:</b>	
<b>LINE</b>	<b>INFORMATION ELEMENT</b>			<b>RESPONSE</b>			
1	<b>County EOC Activated:</b>			<b>YES:</b>		<b>NO:</b>	<b>LEVEL:</b>
2	<b>Local Declaration Issued:</b>			<b>YES:</b>		<b>NO:</b>	
3	Date / Time Issued:						
4	<b>Location of Primary Staging Area:</b> <i>Facility name, physical address &amp; POC telephone:</i>						
5	<b>Reentry Order Issued:</b>			<b>YES:</b>		<b>NO:</b>	
6	Effective Date and Time:						
7	<b>Road Closure Status:</b>						
8	Roads / Bridges Closed:					Date/Time:	
9	Roads Under Construction:					Date/Time:	
10	Interstate Exit / Entrance Ramps Closed:					Date/Time:	
11	<b>Sheltering (Mass Care):</b>			<b>RISK Shelters</b>		<b>HOST Shelters</b>	
12	Number of Shelters Open:						
13	Total Number of Persons In Shelters:						
14	Total Shelter Capacity:						
15	<b>MASS CARE (General Public):</b> Names of General Shelters & Current Populations:			<u>Shelter Name &amp; Address</u> 1. 2. 3. 4. 5. 6.		<u>Population</u>	
16	<b>MASS CARE (Special Needs):</b> Names of Special Needs Shelters and Populations:			<u>Shelter Name &amp; Address</u> 1. 2. 3. 4. 5. 6.		<u>Population</u>	
17	Mass Care Unmet Needs:						

DATE:		TIME:		COUNTY:		AREA #:	
LINE	INFORMATION ELEMENT			RESPONSE			
18	Shelter Staff Shortages: <i>(List specific positions needing to be filled)</i>						
19	Percentage of hotel / motel capacity available:			%			
20	<b>Medical:</b> <i>(Confirmed Information)</i>						
21	Storm Related Injuries:						
22	Storm Related Fatalities:						
25	Hospital Closures: <i>(Type in the box to add additional site information)</i>			Date & Time of Closure:			
				<b><u>Facility Name &amp; Address</u></b>			
				1.			
23	Nursing Home Closures: <i>(Type in the box to add additional site information)</i>			Date & Time of Closure:			
				<b><u>Facility Name &amp; Address</u></b>			
				1.			
24	ALF Closures: <i>(Type in the box to add additional site information)</i>			Date & Time of Closure:			
				<b><u>Facility Name &amp; Address</u></b>			
				1.			
25	Primary Care Facilities Closures: <i>(Type in the box to add additional site information)</i>			Date & Time of Closure:			
				<b><u>Facility Name &amp; Address</u></b>			
				1.			
25	Pharmacy Closures: <i>(Type in the box to add additional site information)</i>			Date & Time of Closure:			
				<b><u>Facility Name &amp; Address</u></b>			
				1.			
26	<b>Schools Closed:</b>			YES:		NO:	
27	Public Schools:			Date & Time of Closure:			
28	Private Schools:			Date & Time of Closure:			
29	Day Care Centers:			Date & Time of Closure:			
30	<b>Government Office Closures:</b>			YES:		NO:	
31	Local / County Date & Time:						
32	State Date & Time:						
33	Federal Date & Time:						
34	Length of Closure:						
35	<b>Volunteers and Donations:</b>						
36	Donations Intake Locations: Hours of Operation: Managing Agency: POC & Phone:						

DATE:		TIME:		COUNTY:		AREA #:	
LINE	INFORMATION ELEMENT			RESPONSE			
37	Volunteer Intake Locations: Hours of Operation: Managing Agency: POC & Phone:						
38	Donations / Volunteer Hotline Number:						
39	<b>Post Storm Analysis:</b>						
40	Single Family Homes Damaged:			Destroyed:		Major:	Minor:
41	Multi-Family Homes Damaged:			Destroyed:		Major:	Minor:
42	Mobile Homes Damaged:			Destroyed:		Major:	Minor:
43	Businesses Damaged:			Destroyed:		Major:	Minor:
44	Other Structures Damaged:			Destroyed:		Major:	Minor:
45	Other Infrastructure Impacts:						
46	<b>Power Status:</b>						
47	Extent of Outages:			Widespread:		Localized:	
48	Number of Households Impacted:						
49	Anticipated Restoration Time:						
50	<b>Water Status:</b>						
51	Public Water Systems Operational Status:					% Capacity	
52	Anticipated Restoration time:						
53	Water Treatment Plant Status:					% Capacity	
54	Anticipated Restoration time:						
55	Sewer Treatment Plant Status:					% Capacity	
56	Anticipated Restoration time:						
57	Boil Water Orders In Effect:			YES:		NO:	
58	Date & Time Issued:						
59	Duration:						
60	Number of Private Wells Impacted:						
61	<b>Anticipated Needs From State EOC:</b>						
62	Next 24 Hours:						
63	Next 48 Hours:						
64	Next 72 Hours:						
65	<b>Animal Issues:</b>						

<b>DATE:</b>		<b>TIME:</b>		<b>COUNTY:</b>		<b>AREA #:</b>	
<b>LINE</b>	<b>INFORMATION ELEMENT</b>			<b>RESPONSE</b>			
66	Number of Roaming / Unpenned Animals			Estimated Numbers:		Types:	
67	List of Impacted Animal Facilities <i>(Zoos; stables; aquariums; dairies)</i>			<u>Facility Name &amp; Address</u> 1.			
68	Animal carcass disposal needs:			Estimated Numbers:		Types:	
69	<b>Other Information:</b>						

**Please submit a copy of your EOC Point-Of-Contact Roster with your first report, then update as needed.**

## St. Johns County After Action Report

**Date:**

**Incident/Disaster Name/Training Exercise:**

**Location of Event:**

**Issue:**

**Discussion:**

- a. What worked during this incident?
  
- b. What specifically caused the incident to be successful?
  
- c. What were we trying to accomplish?
  
- d. What was the benefit to you, the department, the organization, our customers?

**Recommendations:**

- a. What can we do more of?
  
- b. What can we do better?
  
- c. What can we do differently?

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Sign/Date

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF ST. JOHNS COUNTY, FLORIDA THAT CONSISTS OF DECLARING A STATE OF LOCAL EMERGENCY AS PROVIDED BY PART I, CHAPTER 252, FLORIDA STATUTES AND BY ST. JOHNS COUNTY, FLORIDA ORDINANCE 94-25.**

**WHEREAS**, on \_\_\_\_\_, the National Hurricane Center issued a Hurricane Warning for the St. Johns County, based upon the potential of Hurricane \_\_\_\_\_ to create excessive rainfall, high tides and hurricane-force winds, which may pose a serious threat to public health and safety and cause flooding, beach erosion, and property damage; and

**WHEREAS**, persons in St. Johns County need to prepare for possible hurricane conditions; and

**WHEREAS**, St. Johns County is exerting efforts to address the emergency conditions and assist affected citizens; and

**WHEREAS**, the emergency may become beyond the capability of St. Johns County to effectively respond; and

**WHEREAS**, certain additional specialized equipment and personnel may be required to assist in evacuation and take protective action with regard to life and property; and

**WHEREAS**, St. Johns County may request assistance from the State; and

**WHEREAS**, a quorum of the Board of County Commissioners of St. Johns County is unable to timely meet to take necessary action, the Chairman of the Board of County Commissioners takes the following action as authorized by St. Johns County Ordinance 94-25.

**NOW, THEREFORE, I \_\_\_\_\_, CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS**, by VIRTUE OF THE AUTHORITY VESTED IN ME BY Chapter 252, Florida Statutes, Part I, and all other applicable laws, do hereby promulgate the following Resolution, effective immediately:

Section I

A state of emergency exists within St. Johns County due to the effects of anticipated

heavy rainfall and damage, associated with Hurricane \_\_\_\_\_.

**Section II**

St. Johns County Comprehensive Emergency Management Plan is hereby activated and the St. Johns County Administrator shall have the power, authority and duties to take any and all action under the Plan necessary for the preservation of the health, welfare and safety of the people of St. Johns County.

**NOW THEREFORE, BE IT RESOLVED BY THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA.**

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 1998.

BOARD OF COUNTY COMMISSIONERS  
ST. JOHNS COUNTY, FLORIDA

By: \_\_\_\_\_  
Chairman

ATTEST:

By: \_\_\_\_\_  
Clerk of the Circuit Court



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, THAT CONSISTS OF A PROCLAMATION DECLARING A STATE OF LOCAL EMERGENCY AS PROVIDED BY PART I, CHAPTER 252, FLORIDA STATUTES AND BY ST. JOHNS COUNTY, FLORIDA, ORDINANCE 94-25.**

**WHEREAS**, Part 1, Chapter 252, Florida Statutes and St. Johns County ordinance 94-25 authorizes St. Johns County to declare a state of local emergency by proclamation; and

**WHEREAS**, during the past weekend heavy rainfall and strong winds have caused and further rainfall and strong winds are expected to cause additional road damage, crop damage and other flooding problems; and

**WHEREAS**, persons in St. Johns County need to prepare for a recover from severe storm conditions; and

**WHEREAS**, St. Johns County is under a flood warning; and

**WHEREAS**, the emergency may become beyond the capability of St. Johns County to effectively respond; and

**WHEREAS**, certain additional specialized equipment and personnel may be required to assist in evacuation and take protective action with regard to life and property; and

**WHEREAS**, St. Johns County may request assistance from the State and/or may implement its interlocal agreements with other local governments pertaining to emergencies.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**, (the "Board") that the Board hereby determines, promulgates and declares the following proclamation, effective immediately:

**PROCLAMATION**

Section I It is determined, declared and proclaimed that:

- A. A state of local emergency exists and has occurred within and is affecting St.

Johns County due to the effects of actual and/or anticipated heavy winds and rainfall and actual or anticipated damage associated with sever thunderstorms in the area.

B. The occurrence or threat of disaster associated with such emergency is imminent and requires immediate and expeditious action.

Section II The County Administrator and his designees are hereby authorized to take the appropriate emergency measures authorized by St. Johns County Ordinance 94-25.

Section III The St. Johns County Comprehensive Emergency Management Plan is hereby activated and the St. Johns County Administrator shall have the power, authority and duties to take any and all action under the Plan necessary for the preservation of the health, welfare and safety of the people of St. Johns County.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, State of Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 1998.

BOARD OF COUNTY COMMISSIONERS  
ST. JOHNS COUNTY, FLORIDA

By: \_\_\_\_\_  
Chairman

ATTEST:

By: \_\_\_\_\_  
Clerk of the Circuit Court

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, THAT CONSISTS OF A PROCLAMATION DECLARING A STATE OF LOCAL EMERGENCY AS PROVIDED BY PART I, CHAPTER 252, FLORIDA STATUTES AND BY ST. JOHNS COUNTY, FLORIDA, ORDINANCE 94-25.**

**WHEREAS**, Part 1, Chapter 252, Florida Statutes and St. Johns County ordinance 94-25 authorizes St. Johns County to declare a state of local emergency by proclamation; and

**WHEREAS**, heavy rainfall and strong winds in St. Johns County during the past week have caused and are expected to cause additional, future road damage, crop damage and other flooding problems; and

**WHEREAS**, persons in St. Johns County need to prepare for a recover from severe storm conditions; and

**WHEREAS**, St. Johns County is currently under a flood warning; and

**WHEREAS**, the emergency caused by these conditions may become beyond the capability of St. Johns County to effectively respond; and

**WHEREAS**, certain additional specialized equipment and personnel may be required to assist in evacuation and take protective action with regard to life and property; and

**WHEREAS**, St. Johns County may request assistance from the State and/or may implement its interlocal agreements with other local governments pertaining to emergencies.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**, (the "Board") that the Board hereby determines, promulgates and declares the following proclamation, effective immediately:

**PROCLAMATION**

Section I It is determined, declared and proclaimed that:

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rainfall and actual or anticipated damage associated with sever thunderstorms in the area.

B. The occurrence or threat of disaster associated with such emergency is imminent and requires immediate and expeditious action.

Section II The County Administrator and his designees are hereby authorized to take the appropriate emergency measures authorized by St. Johns County Ordinance 94-25.

Section III The St. Johns County Comprehensive Emergency Management Plan is hereby activated and the St. Johns County Administrator shall have the power, authority and duty to take any and all action under the Plan necessary for the preservation of the health, welfare and safety of the people of St. Johns County.

Section IV The period of local emergency authorized by this Proclamation shall be for a seven (7) day span extended immediately from that prior period of such emergency authorized by Resolution \_\_\_\_\_. The Chairman of the Board of County Commissioners may take action as permitted by State law and local ordinances to extend this period of emergency for additional periods.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, State of Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 1998.

BOARD OF COUNTY COMMISSIONERS  
ST. JOHNS COUNTY, FLORIDA

By: \_\_\_\_\_  
Chairman

ATTEST:

By: \_\_\_\_\_  
Clerk of the Circuit Court

ST. JOHNS COUNTY  
DEPARTMENT OF  
EMERGENCY SERVICES  
PRESS RELEASE



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HURRICANE (name) ADVISORY (#)

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Date:

Time:

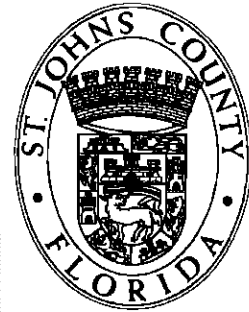
From:

Emergency Management Coordinator

Hurricane \_\_\_\_\_ is now a Category \_\_\_\_\_ storm with sustained winds of \_\_\_\_\_ miles per hour, and gusts up to \_\_\_\_\_ miles per hour. It is located at \_\_\_\_\_ latitude and \_\_\_\_\_ longitude, and is currently \_\_\_\_\_ miles \_\_\_\_\_ of \_\_\_\_\_, moving \_\_\_\_\_ miles per hour in a \_\_\_\_\_ direction. The storm is expected to make landfall \_\_\_\_\_ in \_\_\_\_\_ hours. Rainfall is expected to be \_\_\_\_\_, inches, and storm surges are \_\_\_\_\_ feet above normal tides.

The next scheduled update will be at \_\_\_\_\_. Sudden changes in storm direction or strength will be released immediately.

ST. JOHNS COUNTY  
DEPARTMENT OF  
EMERGENCY SERVICES  
PRESS RELEASE



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Date:

Time:

From:

Emergency Management Coordinator

The St. Johns County Board of Commissioners has declared a Local State of Emergency, and initiated emergency management procedures. The Emergency Proclamation was enacted by the Board of Commissioners at (time) am./p.m.

According to (name), Director of Emergency Management for St. Johns County, heavy winds and rains preceding Hurricane (name), have already caused flooding and damage to residential homes and businesses, and is posing a threat to residents lives.

An official request has been given to the St. Johns County School Board, which allows its schools to be used as shelters. Residents are asked to secure their homes, and move inland away from St. Johns County, and the approaching hurricane. Those who cannot leave the county, should immediately proceed to one of the county's designated shelters.

Residents should take at least 72 hours (3 days) of food and other items with them, and evacuate to the (direction/or shelters).

A news conference has been called for (time) a.m./p.m. to release additional and more specific information.

St. Johns County  
Department of Emergency  
Services  
News Release



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**THREAT OF (STORM NAME) INCREASES  
STATE CONTINUES PROTECTIVE ACTIONS**

St. Johns County — The (region) coast of Florida is under a direct threat from (storm name) which is now a Category (#) storm. Evacuations of vulnerable residents continue in: (list the counties).

**Failure to heed evacuation orders is a violation of state law.** Residents who ignore evacuation orders may find themselves isolated from transportation and medical assistance once the storm passes. Those who do not evacuate when ordered to do so are endangering themselves, their families and their homes. State assistance in the form of shelters, transportation and security are available now — rescue operations may not be available immediately following the hurricane. Law enforcement will accelerate security measures in the wake of the storm to protect citizens' lives and property.

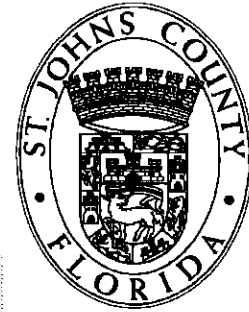
**Mobile home Residents Ordered to Evacuate:** Mobile home residents in the path of the storm are also being ordered to evacuate. While these homes may not be in a designated storm surge zone, they are extremely vulnerable to hurricane-force winds. (If there is not longer time for safe evacuations, mobile home residents are advised to seek a refuge of last resort, possibly a clubhouse or other secured facility at their mobile home park.) Rather than travel a long distance to public shelters, there may be a secure home within the neighborhood or a short driving distance.

**Storm Tracking:** As of (time) hours, the National Hurricane Center forecasts tropical-storm force winds to make landfall by (time/day) and the eye-wall of the hurricane, which brings the most severe winds, to pass of (region) at (day/time).

**Inland counties Threatened by Hurricane-Force Winds:** Residents not living in storm surge zones should stay tuned to their local news broadcasts for the most current information on evacuations. The projected track of (storm name) threatens the following inland counties: (list counties)

Residents living outside the storm surge zone should remain in their homes and gather in an interior room during the storm. They can expect downed trees and power lines which may cause widespread power outages. Residents should not leave their homes and should stay tuned to local media to confirm that the danger has passed.

# St. Johns County Department of Emergency Services News Release



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## **(WEATHER SYSTEM) MAY AFFECT FLORIDA CITIZENS BEGIN PREPARING**

St. Johns County — A (tropical system) near (location) may threaten Florida (within the next few days). On (date), the St. Johns County Emergency Management has activated its Emergency Operations Center to a Level \_\_\_\_\_.

**Floridians must monitor local news for the latest advisories from the National Weather Service, the National Hurricane Center (NHC) and state and local emergency managers.** Now is the time for residents to prepare their homes and gather supplies. If a Hurricane Watch is issued, residents who live in storm-surge zones may begin evacuating. The state urges its residents' to do the following:

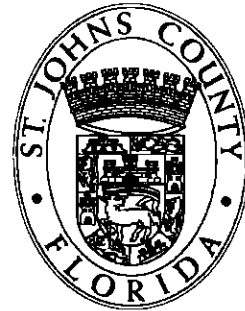
- ✦ **Determine if they are in a storm-surge evacuation zone:** During a Hurricane Watch, residents who live in storm surge zones may be ordered to evacuate. Evacuation zones will be identified by local emergency managers via the news media. Historically, nine out of 10 lives are lost due to hurricane-related storm surges. (Tonight and in the morning), residents should:
  - ✦ **Prepare to Evacuate if Ordered to Do So:** Residents living in storm surge zones and those living in mobile homes, directly in the storm's path, must plan their evacuation now.
  - ✦ **Consider the Safety of Pets:** Pets are not allowed in Red Cross shelters. Residents should plan to board pets with their veterinarian, a kennel, or identified pet shelters. Residents should attach identification and rabies tags to their pet's collar.
  - ✦ **Register for special medical care:** Residents with special needs who may require transportation or medical care, should contact St. Johns County Emergency Management, if they have not already. Special Needs Shelters require advance registration.
  - ✦ **Fuel cars, obtain cash, secure important documents:** If preparing to evacuate, residents should fill up their cars with gas. All residents should have cash to last one week after landfall and secure important documents in waterproof packaging.



✦ **Obtain supplies to protect the home:** If residents are ordered to evacuate, there will be little time to protect their homes for the storm. Boarding supplies such as wood and shutters should be purchased now. Clear property of outdoor furniture and debris that will damage the home during a hurricane.

✦ **Residents who do not live in designated storm surge zones, should prepare to shelter inside their homes.** Residents who live well inland of the storm surge zone may not have to evacuate. They should protect their home and gather supplies to last themselves and their families for three days after the storm makes landfall. This may be the final opportunity to gather supplies from local grocery stores. Recommended supplies include: bottled water (one gallon per person, per day), nonperishable canned foods, flash lights, battery-powered radio and clock, ice, paper goods. For safety reasons, residents are reminded not to use candles.

St. Johns County  
Department of Emergency  
Services  
News Release



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**STORM WATCH ISSUED FOR (REGION)  
(Storm Name) Expected to Make Landfall (Day/Time)**

St. Johns County — The National Hurricane Center has issued a Storm Watch for the following counties in Florida:

(LIST COUNTIES)

**While there are no evacuations ordered, this is a critical time for residents who live in storm surge evacuation zones.** If the Governor or local emergency managers order an evacuation, individuals and families must be prepared to leave their homes immediately.

The issuance of a storm watch indicates that Florida is vulnerable to (name of storm) and will take swift actions to safeguard its residents. If residents have not yet prepared for evacuation, secured their homes and purchased supplies for their family, they must act now.

- ✦ **Determine if they are in a storm-surge evacuation zone:** During a Hurricane Warning, residents who live in storm surge zones, may be ordered to evacuate. Evacuation zones will be identified by local emergency managers via the news media. Residents should keep in mind that out-of-county evacuations and evacuating far inland takes time. Residents planning to evacuate of their own accord should leave now, during the Watch period.
- ✦ **Assist a friend or relative in need of shelter.** Residents who live far inland and outside of the storm surge evacuation zone have the opportunity to help friends and relatives by offering their home as safe shelter. This is not advisable for mobile home residents who will be asked to evacuate if they are anywhere in the storm's path.
- ✦ **Residents who live far inland and outside the storm surge zone, must prepare**

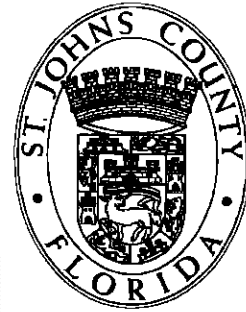
**their homes.** Boarding supplies to protect the home must be purchased now. Residents with storm shutters should begin installing them. Supplies to last the family for three days should also be collected now. Those supplies include: bottled water, battery-powered radios, flashlights, canned foods, blankets and extra clothes.

**Governor (name) has issued an Executive Order** allowing state and local officials to begin emergency protective actions to safeguard citizens.

**The state's toll-free 24 hour citizens' hotline is activated.** The Florida Emergency Information Line is 1-800-xxx-xxxx. Hearing-impaired individuals can contact the telecommunications device for the deaf (TDD) at 1-800-226-4329. Spanish-speaking volunteers are available.

**Historically, nine out of 10 lives are lost due to the hurricane related storm surge.** High waves, heavy surf and dangerous rip currents are being reported along Florida's coast and residents are advised to stay indoors. As wind speed intensifies, there is also the danger of blowing debris and downed power lines.

St. Johns County  
Department of Emergency  
Services  
News Release



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EYE OF HURRICANE (NAME)  
TO PASS OVER (REGION) AT (TIME)

The eye of Hurricane (name) is expected to pass through the St. Johns County area at approximately (range of time).

During this short period of calm, residents should remain indoors. Hurricane-force winds will resume after the eye passes over the area.

Residents should not leave their homes during the "eye" of the storm, although if a home has suffered severe damage and it no longer provides safe shelter, this may be the only opportunity for a resident to seek safer haven at a neighbor's home.

Local weather stations will alert residents when the danger has passed their area.

St. Johns County  
Department of Emergency  
Services  
News Release



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**ST. JOHNS COUNTY  
EVACUATION ROUTES**

If you live in/you should evacuate to:

**Ponte Vedra Beach/Sawgrass:**

North on State Road-A1A, turn left onto Butler Blvd., proceed to Interstate-95 or points westward.

**Palm Valley area:**

Proceed southeast to State Road-210, proceed to Interstate-95 or points westward.

**On the coast halfway between Micklers Landing and South Ponte Vedra Beach:**

North on State Road-A1A, turn right and proceed west across Vilano Bridge, continue west on State Road-16 to Interstate-95 or points westward.

**City of St. Augustine - (On the Mainland):**

North on Route US-1, turn left onto State Road-16 or proceed southwest on State Road-207 or south on Route US-1, proceed to Interstate-95 or points westward.

**City of St. Augustine - (On Davis Shores, Anastasia Island South to St. Augustine Alligator Farm):**

State Road-A1A, proceed west across Bridge of Lions to Route US-1 North or Route US-1 South and/or to State Road-16, or State Road-207 to Interstate-95 or points westward.

**South of St. Augustine Alligator Farm to area at south intersection of State Road-3 and State Road-A1A, including City of St. Augustine Beach:**

Nearest route to State Road-312, proceed across Mickler-O'Connell Bridge to Route US-

1 across State Road-312 extension to State Road-207, proceed west to Interstate-95 or points westward.

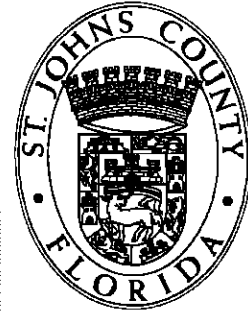
**South of intersection of State Road-3 and State Road-A1A to Crescent Beach:**

South on State Road-A1A to Crescent Beach, turn right on State Road-206, proceed across Crescent Beach Bridge to Route US-1, proceed to Interstate-95 or points westward.

**Crescent Beach to Flagler County Line:**

North on State Road-A1A to Crescent Beach, turn left on State Road-206, proceed across Crescent Beach Bridge to US-1, proceed to Interstate-95 or points westward.

St. Johns County  
Department of Emergency  
Services  
News Release



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HURRICANE (WATCH/WARNING) REMOVED  
Emergency Managers Implement Re-Entry Plans

As the National Hurricane Center removes the Hurricane (Watch/Warning) for Florida residents, plans are being implemented to allow re-entry to the evacuated areas.

Evacuees should remain in safe shelter until local officials notify them that they can re-enter the impacted areas. Residents of St. Johns County who evacuated will be allowed to return to their homes (time/date).

**CONTRACT FOR DEBRIS REMOVAL**

**THIS AGREEMENT** made and entered into this \_\_\_\_ day of \_\_\_\_\_, 1998, by and between ST. JOHNS COUNTY, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY" and \_\_\_\_\_ COMPANY, hereinafter referred to as "CONTRACTOR".

**WHEREAS**, on \_\_\_\_\_, 1998, St. Johns County experienced massive destruction wrought by violent squalls spawning a series of tornadoes; and

**WHEREAS**, it is necessary to provide for debris removal within St. Johns County, resulting from the tornadoes; and

**WHEREAS**, the County has determined that this is an area of specialized services and as such is considered to be a sole source.

**NOW, THEREFORE**, CONTRACTOR, for and in consideration of the sum of Ten Dollars and no/100 (\$10.00), and for other good and valuable consideration acknowledged by the parties, said parties hereto agree as to the following:

**SCOPE OF SERVICES**

It is the intent of this Contract to remove as quickly as possible all hazards to life and property in St. Johns County. Clean-up, demolition and removal will be limited to (1) that which is determined to be in the interest of public safety; and (2) that which is considered essential to the economic recovery of the affected area. The work shall consist of clean-up, demolition and removal as directed by the designated representative of St. Johns County.

Specifically the Scope of Services will include the following:



Demolition, pick-up and hauling of storm debris to the \_\_\_\_\_ Landfill, maintaining the landfill approach, and interior road for the entire period of debris hauling; maintaining debris work site to appropriate use and safety standards; preparing and maintaining debris, storage, and reduction sites to accept and process all storm debris; build and maintain a roofed inspection tower sufficient for a minimum a three (3) inspectors; the inspection of every load in and out which shall be further defined; processing all debris in accordance with all local, state and federal rules, standards, and regulations; processing may include, but shall not be limited to reduction, burning, transportation, to final disposal, grinding, compacting and burial; providing erosion control and stone approaches as required by the County to maintain stabilization of ingress and egress; restoring county disposal site to a condition that is acceptable by the county to include erosion grassing if required; providing technical assistance for claims and appeals; any such further duties required by State or Federal agencies.

### **SERVICES AND FACILITIES**

It is understood that, except as otherwise specifically stated in this Agreement, the CONTRACTOR shall provide and pay for all labor, tools, equipment, transportation, supervision, and all other services and facilities of any nature whatsoever necessary to execute, complete and deliver the work within the specified time.

### **INSPECTION AND TESTING**

All storm debris shall be subject to adequate inspection by the COUNTY or any public authority in accordance with generally accepted standards to insure compliance with the Contract and applicable local, state and federal laws. The COUNTY will, at all times, have

access to all work sites and disposal areas. In addition, authorized representatives and agents of any participating federal or state agency shall be permitted to inspect all work, materials, payrolls, records, or personnel, invoices and materials, and other relevant data and records. The CONTRACTOR will have in place at the disposal site personnel to verify the contents and cubic yards of the vehicles entering the disposal site. Records will be maintained of every vehicle entering the disposal site, its cubic yard and verify the vehicle leaving the disposal site is in fact empty. The CONTRACTOR will monitor the material to determine that it in fact consists of storm debris. The CONTRACTOR will include and provide disposal tickets, field inspection reports, and other data sufficient to provide substantiation for FEMA reimbursement. The CONTRACTOR will assist the COUNTY in preparation of FEMA reports for reimbursement. The CONTRACTOR will work closely with Florida DCA, FEMA and other agencies to insure that storm debris collection and data appropriately addresses concerns of the likely reimbursement agencies.

**PERMITS AND REGULATIONS**

Permits and licenses of a temporary nature necessary for the prosecution of the work shall be secured and paid for by the CONTRACTOR unless otherwise stated in this agreement. The CONTRACTOR will procure and pay for all local permits, all special permits and other charges required in connection with the work.

**PROTECTION OF WORK, PROPERTY AND PERSONS**

The CONTRACTOR will be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The CONTRACTOR will take all

necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to all employees on the work and other persons who may be affected thereby, all the work and all the materials or equipment to be incorporated therein. The CONTRACTOR will erect and maintain as required by the conditions and progress of the work all necessary safeguards for safety and protection. The CONTRACTOR will notify COUNTY of adjacent utilities when prosecution of the work may affect them. The CONTRACTOR will remedy all damage, injury, or loss to any property caused, in whole or part by the CONTRACTOR, any subcontractor, or anyone employed by any of them or any one of whose acts any of them may be liable.

**PRIORITY OF WORK AREAS**

The COUNTY will approve the work area the CONTRACTOR will be allowed to work in order of priority to be established by the COUNTY. Daily and/or weekly scheduled meetings will be held to determine approved work areas. The CONTRACTOR shall remove all storm debris and leave the site from which the storm debris was removed in a clean and neat condition with the understanding that there will be certain debris that is not picked up by equipment and machinery used by the CONTRACTOR. Determination of when a site is in a clean and neat condition will be at the discretion of ST. JOHNS COUNTY.

**WORKING HOURS**

All activity associated with gathering and loading of storm debris shall be performed during visible daylight hours only. Hauling of storm debris to the disposal site will be allowed during visible daylight hours only between dawn and dusk. The CONTRACTOR may work

during these hours seven (7) days per week including holidays. It is understood between the parties that at the disposal site burning will take place twenty-four (24) hours, seven (7) days per week.

### **MEASUREMENT AND PAYMENT**

The CONTRACTOR will not be compensated for disposing of any material not defined as storm debris. The CONTRACTOR will inspect each load to verify the contents or in accordance with the definition of storm debris. If any load is determined to contain material that does not conform to the definition of storm debris, the load will be ordered to be deposited at another landfill or receiving facility and no payment will be allowed for that load, and the CONTRACTOR will be responsible for payment of tipping fees. For each suitable load disposed, a record of the cubic yards will be recorded by the CONTRACTOR. Copies of each load record will be available to the CONTRACTOR and the COUNTY's designee on site.

### **DISPOSAL FEE**

The CONTRACTOR shall be paid Fifteen Dollars and no/100 (\$15.00) per cubic yard of that material that is gathered, hauled and disposed of by the CONTRACTOR. In the event the material is only processed by the CONTRACTOR, CONTRACTOR will be paid Six Dollars and no/100 (\$6.00) per cubic yard. The parties agree that in the event material is received at the disposal site which was not delivered by the CONTRACTOR, and does not have to be processed by the CONTRACTOR, even though it may be storm related, that the CONTRACTOR will not receive any payment for those cubic yards.

### **ITEMS NOT SUBJECT TO AIR CURTAIN DISPOSAL**

All items and material that are not subject to air curtain disposal shall be picked up, and hauled by CONTRACTOR to the work management facility located at \_\_\_\_\_ Landfill, \_\_\_\_\_, \_\_\_\_\_, Florida \_\_\_\_\_, at the cost of Twenty-six Dollars and no/100 (\$26.00) per cubic yard.

**RESIDENTIAL/PRIVATE PROPERTY**

The CONTRACTOR shall demolish those residences and personal property, in addition to all of the other work described in the scope of services, upon receipt of the completed right of entry of form, hold harmless agreement, and execution of the non-duplication of benefits agreement. The COUNTY feels that it is in the best interest of its citizens to provide this service. Attached to the contract are copies of the forms to be executed by the individual property owners. This service shall be included in the unit price of fifteen Dollars and no/100 (\$15.00) per cubic yard.

**SCHEDULE**

It is the intent of this Contract to remove and properly dispose of storm debris as soon as possible. The need exists to clear the entire unincorporated area of COUNTY of storm debris. All of the work effort is focused primarily on the unincorporated area of COUNTY, the scope of work may be expanded to include other areas as designated by the COUNTY.

**WHITE GOODS**

The CONTRACTOR may expect to encounter white goods available for disposal. White goods will constitute household appliances as defined in the Florida Administrative Code. The CONTRACTOR shall dispose of all white goods encountered in accordance with applicable

laws.

Any white goods that may contain Freon, such as refrigerators, freezers, or air conditioners, shall have the Freon removed by the CONTRACTOR. The white goods shall then be placed in a separate area and shall at that time become the property of the COUNTY. There is no additional payment made for delivery of white goods as this cost of work is included in the unit price for disposal of storm debris.

### **CONTRACTOR INVOICING**

The CONTRACTOR may invoice the COUNTY not more than once every thirty (30) days. The invoice must contain the following items:

- (a) verify cubic yard load tickets
- (b) subcontractors invoices including the verified load receipt
- (c) summary sheet indicating, by day, the individual verified load receipt and invoice amounts.

Any disputed amount line items in the bill may be removed for review by the COUNTY. Disputed items will be returned to the CONTRACTOR for additional clarification prior to payment of those tickets. CONTRACTOR will be subject to audit by federal agencies pursuant to this Contract.

### **SUPERVISION BY CONTRACTOR**

The CONTRACTOR will supervise and direct all work. The CONTRACTOR is solely responsible for the means, methods, techniques, sequences, safety program and procedures. The CONTRACTOR will employ and maintain on the work a qualified supervisor who shall be

designated below by the CONTRACTOR as the representative. The supervisor shall have full authority to act on behalf of the CONTRACTOR and all communications given to the supervisor shall be as binding as if given to the CONTRACTOR.

\_\_\_\_\_  
Contractors' Supervisor

**CHANGES IN WORK**

The COUNTY may at any time, as the need arises, order changes within the scope of work without invalidating the agreement. If such changes increase or decrease the amount due under this Agreement, or in the time required for performance of the work, and an equitable adjustment shall be authorized by change order.

All changes affecting the project's costs or modifications of the terms or conditions of this Agreement shall be authorized by means of a written agreement Change Order which is mutually agreed upon by the COUNTY and the CONTRACTOR. All changes must be recorded on a Contract Change Order before they can be included in a partial payment estimate.

**TIME FOR COMPLETION**

The date of beginning and the time of completion of the work are essential conditions of this agreement and the work embraced shall be commenced on the date the agreement is executed by the Chairman of the St. Johns County Board of County Commissioners. The final completion date is \_\_\_\_\_, 19\_\_\_, provided, however, the COUNTY, at its option, may extend the contract period for an additional period of time.

The CONTRACTOR will proceed with the work at such rate of progress to insure full completion within the contract time. It is expressly understood and agreed, by and between the

CONTRACTOR and the COUNTY, that the contract time for completion of the work described herein is a reasonable time, taking into consideration the prevailing weather conditions in the locality of the work.

**SUSPENSION OF WORK, TERMINATION, AND DELAY**

The COUNTY may suspend the work or any portion thereof, for a period of not more than thirty (30) days, or such further time as agreed upon by the CONTRACTOR, by written notice to the CONTRACTOR. The CONTRACTOR will resume that work on the date so fixed. The CONTRACTOR will be allowed an increase on the contract price or any extension of the contract time, or both, directly attributable to any suspension with proper documentation and justification. If the CONTRACTOR is adjudged as bankrupt or insolvent, or makes a general assignment for the benefit of its creditors, or a trustee or receiver is appointed for the CONTRACTOR or for any of its property, or if the CONTRACTOR files a petition to take advantage of any debtors' act, or to reorganize under the bankruptcy laws, or repeatedly fails to supply sufficiently skilled workmen or suitable material or equipment, or repeatedly fails to make prompt payments to subcontractors for labor, materials or equipment or disregards laws, ordinances, rules, regulations or orders of any public body having jurisdiction of the work or otherwise violates any provisions of this agreement, then the COUNTY may, without prejudice to any other right or remedy and after giving the CONTRACTOR a minimum of five (5) days of delivery of written notice, terminate the services of the CONTRACTOR, and finish the work by whatever method the COUNTY may deem expedient. In such case, the CONTRACTOR shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of



the Contract price exceeds the direct and indirect costs of completing the project, including compensation for additional professional services, such excess shall be paid to the CONTRACTOR. If such cost exceeds such unpaid balance, the CONTRACTOR will pay the difference to the COUNTY.

If the CONTRACTOR services have been so terminated by the COUNTY, said termination shall not affect any right of the COUNTY against CONTRACTOR then existing, or which may thereafter accrue. Any retention or payment of monies by the COUNTY due the CONTRACTOR will not release the CONTRACTOR from compliance with this Agreement.

The parties understand that the primary source of funding to be used to pay the CONTRACTOR is from federal and state sources, and the COUNTY may terminate or suspend this contract at any time after thirty (30) days' notice if the COUNTY reasonably determines that funding from federal and state sources is severally limited or unavailable.

After five (5) days from delivery of a written notice to the CONTRACTOR, the COUNTY may, without cause and without prejudice to any other right or remedy, elect to abandon the project and terminate the contract. In such case, the CONTRACTOR shall be paid for all work executed and any expense sustained plus reasonable profit for the work completed, except as to the termination previously described above.

If through no act or fault of the CONTRACTOR, the work is suspended for a period of more than forty-five (45) days by the COUNTY or under an order of the Court or any public authority, or the COUNTY fails to pay the CONTRACTOR substantially the sum approved by the COUNTY within forty-five (45) days of its approval and presentation, then the

CONTRACTOR may after ten (10) days from delivery of a written notice to the COUNTY terminate the contract and recover from the COUNTY payment for all work executed and all expenses sustained. In addition and in lieu of terminating the contract, if the COUNTY has failed to make any payment as aforesaid, the CONTRACTOR may upon ten (10) days written notice to the COUNTY stop the work until paid all amounts then due, in which event and upon resumption of the work change orders, shall be issued for adjusting the contract price or extending a contract time or both, to compensate for the cost and delays attributable for the stoppage of the work. The CONTRACTOR shall properly substantiate any additional costs associated with a work stoppage.

#### **PAYMENT TO CONTRACTOR**

On \_\_\_\_\_, \_\_\_\_\_, 19\_\_\_, the CONTRACTOR shall submit the first payment request to the COUNTY payment request filled out and signed by the CONTRACTOR covering the work performed during the period covered by the payment request and supported by such data as the County may reasonably require. The COUNTY will, by the next Friday either indicate in writing approval of payment or return the payment request to the CONTRACTOR indicating in writing the reasons for refusing to approve payment. In the latter case, the CONTRACTOR may make the necessary corrections and resubmit the payment request. The COUNTY will, by the next Wednesday after presentation of an approved payment request pay the CONTRACTOR a payment on the basis of the approved payment request less the retainage. The retainage shall be an amount equal to 2% of said request. The COUNTY may, at its sole discretion, eliminate the retainage at any time. The CONTRACTOR shall submit payment

requests every third Tuesday after the first payment request.

Upon completion and acceptance of the work, the entire balance found to be due the CONTRACTOR, including the retained percentages, but except such sums as may be lawfully retained by the COUNTY, shall be paid to the CONTRACTOR within forty-five (45) days of completion and acceptance of the work.

The CONTRACTOR will indemnify and save the COUNTY and the COUNTY'S agents harmless from any claims growing out of the lawful demand of subcontractors, laborers, workmen, mechanics, materialmen, and furnishers of machinery and parts thereof, equipment, tools, and all supplies, incurred in the furtherance of the performance of the work. The CONTRACTOR shall, at the COUNTY'S request, furnish satisfactory evidence that all obligations of a nature designated above have been paid, discharged or waived. If the CONTRACTOR fails to do so, the COUNTY may, after having notified the CONTRACTOR, either pay unpaid bills or withhold from the CONTRACTOR'S unpaid compensation, a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged, whereupon payment to the CONTRACTOR shall be resumed in accordance with the terms of this agreement, but in no event shall the provisions of this sentence be construed to impose any obligations upon the COUNTY to either the CONTRACTOR or any third party. In paying any unpaid bills of the CONTRACTOR, any payments so made by the COUNTY shall be considered as a payment made under this Agreement by the COUNTY to the CONTRACTOR and the COUNTY shall not be liable to the CONTRACTOR for any such payments made in good faith.

If the COUNTY fails to make payment forty-five (45) days after approval, in addition to other remedies available to the CONTRACTOR, there shall be added to each such payment interest at the maximum legal rate commencing on the first day after said payment is due and continuing until the payment is received by the CONTRACTOR.

**ACCEPTANCE OF FINAL PAYMENT AS RELEASE**

The acceptance by the CONTRACTOR of final payment shall be and shall operate as a release to the COUNTY of all claims and all liabilities to the CONTRACTOR other than claims in stated amounts as may be specifically excepted by the CONTRACTOR for all things done or furnished in connection with this work. Any payment, however, final or otherwise, shall not release the CONTRACTOR or its sureties from any obligations under this Agreement or the performance and payment bonds.

**INSURANCE AND BONDS**

The CONTRACTOR shall purchase and maintain such insurance as will protect it from claims which may arise out of or result from the CONTRACTOR's execution of the work, whether such execution by the CONTRACTOR, any subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts of them may be liable. This insurance requirement shall not limit the liability of the CONTRACTOR. The COUNTY does not represent that these types or amounts of insurance are sufficient or adequate to protect the CONTRACTOR's interests or liabilities, but are merely minimum. Except for worker's compensation and professional liability, the CONTRACTOR's insurance policy shall be endorsed to name the COUNTY as an additional insured to the extent of the COUNTY' interest

arising from this Agreement. CONTRACTOR shall request its' insurers to expand coverage as required herein and to provide that failure of CONTRACTOR to comply with any of the policy provisions will not void coverage for the COUNTY. Except for worker's compensation, the CONTRACTOR waives its right of recovery against the COUNTY, to the extent permitted by its insurance policies. The CONTRACTOR shall request that its insurers' policies include or be endorsed to include a severability of interest/cross-liability provision so that the COUNTY will be treated as if a separate policy were in existence without increasing the policy limits of liability. The CONTRACTOR is responsible for the amount of any deductible/self-insured retentions, which shall be disclosed to the COUNTY and may be disapproved by the COUNTY. They shall be reduced or eliminated at the option of the COUNTY.

The CONTRACTOR shall be required to provide a performance bond and payment bond in the amount of Four Million Dollars and no/100 (\$4,000,000.00). All insurance information and bonds shall be presented to the COUNTY within seven (7) days of the date of this Agreement.

#### **WORKER'S COMPENSATION COVERAGE**

The CONTRACTOR shall purchase and maintain worker's compensation insurance for all worker's compensation obligations imposed by state law and employers liabilities limits of at least One Hundred Thousand Dollars and no/100 (\$100,000.00) each accident and One Hundred Thousand Dollars and no/100 (\$100,000.00) each employee/Five Hundred Thousand Dollars and no/100 (\$500,000.00) policy limit for disease. The CONTRACTOR shall also purchase any other coverages required by law for benefit of employees.

**GENERAL, AUTOMOBILE AND EXCESS OR UMBRELLA LIABILITY COVERAGE**

Minimum limits of One Million dollars and no/100 (\$1,000,000.00) per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employer's liability required in the worker's compensation coverage section) and the amount of coverage required. As to commercial general liability, Coverage "A" shall include premises, operations, products, and completed operations, independent contractors, contractual liability covering this agreement and broad form property damage coverages. Coverage "B" shall include personal injury. The occurrence form of commercial general liability must be provided. Business vehicle liability coverage is to include bodily injury and property damage arising out of operation, maintenance, or use of any vehicle, including owned, non-owned, hired vehicles, and employee non-ownership use. Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restricted than the underlying insurance policy coverages.

**CERTIFICATES OF INSURANCE**

Required insurance shall be documents in certificates of insurance which provide that the COUNTY shall be notified at least thirty (30) days in advance of cancellation, non-renewal, or adverse change. New certificates of insurance are to be provided to the COUNTY at least fifteen (15) days prior to coverage renewals. Receipt of certificates or other documentation of insurance or policies or copies of policies by the COUNTY or by any of its representatives, which indicate less coverage than is required, does not constitute a waiver of CONTRACTOR'

obligation to fulfill the insurance requirements herein.

**INSURANCE OF CONTRACTOR PRIMARY**

Insurance required of CONTRACTOR or any other insurance of CONTRACTOR shall be considered primary, and insurance of the COUNTY shall be considered excess, as may be applicable to claims arising out of the hold harmless, payment on behalf of COUNTY, insurance, additional insurance, and certificates of insurance provisions of this agreement.

**LOST CONTROL/SAFETY**

Precautions shall be exercised at all times by CONTRACTOR for the protection of all persons, including employees and property. CONTRACTOR shall be expected to comply with all laws, regulations or ordinances relating to safety and health, and shall make special effort to detect hazardous conditions and shall take prompt action where loss control/safety measures should reasonably be expected.

The COUNTY may order work to be stopped if conditions exist that present eminent danger to persons or property. CONTRACTOR acknowledges that such stoppage will not shift responsibility for any damages from CONTRACTOR to the COUNTY. The CONTRACTOR is not entitled to additional compensation or time if the work is stopped due to the CONTRACTOR'S work, carelessness, or other activities in the CONTRACTOR'S control.

**CONSIDERATION FOR HOLD-HARMLESS/PAYMENT ON BEHALF OF COUNTY**

CONTRACTOR agrees to accept, and acknowledges as an adequate amount of consideration, the consideration of twenty-five (\$25.00) for agreeing to the hold harmless, payment on behalf of COUNTY, insurance and certificates of insurance provisions contained in

this agreement.

**INDEMNIFICATION (HOLD HARMLESS)**

The CONTRACTOR will indemnify and hold harmless the COUNTY and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claims, damages, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and is caused in whole or in part by any negligent or willful act or omission of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable.

In any and all claims against the COUNTY, or any of its agents or employees, by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

The CONTRACTOR agrees to pay, on behalf of the COUNTY, and to pay the costs of the COUNTY's legal defense, as may be selected by the COUNTY, for all claims described in the indemnification paragraph. Such payment on behalf of the COUNTY shall be in addition to any and all legal remedies available to the COUNTY and not be considered to be the COUNTY's exclusive remedy.



**SUBCONTRACTING**

The CONTRACTOR shall utilize the services of some subcontracts. The CONTRACTOR agrees and shall utilize as a first priority those subcontractors which are from St. Johns County and do business in St. Johns County.

The CONTRACTOR shall be fully responsible to COUNTY for the acts and omissions for its subcontractors, and of persons directly or indirectly employed by them, as the CONTRACTOR is for the acts and omissions of persons employed by it.

The CONTRACTOR shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the contractor by the terms of this agreement as so far is applicable to the work of subcontractors and give the CONTRACTOR the same powers regards terminating any subcontract that the COUNTY may exercise over the CONTRACTOR under any provision of this Agreement.

Nothing contained in this agreement shall create any contractual relationship between any subcontractor and the COUNTY.

The CONTRACTOR shall supply the names and addresses of subcontractors and materials suppliers when requested to do so by the COUNTY.

The CONTRACTOR shall not use a subcontractor or material supplier against whom the COUNTY has a reasonable objection.

**PRECAUTIONS**

Attention is called to the fact that CONTRACTOR is responsible for contacting all utility companies to obtain locations of all existing utilities or obstructions which it may encounter

during construction. After location of utilities by the appropriate utility company or after a homeowner has correctly identified septic or drain field areas and water meters, it is the CONTRACTOR'S responsibility to protect all such utility lines, including service lines and to replace, at its own expense, any which may be damages by the CONTRACTOR'S equipment, or forces during the construction of the project.

To protect persons from injury and to avoid property damage, adequate barricades, construction signs, torches, and guards shall be placed and maintained during progress of construction work and until it is safe for both pedestrians and vehicular traffic. Rules and regulations regarding safety provisions shall be observed by CONTRACTOR.

#### **WARRANTY OF TITLE AND WAIVER OF LIEN**

The CONTRACTOR shall not at any time suffer or permit any lien, attachment, or any other encumbrance under the laws of the state of Florida, or otherwise by any person or persons whomsoever to remain on file with the COUNTY against any money due or to become due for any work done or materials furnished under the contract or by any reason or claim or demand against CONTRACTOR. Such lien, attachment, or other encumbrance, until it is removed, shall preclude any and all claims or demands for any payment by virtue of this agreement.

#### **PROTECTION OF LIVES AND PROPERTY**

In order to protect the lives and health of its employees under the contract, the CONTRACTOR shall comply with all pertinent provisions of the Occupational Safety and Health Administration and any state safety and health agency requirements.

The CONTRACTOR alone shall be responsible for the safety, efficiency, and adequacy

of its plant, appliances, and methods, and for any damage which may result from the failure or improper construction, maintenance or operation.

**AUDIT AND ACCESS TO RECORDS.**

The COUNTY or any of its duly authorized representatives shall have access to any books, documents, papers and records of the CONTRACTOR which are pertinent to this agreement, for the purpose of making audits, examinations, excerpts and transcriptions. The CONTRACTOR shall maintain all required records for three (3) years after final payment is made and all other pending matters are closed.

**COUNTY OBLIGATIONS**

The COUNTY shall furnish all information and documents necessary for the commencement of work. A representative will be designated by the COUNTY to be the primary contact person for inspecting the work and answering any on-site questions. This person shall be \_\_\_\_\_, the Director of Solid Waste. The COUNTY shall designate the public and private property areas where the work is to be performed. Copies of complete right of entry forms where they are required shall be furnished to the CONTRACTOR by the COUNTY.

**JURISDICTION/VENUE**

This contract shall be governed by the laws of the state of Florida. Venue of this agreement shall be in St. Johns County, Florida.

**BOARD OF COUNTY COMMISSIONERS  
ST. JOHNS COUNTY, FLORIDA**

By: \_\_\_\_\_  
Chairman/Vice-Chairman

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Clerk/Deputy Clerk of the Board

\_\_\_\_\_  
COMPANY

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Secretary

**STATE OF** \_\_\_\_\_  
**COUNTY OF** \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_, 1998, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_ COMPANY, a \_\_\_\_\_ corporation, on behalf of the corporation. He/she is personally known to me or has produced \_\_\_\_\_ as identification.

(seal)

\_\_\_\_\_  
Notary Public

**ADDENDUM**

**THIS ADDENDUM** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, by and between \_\_\_\_\_ Company (hereinafter "CONTRACTOR") and St. Johns County, a political subdivision of the State of Florida (hereinafter "COUNTY").

**WHEREAS** the parties entered into a Contract for Debris Removal on \_\_\_\_\_, 19\_\_\_\_; and

**WHEREAS**, it is necessary to amend a certain section of the Contract.

**NOW, THEREFORE**, CONTRACTOR, for and in consideration of the sum of Ten Dollars (\$10.00) and for other good and valuable consideration acknowledged by the parties, said parties hereto agree as to the following:

The following section shall be amended as follows:

**ITEMS NOT SUBJECT TO AIR CURTAIN DISPOSAL**

All items and materials that are not subject to air curtain disposal shall be disposed of by CONTRACTOR at a permitted disposal facility that has all necessary state and federal permits pertaining to debris disposal in the State of Florida at the cost of Twenty-six Dollars and no/100 (\$26.00) per ton.

**BOARD OF COUNTY COMMISSIONERS  
ST. JOHNS COUNTY, FLORIDA**

By: \_\_\_\_\_  
Chairman/Vice-Chairman

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Clerk/Deputy Clerk of the Board

\_\_\_\_\_ **COMPANY**

By \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Secretary

**STATE OF** \_\_\_\_\_  
**COUNTY OF** \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_, 19\_\_, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_ COMPANY, a \_\_\_\_\_ corporation, on behalf of the corporation. He/she is personally known to me or has produced \_\_\_\_\_ as identification.

(seal)

\_\_\_\_\_  
Notary Public

3/15/99

NAME	NUMBER	PHYSADD	PHYCITY	PT-PHYZIP	PHONEN(09)	MHF
AMITY ANCHORAGE	1106	FRIENDSHIP DR #1	SWITZERLAND	FL 32259	268-6931 X	13
LuLu's Water Front Grille	301N	ROSCOE BLVD	PONTE VEDRA BEACH	FL 32082	X	9
DEVIL'S ELBOW MHP	7507	A1A SOUTH	ST. AUGUSTINE	FL 32086	797-9126 X	19
COOKSEY'S CAMPGROUND	2795	SR 3	ST. AUGUSTINE BEACH	FL 32084	471-3171 X	200
KOA CAMPGROUND	525	W POPE RD	ST. AUGUSTINE BEACH	FL 32084	471-3113 X	120
GOOD OLE DAZE CAMPGROUND	9950	KOA RD	ST AUGUSTINE	FL 32084	824-8309 X	108
OCEAN GROVE R.V. PARK	4225	A1A SOUTH	ST. AUGUSTINE BEACH	FL 32084	471-3414 X	200
BRYN MAWR OCEAN RESORT	4850	A1A SOUTH	ST. AUGUSTINE BEACH	FL 32084	471-3353 X	250
ANASTASIA STATE PARK	1340 A	A1A SOUTH	ST. AUGUSTINE	FL 32085	461-2000 X	139
AZALEA M.H.P.		END OF NORTHWOOD BLVD.	ST. AUGUSTINE	FL 32084	X	6
BEACHCOMBER RESORT, INC.	3455	COASTAL HWY	ST. AUGUSTINE	FL 32084	824-9157 X	135
BEACHWOOD TP	7049	A1A SOUTH	ST. AUGUSTINE	FL 32084	X	10
COCHRANS	7549	A1A SOUTH	ST. AUGUSTINE	FL 32084	X	7
COCHRANS I	2800	C-13A SOUTH	ST. AUGUSTINE	FL 32084	X	8
DIMARCO T.P.	3400	US 1 SOUTH	ST. AUGUSTINE	FL 32084	797-2615 X	8
EASY STREET M.H.P.	441	EASY STREET	ST. AUGUSTINE	FL 32086	471-4370 X	8
FAVOR DYKES STATE PARK	1000	FAVER-DYKES RD	ST. AUGUSTINE	FL 32086	X	30
FROG HOLLOW	5774	US 1 NORTH	ST. AUGUSTINE	FL 32095	829-6665 X	38
GAINES M.H.P.	3565	GAINES ROAD	ST. AUGUSTINE	FL 32095	829-5316 X	7
HILL CREEK M.H.P.	2780	OLD MOULTRIE RD	ST. AUGUSTINE	FL 32084	824-4420 X	14
HILLTOP M.H.P.	2895	HILLTOP ROAD	ST. AUGUSTINE	FL 32086	X	9
HOLLY LANE	3380	US 1 SOUTH	ST. AUGUSTINE	FL 32084	X	8
SOUTH MOBILE PARK	5960	US 1 SOUTH	ST. AUGUSTINE	FL 32084	X	8
INDIAN FOREST CAMPGROUND	1555	SR 207	ST. AUGUSTINE	FL 32084	X	53
JUST DREAMING M.H.P.	4761	AVENUE B	ST. AUGUSTINE	FL 32095	X	8
HUBBARD'S OLD CITY M.H.P.	115	RONALD ROAD	ST. AUGUSTINE	FL 32084	X	26
LAZY C M.H.P.	1660	WOODLAWN	ST. AUGUSTINE	FL 32084	829-9740 X	22
OAK HAVEN RETIREMENT VILLAGE	1700	WOODLAWN	ST. AUGUSTINE	FL 32095	829-0040 X	24
LAZY J TRAILER RANCH	1720	WOODLAWN RD	ST. AUGUSTINE	FL 32084	829-5363 X	14
MATANZAS INLET MHP	8825	A1A SOUTH	ST. AUGUSTINE	FL 32084	X	12
NORTH BEACH CAMPGROUND	4125	COASTAL HIGHWAY	ST. AUGUSTINE	FL 32084	829-3578 X	128
PACETTI'S MARINA & CAMPGROUND		6550 SR 13 NO.	ST. AUGUSTINE	FL 32092	X	161
PEPPER TREE RESORT	4825	A1A SO	ST. AUGUSTINE	FL 32084	X	96
ST. AUGUSTINE FAMILY PARK	2925	7TH STREET	ST. AUGUSTINE	FL 32084	X	8
PRINES T.P.	2825A	OLD MOULTRIE RD	ST. AUGUSTINE	FL 32086	X	6
RIVERS EDGE	7497	A1A SOUTH	ST. AUGUSTINE	FL 32086	X	12
SAN JUAN T.P.	92	S.DIXIE HWY	ST. AUGUSTINE	FL 32095	824-0829 X	18
SAYLORS M.H.P.	1470	BISHOP ESTATES ROAD	ST. AUGUSTINE	FL 32084	X	21
SEAHORSE M.H.P.	3490	US 1 SOUTH	ST. AUGUSTINE	FL 32086	X	33
SEVEN PINES	2937	NORTH 9TH STREET	ST. AUGUSTINE	FL 32086	X	25
SHAMROCK R.V. PARK	3575	US 1 SOUTH	ST. AUGUSTINE	FL 32086	461-3000 X	48
SIESTA M.H.P.	2510	DEER RUN ROAD	ST. AUGUSTINE	FL 32095	824-4071 X	23
SOUTHGATE T.P.	2391	US 1 SOUTH	ST. AUGUSTINE	FL 32084	829-2251 X	24
SPANISH TRAIL M.H.P.		700 PERIMETER PARK CIRCL	ST. AUGUSTINE	FL 32095	770-1170 X	139
CAMPGROUND OF AMERICA	1425	SR 16	ST. AUGUSTINE	FL 32084	X	50
STAGECOACH R.V. PARK	2711	SR 208	ST. AUGUSTINE	FL 32092	824-2340 X	80
STEMBRIDGE M.H.P.	1695	OLD MOULTRIE RD	ST. AUGUSTINE	FL 32086	794-7355 X	9
TAYLOR M.H.P.	801	HOLMES BLVD	ST. AUGUSTINE	FL 32084	824-0788 X	8
WHISPERING OAKS	2702	DUPONT FARM ROAD	ST. AUGUSTINE	FL 32095	471-0508 X	21
VINEYARD M.H.P.	5300	SR 13N	ST. AUGUSTINE	FL 32092	X	64
MICHAEL L SMITH MHP (WAGONWI	2605	U.S. 1 SO	ST. AUGUSTINE	FL 32084	794-5265 X	23
WILBURS M.H.P.	1154	WILBUR DRIVE	JACKSONVILLE	FL 32259	X	18
BREEZE TRAILER PARK	357	VARELLA AVE	ST. AUGUSTINE	FL 32095	X	7
COQUINA OAK'S MOBILE HOME PA	960	SIDNEY ST.	ST. AUGUSTINE	FL 32084	826-4004 X	24
NEWT'S TRAILER PARK	155	VILANO RD	ST. AUGUSTINE	FL 32095	X	17
SONRISE TRAILER PARK	3550	DATURA ST	ST. AUGUSTINE	FL 32084	X	11
BERNARDS TRAILER PARK	86	N WHITNEY ST.	ST. AUGUSTINE	FL 32084	824-3025 X	44
DOBBS MHP		DELMONTE AVENUE	ST. AUGUSTINE	FL 32085	829-1978 X	9
ST. JOHNS RV PARK	2493	SR 207	ST. AUGUSTINE	FL 32085	824-9840 X	50
PARK AT PONTE VEDRA (JACKSON	320	N. ROSCOE BLVD	PONTE VEDRA	FL 32082	783-4287 X	13
HIDDEN OAKS MHP	2895	HILL TOP ROAD	ST. AUGUSTINE	FL 32084	797-5197 X	14
CYPRESS PARK	1150	CYPRESS ROAD	ST. AUGUSTINE	FL 32084	X	16
CUSHMAN'S TRAILER PARK	3525	DOT ROAD	ST. AUGUSTINE	FL 32095	829-6887 X	8
NORTHWOOD MHP	1600	NORTHWOOD ST.	ST. AUGUSTINE	FL 32084	X	6
SHADY ACRES MHP	401	EASY STREET	ST. AUGUSTINE	FL 32086	797-4929 X	8
RIVER RUN MHP	8485	PALMO FISH CAMP ROAD	ST. AUGUSTINE	FL 32084	X	8
PELLICER TRAILER PARK	200	NIX BOADYARD ROAD	ST. AUGUSTINE	FL 32085	829-8830 X	16
BIG OAK MHP	2895	HILL TOP ROAD	ST. AUGUSTINE	FL 32084	X	8
BREEZY BRAE MHP	205	WILDWOOD DR	ST. AUGUSTINE	FL 32084	X	21
EL REY RESIDENTIAL COURT	271	STATE ROAD 16	ST. AUGUSTINE	FL 32084	X	14
D & M MHP	2765	HILLTOP ROAD	ST. AUGUSTINE	FL 32086	825-4902 X	11
DURBIN HILL MHP		U.S. 1 NORTH	ST. AUGUSTINE	FL 32084	X	8
PINES I & II RENTALS	2651/2655	SAN JUAN DRIVE	ST. AUGUSTINE	FL 32086	X	8

BRENTWOOD MHP	545	COLEE STREET	ST. AUGUSTINE	FL 32084	X	13
MARKER 68	7467	A1A SO.	ST. AUGUSTINE	FL 32084	X	10
COCHRANS II	2800	CR 13A	ELKTON	FL 32033	X	8
COCHRANS III	2800	CR 13A	ELKTON	FL 32033	X	8
MOULTRIE OAKS MHP	245	WILDWOOD DR.	ST. AUGUSTINE	FL 32086	X	160
C J'S	200	VILANO RD.	ST. AUGUSTINE	FL 32084	824-0611 X	8
KING TRAILER COURT	180	LAWN AVE.	ST. AUGUSTINE	FL 32095	824-1507 X	7
PALMO MOBILE HOME PARK		PALMO ROAD AREA	ST. AUGUSTINE	FL 32092	X	6
STATE PARK CAMPGROUND R.V.	1425	SR 16	ST. AUGUSTINE	FL 32095	X	50
KINGSLEY MHP	365	NORTH BLVD	ST. AUGUSTINE	FL 32095	X	5
GRACELAND (JONES/PONCE)	2927	7TH STREET	ST. AUGUSTINE	FL 32086	284-9991 X	14
G 7 RANCH II	1433	ROBERTS RD	SWITZERLAND	FL 32259	287-6729 X	