

**RESOLUTION NO. 2004 - 200**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA APPROVING AND ADOPTING THE ST. JOHNS COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**WHEREAS**, as provided by Section 252.38 Fla. Stat., each Florida county must develop a county Emergency Management Plan ("Plan") and program that is coordinated and consistent with the State Comprehensive Emergency Management Plan and program, unless otherwise exempted; and

**WHEREAS**, in accordance with Rule 9G-6.006, F.A.C., such Plan must be renewed each four year period, and the St. Johns County Plan is due for renewal; and

**WHEREAS**, the Plan must be adopted by resolution of the governing body of the jurisdiction before it becomes the Comprehensive Emergency Management Plan for such local government; and

**WHEREAS**, the new St. Johns County Plan has been approved by the state Division of Emergency Management and the County has been notified of such approval by the Department of Community Affairs, Bureau of Compliance Planning and Support via correspondence dated June 4, 2004; and

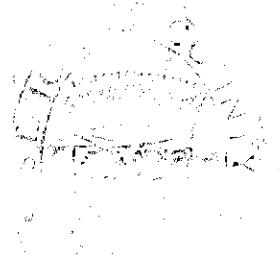
**WHEREAS**, to maintain compliance with the Division of Emergency Management, the County must notify the Division that the County has adopted the new County Plan;

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of St. Johns County that:

The new County Comprehensive Emergency Management Plan attached and incorporated herein as Exhibit A is hereby approved and adopted effective immediately.

The St. Johns County Director of Emergency Management is hereby directed to timely notify the state Division of Emergency Management of the date of the County's approval and adoption of the new County Comprehensive Emergency Management Plan.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, State of Florida, this 27<sup>th</sup> day of July, 2004.



**BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA**

By: [Signature]  
Chairman

**ATTEST: CHERYL STRICKLAND, CLERK**

By: [Signature]



STATE OF FLORIDA

# DEPARTMENT OF COMMUNITY AFFAIRS

*"Dedicated to making Florida a better place to call home"*

JEB BUSH  
Governor

THADDEUS L. COHEN, AIA  
Secretary

June 4, 2004

received  
06-08-2004

COPY

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

Dear Mr. Ashton

In accordance with the provisions of Rule Chapter 9G-6, Florida Administrative Code (F.A.C.), 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 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 within 60 days in accordance with Rule 9G-6.006(10), F.A.C. You must forward a copy of the adoption resolution to DEM to complete the "compliance criteria." Failure to adopt the plan by resolution within 60 days will result in a letter of non-compliance.**

If you have any questions or need additional information regarding the plan's approval, please contact your review team leader, Henry Turner, at (850) 413-9924.

Sincerely,

Eve Rainey, Chief  
Bureau of Compliance Planning  
and Support

ER/ht

cc: The Honorable Karen R. Stern, Chair  
Kathryn Boer, RPC Representative  
Mike DeLorenzo, DEM  
Skip Dugger, DEM  
Dennis Smith, DEM  
Leroy Thompson, DEM  
David Crisp, DEM  
Jim Britts, DEM

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EMERGENCY MANAGEMENT  
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HOUSING & COMMUNITY DEVELOPMENT  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399-2100  
(850) 488-7936

## **Emergency Management Capabilities Assessment Checklist**

**County: St. Johns County**

**Reviewer: Jim Britts**

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This checklist is designed to provide a guide to the members of the Capability Assessment Team when conducting an assessment of a county's ability to carry out critical functions during an emergency or disaster situation.

The Capability Assessment is a vital part of the overall review of local Comprehensive Emergency Management Plans. These plans are reviewed by the state to ensure compliance with 9G6 of the Florida Administrative Code (FAC) on a four (4) year review cycle. Each county is required by contract to conduct exercises and drills on an annual basis. These exercise and drills, plus the actual events that will occur over a 4 year period, will provide ample opportunity for the capability assessment team which is comprised of (at a minimum) the area coordinator and the field operations manager, to evaluate the functions outlined in this assessment.

There are three (3) rating areas in the assessment; satisfactory, needs improvement or deficient. A satisfactory rating requires no action. Those areas indicated as needing improvement are essentially recommendations for improving a certain aspect of the particular function. A rating indicating an area of the function or the overall function is deficient must be corrected in accordance with the requirements of 9G6 FAC. This requires that the deficiency be corrected or a work plan developed to correct the deficiency within 60 days.

Those functions that were not evaluated during prior to a scheduled plan review, will be evaluated during the 60 day time frame prior to the scheduled review of the local Comprehensive Emergency Management Plan. Prior to the assessment being presented to the CEMP review team leader, the area coordinator, field operations manager and the local emergency management director will sign the evaluation indicating their concurrence with the ratings. The signed evaluation will be provided to the CEMP team leader.

*Emergency Management Capability Assessment Checklist*

<b>A. Notification &amp; Warning (Emergency Workers)</b>	Satisfactory	Needs Improvement	Deficient
1. Visit the 24 hour warning point, interview dispatch Personnel in order to determine their understanding of their roles and responsibilities.	X		
2. Procedures are in place in 24 hour warning point that will ensure efficient implementation of the notification and warning process regardless of time of day.	X		
3. County has primary and back up warning capability.	X		
4. 24 hour warning point has back up power.	X		
5. Procedures are in place that provide communications personnel in 24 hour warning point a checklist for notification and warning for various hazards such as severe weather, hazardous materials spills, search and rescue missions, etc.	X		
6. Communications staff has received training and are given refresher training on their responsibilities for notification and warning functions before, during and after an emergency or disaster.	X		

**Comments:**

1. County warning point is co-located in the same facility as the EOC. It is a state-of-the-art facility that is integrated with the EOC and its operations. Dispatch personnel understand their roles and responsibilities.
2. Fire Communications is staffed 24/7 and has written procedures to ensure notification and warning can be given to proper personnel and facilities.
3. CWP has Nextel, telephone, VHF/UHF, ESAT, EAS, pagers, NOAA radios, weather system monitoring and CEM.
4. CWP has back-up power from a 500KW diesel generator and UPS.
5. CWP notifies senior staff in the event of an emergency by pager, cell phone or e-mail. Each senior staff makes their decision on further action as required.
6. County Warning Point responsibilities are covered in written correspondence and e-mails. New SWP power-point has been sent to CWP Supervisor for training purposes.

*Emergency Management Capability Assessment Checklist*

<b>B. Communications</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Deficient</b>
1. County has back up communications systems.	X		
2. County has the capability to communicate with municipalities, state and federal agencies, and other local agencies.	X		
3. Communications can be established with shelters, staging areas, and other critical response/recovery functions within the county.	X		
4. County conducts regularly scheduled communications drills.	X		
5. County has or has access to a mobile communications capability.	X		

**Comments:**

1. County has telephones, UHF/VHF radio, blast fax, e-mail, ESATCOM, Satellite Telephones, pagers, cell phones and HAM Radio.
2. The County can communicate with each entity via systems in item one.
3. The County can communicate with shelters, etc. with systems above and also with Nextel.
4. The system is tested every day in daily communications. Blast Fax once a month, HAM once a month.
5. SJSO has one Mobile Communications Bus with radios, cell phones, Nextels, and fax.

*Emergency Management Capability Assessment Checklist*

<b>C. Emergency Operations Center Operations</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Deficient</b>
1. County has established procedures for activation of the EOC and activation can be accomplished in 1 hour or less.	X		
2. Demonstrate the ability to request needed resources (i.e. equipment, RRT personnel, etc.) and track missions effectively.	X		
3. Demonstrate the ability to communicate vital information, situation reports, etc. to the SEOC via the internet, have e-mail capability and satellite back up.	X		
4. Primary EOC and alternate EOC have back up power and regularly scheduled test are conducted (demonstrate)	X		
5. Procedures are established for re-location of EOC if Necessary.	X		
6. Demonstrate or provide procedures for the coordination of response and recovery activities, declaring a state of emergency and coordination with municipalities.	X		
7. Ensure 24 hour operational capability of the EOC. staffing, feeding, fuel for generators, etc.	X		
8. Provide the organizational chart in place that defines day to day operations, emergency operations, each agency=s role and responsibility and the coordination between local agencies and the agencies/functions in SEOC(ESF=s)	X		
9. County has established pre-disaster contracts, MOU/MOA or has data base of local vendors who can provide essential resources (water, ice, generators, etc) following a disaster.	X		

*Emergency Management Capability Assessment Checklist*

**Comments:**

1. The EOC has an activation SOP and checklist. The county has activated several times in the past five years with no difficulty.
2. The County uses an in house message system (EMMIT) for resources/mission tracking. All requests to SEOC are made using Tracker and followed up with FAX and phone.
3. The county has the capability to communicate using sit reps via e-mail, internet, phone, and fax and satellite communications.
4. EOC generator is load tested every Monday morning. Alternate EOC (Ag Center) is manual and tested quarterly by Ring power.
5. EOC can operate from the Ag Center as is Hurricane Bertha. Complete relocation procedures can be found in the new COOP/COG Plan.
6. Procedures for declaring a Local State of Emergency are contained in County Ordinance 94-25. The CEMP covers Direction/Control and coordination of Response and Recovery.
7. The County EOC has 24 hour operational capability. These procedures are outlined in the CEMP and EOC SOP. Actual events include Firestorm 98 and Hurricane Floyd.
8. All organization charts have been updated and are located in the CEMP Annex.
9. ESF 7 St. Johns County Purchasing has a manual that contains vendors on the County's approved vendor list as well as specialty vendors for disaster recovery products.

*Emergency Management Capability Assessment Checklist*

<b>D. Emergency Public Information/Public Information</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Deficient</b>
1. Procedures are established and regular test are conducted of the public information system, including the operational readiness of the Emergency Alert System(EAS), emergency information lines (rumor control) joint information centers/media room and NOAA Radio (through weather service).	X		
2. Public information system can provide essential information to those residents(general population, hearing impaired, special needs, non-English speaking) who are threatened by a potential or existing hazard.(suggested standard 100% of at risk population within 45 minutes)		X	
3. County has capability to keep evacuees(local evacuees who are leaving county, or evacuees who are coming into county when county is acting as host) aware of current Information either in shelters or on highways.	X		
4. County has pre-scripted/sample(fill in the blanks) media releases and procedures for coordination of media Releases.	X		
5. County has identified personnel who carry out responsibilities of public information officers.	X		
6. Procedures are in place that allows for the public information system to be activated at anytime day or night.	X		

**Comments:**

1. Procedures exist to coordinate the use of all communication/information systems and are tested either daily, weekly, monthly.
2. Florida deaf relay can be used for the hearing impaired. Recommend county look at ways to provide essential information to non-English speaking population.
3. 89.9 and WFOY are used to communicate with evacuees. Other methods would be GTV, internet, and blast fax. All shelters have TV, internet capability and radio backup.
4. ESF 14 has an SOP with an extensive list of scripts.
5. St. Johns County Administration and SJSO have identified PIO Staff.
6. The County's public information system including rumor control and information hotline can be activated at any time.



*Emergency Management Capability Assessment Checklist*

<b>E. Impact Assessment(Human Needs)</b>	Satisfactory	Needs Improvement	Deficient
1. Demonstrate that the county has established public, Private and volunteer teams that will conduct assessments following a disaster on the needs of the victims (Food, water: minimum of 1 gallon of water per person, per day, medical, shelter, etc).		X	
2. Demonstrate that the county has identified those agencies who will coordinate with state=s Rapid Impact Assessment Teams and have established procedures to analyze, compile the results of these assessments.	X		
<p><b>Comments:</b></p> <ol style="list-style-type: none"> <li>1. The County has conducted Human Needs Assessment training along with Damage Assessment Training. Because these team members will be out in the field, they will help perform the Human Needs Assessment component. Recommend county develop a list of all Human Needs Assessment team members.</li> <li>2. The CEMP contains a RIAT SOP with identified team members. St. Johns County coordinated with a State RIAT Team following Hurricane Floyd lead by Greg Dawkins. Each member of the RIAT Team was matched with their local counterpart.</li> </ol>			

*Emergency Management Capability Assessment Checklist*

<b>F. Damage Assessment(PA,IA and SBA)</b>	Satisfactory	Needs Improvement	Deficient
1. County has identified and trained those local agencies who will conduct preliminary damage assessment surveys to identify extent of damage to structures, infrastructure, critical facilities and procedures are established to analyze, compile and report the results of these assessments.	X		
2. County understands the criteria for SBA, Individual Assistance or Public Assistance Declarations.	X		
3. County has established a debris management program that addresses clearing debris, removing, transporting and disposal of debris.	X		
<p><b>Comments:</b></p> <p>1. St. Johns County uses the Property Appraiser Staff through ESF 5 with support from Code Enforcement, SJSO, Road and Bridge and Building Dept to perform damage assessment. Training has been conducted for the Team Members during the yearly State Hurricane Exercise and with the FDEM Area 3 Coordinator. The Team Leader has attended the GHC to attend further training courses. See the STJ Damage Assessment SOP. St. Johns County conducted damage assessment after Hurricane Bertha, Hurricane Floyd, T.S. Gabrielle, and September Storm of 1995.</p> <p>2. SJC has had three Presidential Declarations: Firestorm 98, Hurricane Floyd, T.S. Gabrielle. Staff has completed FEMA PA, Special Considerations, and attended DRRO classes.</p> <p>3. The county currently has a Debris Management Plan developed by St. Johns County Public Works in Draft Form and is working towards a Debris Contract for the County. Debris Plan is in the CEMP.</p>			

*Emergency Management Capability Assessment Checklist*

<b>G. Mass Care/Health &amp; Medical/Food &amp; Water</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Deficient</b>
1. Identify who is responsible for establishment and coordination of comfort stations, feeding sites, distribution sites, staging areas and describe/demonstrate how the process is implemented and how often it is exercised.	X		
2. Identify who is responsible for health and medical activities to include:  <ul style="list-style-type: none"> <li>* Safety of Water Supplies</li> <li>* Proper Sanitation</li> <li>* Protection of food supplies</li> <li>* Medical and mortuary services</li> <li>* Prevention or controlling of epidemics</li> <li>* Crisis Counseling</li> </ul>	X		
3. Provide current shelter locations, capacities: <ul style="list-style-type: none"> <li>• Risk Shelters (ARC 4496 compliant)</li> <li>• Host Shelters</li> <li>• Special Needs Shelters</li> <li>* Sufficient Shelter Managers</li> </ul>	X		
4. Demonstrate emergency power capability at shelters.		X	
5. Demonstrate/test the mobilization of staff to open shelters and to assemble needed resources to receive evacuees either from risk area or from outside the area.	X		
6. Provide procedures for alerting, transporting and registering those residents with special needs, including medical staff that will be necessary to assist special needs evacuation/sheltering.	X		

*Emergency Management Capability Assessment Checklist*

**Comments:**

1. The Salvation Army is responsible for comfort stations, food, water, ice and feeding the EOC. EM is responsible for the staging areas with assistance from Public Works and Facilities Maintenance. Each of these functions is tested each year during the Hurricane Exercise. Several of these functions were implemented during Firestorm 98 and Hurricane Floyd.
2. St. Johns County Health Department. The Community Crisis Response Team will assist with Crisis Counseling as part of ESF 8.
3. Current Shelter List is in the CEMP. All shelters under engineering review in 2004. Shelter capacity stands at risk – 7250 and host – 16000.
4. All County shelters do not have emergency power. New EHPA and special needs shelters have generators. Recommend county explore ways to add emergency power to all risk shelters.
5. St. Johns County School Board is responsible for sheltering staff. School Board staff has received training in shelter management and the next class is scheduled for July 2004.
6. SJC has approximately 500 SNP on file. St. Johns County School Board and COA are responsible for transporting them to the SNP shelters that are operated by the Health Department. Complete Special Needs outline is in the CEMP Basic Plan.

<b>H. Evacuation</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Deficient</b>
1. Identify who has the authority to order evacuation at local level.	X		
2. Simulate and provide the procedures for the evacuation process: <ul style="list-style-type: none"> <li>• Steps taken to implement an evacuation</li> <li>• resources required to support evacuation</li> <li>* traffic control points</li> <li>* Evacuation routes</li> <li>* providing information to evacuees</li> <li>* pre-identified pick up points</li> </ul>	X		
3. Identify how county will support the regional evacuation process and how coordination is conducted.	X		
4. Provide the procedures on how re-entry will be accomplished and how security will be established during re-entry.	X		

*Emergency Management Capability Assessment Checklist*

5. Provide the procedures for evacuation of nursing homes, ALF=s, hospitals, etc.	X		
<p><b>Comments:</b></p> <ol style="list-style-type: none"> <li>1. The evacuation authority is spelled out in County Ordinance 94-25, stating that the BOCC has authority to issue an evacuation order.</li> <li>2. The CEMP, SJC Evacuation Plan, Northeast Florida Hurricane Transportation Study 1998, and the SJSO Disaster Plan describes the steps taken to implement an evacuation, resources required, traffic control point, evacuation routes, warning/notification and pick up points.</li> <li>3. Regional evacuation coordination is accomplished primarily through EOC representation by the Area 3 Coordinator and the RPC using conference calls.</li> <li>4. Re-entry and security is detailed in the SJSO Disaster plan and manual. The re-entry plan will be updated this year to include the new hanger tag program.</li> <li>5. Nursing homes, hospitals, and ALF's are responsible for evacuating their own patients by State Law. Each plan is reviewed by SJC for compliance with the State criteria.</li> </ol>			

**Overall Comments:** St. Johns County has demonstrated the ability to fully exercise and operate all areas of the Capability Assessment. They have consistently accomplished this in numerous activations over the last several years for both real world and exercise events. They have a professional and outstanding program and staff committed to the highest level of preparedness, response, recovery and mitigation.

Emergency Management Capability Assessment Checklist

**Signatures:**

**E.R. Ashton**  
County  
Emergency Management Director



Field Operations Manager

**Jim Britts**

DEM Area Coordinator



DEM CEMP Team Leader

**04/01/04**

Date

04,01,04

Date

**Definition of Terms:**

**Satisfactory:** The county has demonstrated that within the limits of the resources available they can perform the functions identified in this assessment.

**Needs Improvement:** Within the limits of the resources available the county can perform the the functions identified in this assessment. However, there are some suggested/recommended improvements that can be made that would enhance their ability to perform these tasks.

**Deficiency:** The county cannot perform this task(s) and immediate steps need to be taken to correct the deficiency. Failure to do so may result in the issuance of a letter of non-compliance, IAW 9G6 of Florida Administrative Code (FAC).

# St. Johns County, Florida

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## Comprehensive Emergency Management Plan Compliance Criteria

2004

## BASIC PLAN

### I. INTRODUCTION

The introduction of the plan describes the purpose, scope, methodology, and planning assumptions of the plan and provides a general content description. Emphasis should be placed on actions for preparedness, response, recovery and mitigation from all levels of disasters (i.e., minor, major or catastrophic).

#### A. Purpose

The plan includes a statement of purpose that describes the preparedness, response, mitigation and recovery activities as developed in the plan and its annexes and appendices.

BPlan 1

#### B. Scope

The scope of the plan describes the various types of emergencies that can occur within the jurisdiction. It identifies selected tasks for response, establishes direction and control, coordination between municipal, county, state and federal agencies, outlines actions necessary for recovery and mitigation efforts following a disaster.

BPlan 3-4

#### C. Methodology

1. The methodology used to formulate this plan is of the utmost importance. Since an integral part of the planning process is teamwork, it is imperative to recognize the plan compilation team. Identify all the local agencies, departments, boards, associations and organizations (i.e., public, private and volunteers) which performed an active part in producing this document.

BPlan 4-6

2. List specific methods utilized to establish the local planning process and promote local participation in the emergency management program.

- a. A promulgation letter by the Chief Executive Officer.
- b. Departmental letters acknowledging and accepting plan responsibilities.

Prom Tab

Intro 6

- c. Provide a distribution list of the Comprehensive Emergency Management Plan.

Distribution Tab

3. Describe procedures used that ensure distributed changes are made by recipients of this plan.

BPlan 6



## II. SITUATION

BPlan 6-19

This section describes the potential hazard considerations, geographic characteristics, support facilities, land use patterns, economic profile and demographics of the local jurisdiction. This section can also be used to identify any planning assumptions that were taken into consideration during the development of this plan.

### A. Hazards Analysis

Identify the man-made and natural hazards to which the jurisdiction is vulnerable (**not the definition of the hazard**). For these hazards, provide the probability and severity of occurrence, vulnerable population, damage information (including cost) and other specific data related to the hazard or an occurrence. Also include the frequency of its occurrence and the severity (i.e., magnitude, scope, and/or intensity) of each hazard. The following list is provided for reference. (Note: Information may be referenced in the Local Mitigation Strategies as applicable.)

- |     |   |                         |
|-----|---|-------------------------|
| 1.  | wind from tropical cyclone events   | <u>BP 6   LMS III</u>   |
| 2.  | storm surge from tropical cyclone events  | <u>BP 7   LMS III</u>   |
| 3.  | floods;   | <u>BP 7-8   LMS III</u> |
| 4.  | hazardous material spills;  | <u>BP 17-18</u>         |
| 5.  | commercial nuclear power plant incidents;   | <u>BP 18</u>            |
| 6.  | civil disturbance;  | <u>BP 15</u>            |
| 7.  | mass immigration;   | <u>BP 15</u>            |
| 8.  | coastal oil spills;   | <u>BP 18-19</u>         |
| 9.  | extreme temperatures;   | <u>BP 13-14</u>         |
| 10. | brush, wildfires, and forest fires;   | <u>BP 12-13</u>         |
| 11. | thunder storms and tornadoes;   | <u>BP 8-9</u>           |
| 12. | drought;  | <u>BP 13</u>            |
| 13. | sinkholes and subsidence,   | <u>BP 14</u>            |
| 14. | terrorism;  | <u>BP 14-15</u>         |
| 15. | Exotic pests and diseases (mediterranean fruit flies, citrus canker, red ring disease, etc.); | <u>BP 16</u>            |
| 16. | Disease and pandemic outbreaks;   | <u>BP 16</u>            |
| 17. | critical infrastructure disruption (computer threat, gas pipeline disruption, etc.),          | <u>BP 16-18</u>         |
| 18. | special events (dignitary visits, super bowl, spring break, etc.) and;                        | <u>BP 19</u>            |
| 19. | major transportation incidents.   | <u>BP 16-17</u>         |

### B. Geographic Information

1. Describe the geographic areas of the county. The following elements should be included in the description (Maps may be

helpful in the presentation):

- a. area in square miles; BP 19
- b. topography of the land; BP 19
- c. land use patterns; BP 20
- d. water area in square miles; BP 20
- e. drainage patterns; BP 20
- f. environmentally sensitive areas; and BP 20
- g. flood prone areas. BP 20-21

- 2. Describe and outline the geographic areas of the county expected to suffer the impact of the hazards identified in Section II. A - (Hazard Analysis). Note that maps may be helpful in the presentation. BP 20-21  
Maps App

### C. Demographics

- 1. Identify the population of the county. The following elements should be included in the description (Tables may be helpful in the presentation): BP 21-26

- a. total population; BP 23
- b. population density and distribution; BP 23
- c. distribution of population by age; BP 23
- d. special needs population; BP 23-25
- e. farm workers; BP 25
- f. areas of large tourist population (including annual tourist and seasonal population); BP 25
- g. non-English speaking populations (including persons when English is not the first language) and persons with hearing impairment or loss; BP 25
- h. transient populations; BP 25
- i. mobile home parks and population, and; BP 25-26
- j. inmate population. BP 26

- 2. Identify the population of the county, by geographical area, expected to suffer the impact of the hazards identified in Section II. A - (Hazard Analysis). Note that tables may be helpful in the presentation. Note: Information may be referenced in the Local Mitigation Strategies as applicable. The following elements should be included in the description:
  - a. total population; BP 23
  - b. population density and distribution; BP 23 | LMS
  - c. distribution of population by age; BP 23 | LMS

- d. special needs population; BP 23-24 | LMS
- e. farm workers; BP 25 | LMS
- f. areas of large tourist population (including annual tourist population); BP 25 | LMS
- g. non-English speaking populations (including persons where English is not the first language) and persons with hearing impairment or loss; BP 25 | LMS
- h. transient populations; BP 25 | LMS
- i. mobile home parks and population, and; BP 25-26 | LMS
- j. inmate population. BP 26 | LMS

#### D. Economic Profile

1. Indicate the economic profile of the county. The following elements should be included in the description:
  - a. employment by major sectors (i.e., agriculture, government, industry, education, etc.); BP 26-27
  - b. average property values, and; BP 27-28
  - c. per capita income. BP 27
  
2. Indicate the potential economic impact (i.e., employment/unemployment, property value/loss tax base, etc.), the county can expect to suffer from the impact of the hazards identified in Section II. A - (Hazard Analysis). The following elements should be included in the description:
  - a. employment by major sectors (i.e., agriculture, government, industry, education, etc.); BP 26-27
  - b. average property values, and; BP 28
  - c. per capita income. BP 27

#### E. Emergency Management Support Facilities

Identify the emergency support facilities, by geographic location (Maps may be helpful in the presentation). These should include, but are not limited to:

1. critical facilities (i.e., hospitals, law enforcement facilities, fire rescue, shelters, airports, etc.); CFI  
LMS 85
2. logistical staging areas; and; BP 28
3. emergency helicopter landing zones (for Rapid Impact Assessment Teams). BP 28-29  
Maps App

### III. CONCEPT OF OPERATIONS

This section of the plan describes the methods for the management of emergency activities during the response, recovery and mitigation phases of a disaster. The major elements of this section should include the structure of the organization, direction and control, and those actions necessary under the four phases of emergency management (preparedness, response, recovery, and mitigation) to ensure an effective emergency management program.

#### A. Organization

1. Describe the normal day to day management structure that the jurisdiction operates with. This should also include the structure used to coordinate normal day to day mitigation activities (the county daily organizational chart should be included).  
[BP 55-56](#)  
[BP 29-30](#)  
[App Org Charts](#)
2. Identify key government officials (executive and legislative branches) who will ensure continuous leadership authority and responsibility during emergency situations (identify line of succession).  
[BP 32](#)  
[App Org Charts](#)
3. Describe the emergency management organization system(s) that will be used during an emergency or disaster situation (response, recovery, and mitigation organizational charts and diagrams should be included).
  - a. Response [BP 29-57](#)
  - b. Recovery [Recovery Annex](#)
  - c. Mitigation [Mitigation Anne:](#)  
[App Org Charts](#)
4. Describe any differences in the management structure pertaining to who is in charge by type of disaster (for example - mass immigration or nuclear power plant event) or organizational changes and by level of disaster (i.e., minor, major or catastrophic). [BP 35](#)
5. Name the lead and support agencies or provide the position title for coordinating the county's emergency management organization matches with the listed emergency support functions. (Counties may elect to display agency/function relationship through a series of matrixes, i.e., response, recovery, and mitigation). [ESF Matrix](#)
  - a. Transportation - (i.e., Florida Department of Transportation is

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	lead for Emergency Support Function #1 - the county lead is ____).	<u>ESF-1</u>
b.	Communications	<u>ESF-2</u>
c.	Public Works and Engineering	<u>ESF-3</u>
d.	Firefighting	<u>ESF-4</u>
e.	Information and Planning	<u>ESF-5</u>
f.	Mass Care	<u>ESF-6</u>
g.	Resource Support	<u>ESF-7</u>
h.	Health and Medical	<u>ESF-8</u>
i.	Search and Rescue	<u>ESF-9</u>
j.	Hazardous Materials	<u>ESF-10</u>
k.	Food and Water	<u>ESF-11</u>
l.	Energy	<u>ESF-12</u>
m.	Military Support	<u>ESF-13</u>
n.	Public Information	<u>ESF-14</u>
o.	Volunteers and Donations	<u>ESF-15</u>
p.	Law Enforcement and Security	<u>ESF-16</u>
q.	Animal Protection	<u>ESF-17</u>
r.	Damage Assessment	<u>DA   IA SOP</u>
s.	Community Relations	<u>Recovery 26</u>
t.	Disaster Recovery Centers	<u>Recovery 14</u>
u.	Infrastructure / Public Assistance	<u>Recovery 19</u>
v.	Unmet Needs Committee Coordination	<u>Recovery 25</u>
w.	Emergency Housing	<u>Recovery 25</u>
x.	Debris Management	<u>Debris Plan</u>
y.	Disaster Field Office	<u>Recovery 2</u>
z.	Mitigation Assessment	<u>Mitigation 9</u>
aa.	Others - as identified by the county (Business)	<u>ESF-18</u>

B. Preparedness Activities

The preparedness section of the plan should outline those activities the local jurisdiction will undertake to prepare for a response, recovery, and mitigation effort. This section should outline short and long term planning strategies that address training of personnel, exercising of emergency plans and other key issues pertaining to enhancing public knowledge and awareness.

1. General Issues

- a. Identify by, title or position, who is responsible for the development and maintenance of the Comprehensive Emergency Management Plan and ensuring that necessary revisions to this plan are prepared, coordinated, published and distributed.

Intro 1

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- b. Identify by, title or position, who is responsible for the preservation of vital records/documents deemed essential for continuing government functions and conducting post-disaster operations. BP 42
- c. Describe the county's process for the registration of persons with special needs. BP 23-25
- 2. Public Awareness and Education
  - a. Identify Public Service Announcements that are used to provide public information throughout the year. Sample PSA App
  - b. Identify the methods used to provide recovery information to the public, including the location of Disaster Recovery Centers, Recovery Information Centers, and Disaster Legal Assistance. Public Info 3
  - c. Include maps of evacuation zones and routes as part of the public information program. Map Appendix
  - d. Identify the methods to communicate to the public information about the hazards and vulnerability of the community. Public Info 3-4
  - e. Identify the methods to communicate mitigation opportunities to the public, especially disaster victims. Public Info 3
- 3. Exercise
  - a. Identify those agencies, both government and private, which participate in various levels of exercises. Training App 5
  - b. Identify the provisions that have been made for inter-agency exercises. BP 44-48
  - c. Identify the schedule that has been developed for conducting exercises. BP 47
  - d. Describe how exercises will be evaluated and the steps which will be taken to correct any noted deficiencies. BP 47
- 4. Training
  - a. Identify, by title or position, who is responsible for the coordination of the local training program. BP 55

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- b. Describe emergency management training for all levels of local government (i.e., county, municipal, volunteer groups, etc.) BP 44-46
  
- c. Outline the training needs of local personnel staffing federal programs for the following:
  - i. preparedness, Training App 7
  - ii. response, Training App 7
  - iii. recovery and Training App 7
  - iv. mitigation programs. Training App 7
  
- d. Identify and develop the training program for mitigation activities. BP 44
  
- e. Identify the training program for emergency response and recovery teams. BP 44-45

C. Mutual Aid Agreements and Memoranda of Understanding

Describe how mutual aid agreements and memoranda of understanding will be developed, coordinated, assigned and monitored. Include in the description:

- 1. The method to request mutual aid, and; BP 43  
App SWMA
  
- 2. The process for responding to a mutual aid request. BP 43  
App SWMA

#### **IV. FINANCIAL MANAGEMENT**

Local government through the emergency management office should provide training and guidance in basic financial management to all departments and agencies that respond under the provisions of the local Comprehensive Emergency Management Plan. This would include assistance provided under the Statewide Mutual Aid Agreement and under the Emergency Management Assistance Compact (EMAC). They should identify the primary agency responsible for the collection and processing of data used to document expenses and claim reimbursement. Agencies secondary to financial management such as Risk Management, Grants Management, and Engineers/Architects need to also be identified. Appropriate policies, regulations, and standards need to be identified.

- A. Who is responsible for financial management during a disaster? BP 42
  
- B. Identify a specific agency responsible for providing guidance and

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- |   |                 |
|---|-----------------|
| training.   | <u>BP 42</u>    |
| C. Describe the training process including the documentation and reimbursement procedures.  | <u>BP 41-42</u> |
| D. Describe your role as an assisting party under mutual aid and the documentation required for billing the receiving party.  | <u>BP 43</u>    |
| E. Describe types and the purposes of funding agreements and the relationship with the State.   | <u>BP 41-43</u> |
| F. Identify funding sources that provide financial assistance including the local role and responsibility.  | <u>BP 43</u>    |
| G. Identify the agency responsible for establishing procedures that include processing and maintaining records of all expenditures and obligations for manpower, equipment and materials. | <u>BP 42</u>    |
| H. Describe the county's relationship with municipalities in financial management.  | <u>BP 43</u>    |

## V. REFERENCES AND AUTHORITIES

This section should list local ordinances, which authorize the local government or agencies to assume disaster-related functions and responsibilities.

- |   |                       |
|---|-----------------------|
| A. Identify specific local responsibilities outlined in Chapter 252, Florida Statutes.  | <u>BP 48-50</u>       |
| B. List applicable ordinances and administrative rules that apply to local emergency management activities.   | <u>BP 50-52</u>       |
| C. Identify the statutory and administrative authorities that supports fiscal procedures necessary for the implementation of operations during the four phases of emergency management. | <u>BP 49-52</u>       |
| D. List all applicable references that apply to the Comprehensive Emergency Management Plan (i.e., Standard operating procedures).  | <u>BP 52-53</u>       |
| E. List specific plans that supplement this Comprehensive Emergency Management Plan that may apply to unique situations or fixed locations. Among these are:                            |                       |
| 1. coastal oil spill;   | <u>N/A</u>            |
| 2. major spill or leak involving hazardous materials;   | <u>BPlan</u>          |
|   | <u>SJC F/R Policy</u> |



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- |    |                       |              |
|----|-----------------------|--------------|
| 3. | mass immigration;     | <u>BPlan</u> |
| 4. | airports;             | <u>BPlan</u> |
| 5. | dam failure;          | <u>N/A</u>   |
| 6. | nuclear power plants; | <u>BPlan</u> |
| 7. | ports/marinas; and    | <u>N/A</u>   |
| 8. | others.               | <u>BPlan</u> |
- F. List mutual aid agreements, memoranda of understanding and any other agreements within the jurisdiction and with other jurisdictions around the state that relate to emergency management activities.

BP 56  
SWMA

## ANNEX I: RECOVERY FUNCTIONS

### I. INTRODUCTION

Following a disaster many critical post-disaster concerns will have to be addressed. Resolution of these issues will require a coordinated local, state and federal effort. This section of the local plan should outline the process for assessing the need for and administration of state and federal disaster assistance.

### II. GENERAL

- |    |  |                     |
|----|--|---------------------|
| A. | Identify the primary agency or position that will be responsible for providing recovery activities for the county.   | <u>Recovery 1-2</u> |
| B. | Identify those agencies which have support roles and will be involved in recovery.   | <u>Recovery 4</u>   |
| C. | Identify by title or position the following:   |                     |
| 1. | Who is responsible for coordinating recovery activities in the county?   | <u>Recovery 1-2</u> |
| 2. | Who is responsible for activating and managing the emergency operations center activities for recovery, if applicable?   | <u>Recovery 2</u>   |
| 3. | Who is responsible for providing liaison activities with the Disaster Field Office and state recovery staff, if applicable?  | <u>Recovery 2</u>   |
| 4. | Who is responsible for coordinating recovery activities with the municipalities?   | <u>Recovery 2</u>   |
| D. | Describe the concept of operations that will be used to administer recovery activities in the local jurisdiction, inclusive of the organization and direction and control of key recovery personnel. | <u>Recovery 2-3</u> |
| E. | Describe the roles, duties and responsibilities of the lead and support agencies.  | <u>Recovery 5-6</u> |
| F. | Describe how the county will coordinate its recovery activities with its municipalities and the State.   | <u>Recovery 1-3</u> |
| G. | This section should outline the process for an effective transition from response and recovery operations and administration of state and federal  |                     |

disaster assistance.

1. Describe how the transition between the response and recovery operations will occur. Recovery 1-2
2. Describe how the jurisdiction will coordinate its efforts with the federal and state Disaster Field Office operations. Recovery 1-2
3. Describe the process for obtaining and administering state and federal disaster assistance in the county. Recovery 3-4
4. Describe county recovery activities for a declared and undeclared disaster. Recovery 3-4

### **III. RECOVERY FUNCTIONS**

#### **A. Damage Assessment Functions**

1. Identify the local agency or individuals responsible for Initial Safety and Damage Assessment. Recovery 6-8
2. Identify the agency or individuals which have support roles in the Initial Damage Assessment. Include those municipalities which will conduct their own inspection. Recovery 9-10
3. Identify roles and responsibilities of the agencies or individuals responsible for Initial Damage Assessment. Recovery 6
4. Identify method of data collection and the process for communicating this information to the State. Recovery 6
5. Identify method for coordination with the State and federal Preliminary Damage Assessment operations at the local jurisdiction. Recovery 8-11
6. Identify methods for assessing economic injury for the local jurisdiction. Recovery 13  
DA 1
7. Describe the coordination process with the municipalities in damage assessment. Recovery 2  
DA 11-12
8. Identify any planning assumptions that were considered in the development of the damage assessment process. Recovery 1  
IA 1

9. Identify the roles and responsibilities of the agencies or individuals responsible for post-disaster habitability inspections.

Recovery 24

## **STANDARD OPERATING PROCEDURES**

Standard operating procedures can be used to address the following:

1. Establish training procedures for the damage assessment teams to identify duties and responsibilities.
2. Describe how the damage assessment team members will be contacted with instructions to report to work.
3. Damage Assessment should be in the following two components:

BP 44 | DA 7  
Training 5

DA 4-5

- a. Initial Damage Assessments

- i. Positions, roles and responsibilities;
- ii. Process to pull teams together;
- iii. Geographic assignments;
- iv. Mapping;
- v. Assessment criteria; and
- vi. Reporting format and process.

IA 1-3

IA 1-3

IA 4

IA 4 | Maps

IA 1-2

IA 2-4

- b. Preliminary Damage Assessments

- i. Initial point of coordination between county/state/federal agencies;
- ii. Positions, roles and responsibilities;
- iii. Geographic team assignments;
- iv. Vehicles, maps, tools;
- v. Assessment criteria; and
- vi. Coordination format and process.

DA 1-2

DA 3, 7-8

DA 7

DA 19

DA 1-3 | Att 10

DA 11-12

4. Provide an inventory of personnel, data, equipment and vehicles that will be used for damage assessment, including date of last revision.

DA 18-19

## **B. Disaster Recovery Center (DRC)**

1. Identify by position and title the individual with lead responsibility for coordination with the State, pre- and post-event, on establishment of a Disaster Recovery Center.

Recovery 1-3

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- |    |  |                       |
|----|--|-----------------------|
| 2. | Identify the individual (s) who will have a support role and be involved in establishment of a Disaster Recovery Center. | <u>Recovery 2-4</u>   |
| 3. | Describe the procedures for requesting state participation in the establishment of a Disaster Recovery Center.           | <u>Recovery 2</u>     |
| 4. | Identify local resources which may be informational/referral in the Disaster Recovery Center.                            | <u>Recovery 14-15</u> |

**STANDARD OPERATING PROCEDURES**

Standard operating procedures can be used to address the following:

- |    |  |                       |
|----|--|-----------------------|
| 1. | Describe how the disaster recovery center members will be contacted with instructions to report to work.   | <u>Recovery 14-15</u> |
| 2. | Provide an inventory of personnel, data, equipment and vehicles that will be used for disaster recovery centers, including the date of last revision.        | <u>Recovery 14-16</u> |
| 3. | Describe the procedures and criteria used to identify a site for a Disaster Recovery Center within the damaged area; pre- and post-event facility selection. | <u>Recovery 14</u>    |
| 4. | Describe the procedures for requesting state participation in the establishment of a Disaster Recovery Center.   | <u>Recovery 2</u>     |

**C. Infrastructure / Public Assistance**

- |    |   |                       |
|----|---|-----------------------|
| 1. | Identify the department within the jurisdiction which has primary responsibility for coordinating the activities required by the Public Assistance program.   | <u>Recovery 17</u>    |
| 2. | Identify those agencies that have support roles to the Public Assistance program.   | <u>Recovery 17-19</u> |
| 3. | Describe the roles and responsibilities of the primary and support departments.   | <u>Recovery 17-19</u> |
| 4. | Describe the concept of operations that will be used to meet the requirements of the Public Assistance program, including any necessary planning assumptions. |                       |
|    | a. Develop administrative procedures for the following:   |                       |
|    | i. Financial transactions, accurate accounting, grants management, document taking and payroll  |                       |

- |      |   |                                       |
|------|---|---------------------------------------|
|      | procedures;   | <u>BP 41-43</u><br><u>Recovery 19</u> |
| ii.  | Develop support staff for preparing correspondence and maintaining files, and;  | <u>Recovery 23</u>                    |
| iii. | Develop procedures for employing temporary staff.   | <u>Recovery 23-24</u>                 |
| 5.   | Identify by position or title the local public assistance coordinator and other staff responsible for implementation of the public assistance process, including project, grant and financial management. | <u>Recovery 17</u>                    |
| 6.   | Identify support positions or support organizations.  | <u>Recovery 17-18</u>                 |
| 7.   | Describe the procedure for the pre-identification of potential applicants for the Public Assistance and Hazard Mitigation Programs, and the system of notification in the event of a disaster.            | <u>Recovery 17-20</u>                 |
| 8.   | Identify by position or title, and agency, the parties that will participate in the kick-off meeting.   | <u>Recovery 19-20</u>                 |
| 9.   | List the principal steps in identifying and funding public assistance projects, which steps will be described in detail in the required standard operating procedures.                                    | <u>Recovery 19-23</u>                 |

## **STANDARD OPERATING PROCEDURES**

Standard operating procedures can be used to address the following:

1. Pre-identification of potential applicants for federal infrastructure assistance.
  - a. Positions, roles and responsibilities. Recovery 18-20
  - b. Identification of:
    - i. County agencies; Recovery 18-20
    - iii. Other governmental entities; Recovery 18-20
    - iv. Indian tribes; Recovery 18-20
    - v. Private Non-Profits; Recovery 18-20
  - c. Describe means of storing data. Recovery 21
  - d. Describe process for keeping data current. Recovery 21
2. Identification of possible infrastructure recovery projects.
  - a. Positions, roles and responsibilities. Recovery 17-22
  - b. Key agencies and method of contact. Recovery 17-19
  - c. Reporting process. Recovery 19-23

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- d. Representative at applicant briefing. [Recovery 19](#)
- e. Representative at kickoff meeting. [Recovery 19](#)
- f. Database and maintenance process. [Recovery 21](#)

**D. Debris Management**

- 1. Describe positions, roles and responsibilities for emergency debris removal and long-term debris management. [Debris Plan](#)
- 2. Designate the position and procedures for coordination of federal and state financial assistance and oversight. [Debris Plan](#)

**STANDARD OPERATING PROCEDURES**

Standard operating procedures can be used to address the following:

- 1. Positions, roles and responsibilities. [Debris Plan](#)
- 2. Describe the planning process to include the following:
  - a. Legal issues and plans; [Debris Plan](#)
  - b. Interagency issues (local and non-local) and plans; [Debris Plan](#)
  - c. Contracting plans; [Debris Plan](#)
  - d. Record-keeping and auditing procedures; [Debris Plan](#)
  - e. Physical debris collection, reduction and disposal process; [Debris Plan](#)
  - f. Environmental considerations and plans; and [Debris Plan](#)
  - g. Process for coordinating with state and federal funding agencies. [Debris Plan](#)

**E. Community Relations**

- 1. Identify the County Community Relations Coordinator who will function as liaison with the Federal Emergency Management Agency/State Team. [Recovery 26](#)
- 2. Identify the group or agency that support the Community Relations programs. [Recovery 26-27](#)
- 3. Describe the roles and responsibilities of the Community Relations Coordinator. [Recovery 26-27](#)
- 4. Describe the criteria for determining the priorities within the jurisdiction for the Community Relations teams. [Recovery 26-27](#)
- 5. Maintain a list of key community leaders to be contacted after an

emergency regarding community needs. Recovery 27

6. Identify special populations and geographic areas which may require special outreach, in addition to any other unique demographic concerns in the jurisdiction. Recovery 26

**F. Unmet Needs Coordination**

During the Recovery and Long-Term Recovery phase immediate life safety needs have already been addressed. Voluntary organizations and other private sector groups continue to augment or extend the abilities of government to assist disaster victims by providing donated goods and volunteer services.

1. Identify the position of the individual or agency with lead responsibility for coordinating volunteer agencies at the local level on unmet needs. Recovery 25
2. Identify the local individual or agency who will support the coordination of unmet needs. Recovery 25
3. Describe roles and responsibilities of the local individual or agency in the coordination of unmet needs. Recovery 25-26
4. Identify criteria for the coordination with municipalities on unmet needs. Recovery 25-26
5. Identify local groups that may be utilized to establish unmet needs committees. Recovery 25-26
6. Describe the process for identifying local unmet needs (post-event) and process utilized to meet these needs. Recovery 25-26
7. Describe training and/or seminars available to committee members in the areas of emergency home repair, debris removal, donations warehouse management, processing centers, crisis counseling and other needed assistance. Recovery 25

**G. Emergency Housing**

Identify the position or local agency that will act as the housing coordinator and liaison with their state counterpart. Recovery 25

**STANDARD OPERATING PROCEDURES (SOPs)**

Several of the criterions would be better addressed in a well developed standard operating procedure (SOP) format rather than in the Comprehensive Emergency



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Management Plan. Toward this end, counties are encouraged to develop their response to the following criterion for recovery into Standard operating procedures and then list the Standard operating procedure by reference in the "Reference and Authorities" section of the Comprehensive Emergency Management Plan. Standard operating procedures should not be apart of the Comprehensive Emergency Management Plan, but should be a stand along documents.

- A. Describe established policies and procedures for the following recovery functions:
1. Debris Management; [Debris Plan](#)
  2. Initial Damage Assessment; [DA SOP | IA](#)
  3. Preliminary Damage Assessment; [DA SOP](#)
  4. Infrastructure/Public Assistance; [Recovery 19](#)
  5. Community Relations; [Recovery 24-25](#)
  6. Unmet Needs Committees; [Recovery 25](#)
  7. Disaster Recovery Centers; and [Recovery 14](#)
  8. Emergency Housing. [Recovery 25](#)
- B. Describe the procedures for requesting state participation in the establishment of a Disaster Recovery Center. [Recovery 2](#)
- C. Describe the procedures and criteria that will be used to identify sites for Disaster Recovery Center within the damaged area. Include pre-event site identification and post-event facility selection. [Recovery 14](#)
- D. Describe the administrative procedures for the following:
1. Financial transactions, accurate accounting, grants management, document tracking and payroll procedures, [BP 41-43](#)  
[Recovery 20](#)
  2. Develop support staff for preparing correspondence and maintaining files, and; [Recovery 23](#)
  3. Develop procedures for employing temporary staff. [Recovery 23-24](#)
- E. Describe the procedure for the pre-identification of potential applicants for the Public Assistance and Hazard Mitigation Programs, and the system of notification in the event of a disaster. [Recovery 17-20](#)

## ANNEX II: MITIGATION FUNCTIONS

### I. INTRODUCTION

Mitigation activities are ongoing within a community regardless of the occurrence of a disaster. However, there are certain mitigation activities that occur during and immediately following a disaster that do not otherwise occur within the community's normal day-to-day operations. Annex III, therefore, is separated into three parts. First, general identification and coordination of mitigation activities are listed. Secondly, those activities that are unique for mitigation during a disaster are listed. Finally, those activities that are necessary to promote a successful mitigation program in force during normal day-to-day local operations are listed.

### II. GENERAL

- A. Identify the lead agency and position by title responsible for coordinating hazard mitigation activities within the county for both pre-disaster and post-disaster scenarios. Mitigation 2
- B. Identify the support agencies and positions by title, responsible to coordinate hazard mitigation activities in the county for both pre-disaster and post-disaster scenarios. Mitigation 2-3
- C. Describe the concept of operations that are be used to administer mitigation activities in the local jurisdiction, inclusive of the organization and direction and control of key mitigation personnel for both pre-disaster and post-disaster scenarios. Mitigation 3-4
- D. Describe how the county will coordinate mitigation activities with its municipalities and the state for both pre-disaster and post-disaster scenarios. Mitigation 6
- E. List by local government any inter-local agreements, memorandums of understanding, mutual aid compacts or other agreements that exist for other local or state government, volunteer, professional organizations or other individuals to assist in post-disaster mitigation activities, including the administration of substantial damage/substantial improvement determinations under the National Flood Insurance Program. Mitigation 6
- F. Identify the status of each local government, including the unincorporated county, in the National Flood Insurance Program. [This status may be obtained from the Federal Emergency Management Agency's National Flood Insurance Program Community Status Report.] Identify the local role and participation in support of the federal mitigation efforts that are associated with the National Flood Insurance

Program (NFIP).

Mitigation 6

- G. Identify the process that mitigation assessment teams will use to identify mitigation opportunities that become apparent as a result of disaster damages. (For instance, joining with the damage assessment teams during the preliminary damage assessment process or staffing the disaster recovery centers with mitigation experts).

Mitigation 6-8

- H. Describe the process to be used locally to manage federal, state, regional and local mitigation disaster assistance monies. Identify potential match opportunities for such funding programs. This should include at a minimum how the local government will manage the Public Assistance Mitigation, the Hazard Mitigation Grant Program, and any Emergency Supplemental Community Development Block Grant Disaster Recovery Initiatives.

Mitigation 7  
LMS 96

### III. PRE-DISASTER HAZARD MITIGATION ACTIVITIES

For those communities, which have an adopted and updated Local Mitigation Strategy (LMS), then the following activities shall be considered sufficient and in compliance. The Comprehensive Emergency Management Plan must, however, reference the Local Mitigation Strategy and where within it the activity is addressed. Other parts of the Basic Plan and this Mitigation Annex may also be addressed with a Local Mitigation Strategy, and, if the case, should be appropriately cross referenced. A recognized Local Mitigation Strategy must be consistent with that Local Mitigation Strategy developed according to the Scope of Work for the contract with the Department of Community Affairs in 1998-1999 and submitted to and approved by the Department of Community Affairs. In addition, this Local Mitigation Strategy must be formally revised at a minimum of every four years consistent with the update of this Comprehensive Emergency Management Plan.

- A. Establish or participate on a representative community group to oversee hazard mitigation activities within the county.
- B. Describe and evaluate existing municipal and county programs, plans, and policies that involve mitigation activities. Evaluation shall mean assessing the purpose of the programs, plans and policies, identifying conflicts and limitations among them and suggested improvements to them to further hazard mitigation activities. From these, establish the county's hazard mitigation goals.
- C. Describe the hazard mitigation activities with which the county is involved. The National Flood Insurance Program and Community Rating System shall be included. Other relevant mitigation activities could include but are not limited to:
1. Public education and awareness of community and individual

LMS Intro

LMS 6  
Guid Princ Table

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vulnerabilities and methods to reduce them. Such activities can include:

- |      |  |                               |
|------|--|-------------------------------|
| a.   | newspaper advertisements, announcement, articles,                                | <u>New LMS,<br/>Section I</u> |
| b.   | radio spots or commercial,   | <u>N/A</u>                    |
| c.   | fliers on announcement or bulletin boards,                                       | <u>New LMS,<br/>Section I</u> |
| d.   | fairs, exhibitions, conferences, and workshops,                                  | <u>New LMS,<br/>Section I</u> |
| e.   | presentations at public and private meetings, and                                | <u>New LMS,<br/>Section I</u> |
| f.   | solicitation for involvement in public policy decisions.                         | <u>New LMS,<br/>Section I</u> |
|      |  |                               |
| 2.   | Public involvement in community mitigation activities including:                 |                               |
| a.   | participation in a civic group for mitigation and                                | <u>New LMS,<br/>Section I</u> |
| b.   | organized mitigation projects  | <u>LMS Section IV</u>         |
|      |  |                               |
| 3.   | Coordination of mitigating activities between governmental and private agencies: |                               |
| a.   | resource and information sharing, and  | <u>New LMS,<br/>Section I</u> |
| b.   | development trends.  | <u>New LMS,<br/>Section I</u> |
|      |  |                               |
| 4.   | Structural hazard mitigation initiatives:  |                               |
| a.   | flood-proofing,  | <u>LMS Section IV</u>         |
| b.   | wind-retrofitting,   | <u>LMS Section IV</u>         |
| c.   | stormwater management projects,  | <u>LMS Section IV</u>         |
| d.   | floodplain management projects,  | <u>LMS Section IV</u>         |
| e.   | infrastructure hardening, and  | <u>LMS Section IV</u>         |
| f.   | acquisition and demolition.  | <u>LMS Section IV</u>         |
|      |  |                               |
| 5.   | Non-Structural   |                               |
| a.   | regulatory:  |                               |
| i.   | zoning,  | <u>LMS Section IV</u>         |
| ii.  | land development regulations, and  | <u>LMS Section IV</u>         |
| iii. | permitting fees.   | <u>LMS Section IV</u>         |
| b.   | financial incentives:  |                               |

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- i. ad valorem tax breaks on retrofitting improvements, N/A
  - ii. insurance premium reductions, and N/A
  - iii. financing for structural hardening funding. N/A
  
- D. Identify the structures and infrastructure that are vulnerable to the applicable hazards identified in Section II. A (Hazard Analysis) and determine the estimated frequency and costs of damages associated with the hazards. Such structures, infrastructure types and analysis should include, but are not limited to:
  - 1. residential, government, school and commercial structures, and; LMS Section III
  - 2. critical facilities (i.e., utilities, roads, and bridges, etc.). LMS Section III
  
- E. Based upon the vulnerability assessment and risk analysis, identify appropriate mitigation initiatives to reduce these risks and vulnerabilities. LMS 121,125
  
- F. Identify and prioritize community mitigation initiatives. Identify funding sources for these initiatives. Such funding sources should include, but are not limited to:
  - 1. The Hazard Mitigation Grant Program, LMS Section VI
  - 2. Community Development Block Grant special disaster allocations, LMS Section VI
  - 3. Infrastructure Program - Mitigation, LMS Section VI
  - 4. Technical assistance funding from the Federal Emergency Management Agency, LMS Section VI
  - 5. The Flood Mitigation Assistance Program, LMS Section VI
  - 6. The Emergency Management and Preparedness Trust Fund, LMS Section VI
  - 7. The Community Development Block Grant Program, LMS Section VI
  - 8. The Florida Communities Trust, LMS Section VI
  - 9. The Florida Coastal Management Program, and LMS Section VI
  - 10. Other funding to support mitigation activities. LMS Section VI

**IV. SPECIFIC DISASTER-SCENARIO MITIGATION FUNCTIONS**

A. Mitigation Assessment Function

This function defines the responsibilities and coordination of the mitigation assessment team and resources that support local agencies, volunteer groups and other organizations in order to perform their mission following an emergency or disaster.

- 1. Identify the local agency which has primary responsibility for providing emergency mitigation assessment. Mitigation 2

*Local Comprehensive Emergency Management Plan Compliance Criteria*

2. Identify those agencies which have support roles and will be involved in mitigation assessment. Mitigation 3
  3. Identify duties and responsibilities of the lead and each supporting agency. Mitigation 8-9
  4. Describe how missions and resources will be coordinated between lead and support agencies/organizations. Mitigation 8-9
  5. Identify the position responsible for maintaining and updating the mitigation assessment resource inventory (data, personnel, equipment and vehicles). Mitigation 9
  6. Provide the reference location of inventory of personnel, data, equipment and vehicles that will be used for mitigation assessment, including the date of last revision. Mitigation 9
  7. Identify any planning assumptions that were considered in the development of the mitigation assessment activities (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.). Mitigation 7
  8. Establish training procedures for the mitigation assessment teams to identify mitigation opportunities. Mitigation 10
- B. Funding Function
- Identify the individual by title or agency responsible to complete applications and submit for federal and state disaster mitigation funding. Mitigation 7
- C. Public Information Function
- Identify the agency or individual by title, who is responsible for providing information to citizens on how they can prevent damages in the future. Media can include Disaster Recovery Centers or Joint Information Centers. Mitigation 8

## **V. STANDARD OPERATING PROCEDURES (SOPs)**

Several of the criterion would be better addressed in a well developed standard operating procedure (SOP) format rather than in the Comprehensive Emergency Management Plan. Toward this end, counties are encouraged to develop their response to the following criterion for mitigation into Standard operating procedures and then list the Standard operating procedure by reference in the "Reference and Authorities" section of the Comprehensive Emergency Management Plan. Standard operating procedures should not

be apart of the Comprehensive Emergency Management Plan, but should be stand along documents.

- |    |  |                       |
|----|--|-----------------------|
| A. | Establish procedures to collect and analyze information relating to vulnerabilities, damage collection and mitigation opportunities.   | <u>App IA   DA</u>    |
| B. | Identify procedures to document the locations and causes of damages. Use this information to update the Hazard Identification and Vulnerability Assessment activities required in the Basic Plan.  | <u>App IA   DA</u>    |
| C. | Identify procedures to use the mitigation assessment information to identify appropriate mitigation initiatives. Then, review and if necessary, revise, the prioritization system established to accomplish Section III.F., and associated list of prioritized mitigation initiatives. | <u>LMS Section IV</u> |
| D. | Establish training procedures for the mitigation assessment teams.   | <u>Mitigation 10</u>  |
| E. | Describe how the mitigation assessment team members will be contacted with instructions to report to work.   | <u>Mitigation 8</u>   |
| F. | Provide an inventory of personnel, data, equipment, and vehicles that will be used for mitigation assessment, including the date of last revision.   | <u>Mitigation 9</u>   |
| G. | Establish procedures for the post-disaster permitting process.   | <u>LMS Section IV</u> |

**CEMP DISTRIBUTION LIST**

<b><u>Copy Number</u></b>	<b><u>Organization Distributed CEMP</u></b>
1	St. Johns County Department of Emergency Management ( <b>Master</b> )
2	St. Johns County Administration
3	St. Johns County Board of County Commissioners
4	St. Johns County Clerk of the Court
5	St. Johns County Fire / Rescue
6	St. Johns County Planning Department
7	St. Johns County Property Appraisers Office
8	St. Johns County School Board
9	St. Johns County Sheriffs Office
10	St. Johns County Supervisor of Elections
11	St. Johns County Tax Collectors Office
12	City of St. Augustine
13	City of St. Augustine Beach
14	Town of Hastings
15	Chamber of Commerce
16	St. Augustine Airport Authority
17	Amateur Radio Group
18	Clay County Emergency Management
19	Duval County Emergency Management
20	Flagler County Emergency Management
21	Florida Division of Emergency Management
22	Putnam County Emergency Management
23	Northeast Florida Regional Planning Council



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## **PLAN DEVELOPMENT AND MAINTENANCE**

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

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

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





**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA APPROVING AND ADOPTING THE ST. JOHNS COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.**

**WHEREAS**, Chapter 252, Florida Statutes, assigns to the Board of County Commissioners responsibility for disaster preparedness, response, recovery, and mitigation; and

**WHEREAS**, being prepared for disasters means being ready to respond promptly as danger threatens, to save life and protect property, and to provide relief from suffering and privation; and

**WHEREAS**, local services may be overburdened or inadequate, and local government will have to operate effectively in different ways than in normal times to provide timely relief and minimize hardships in the event of natural and technological disasters in St. Johns County; and

**WHEREAS**, many populated areas and parts of communities may require evacuation, shelter, and food until the disaster ends, services are restored, and needed supplies and materials are available; and

**WHEREAS**, this plan is intended to provide the framework for the development of detailed operating procedures for all County forces charged with responsibility of protecting the public's health and safety from natural and technological disaster; and

**WHEREAS**, Chapter 9G-6, Florida Administrative Code, requires each County to develop a Comprehensive Emergency Management Plan; and

**WHEREAS**, Chapter 9G-6, Florida Administrative Code, furthermore, requires the governing body of St. Johns County to adopt by resolution, the St. Johns County Comprehensive Emergency Management Plan.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, State of Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

By: \_\_\_\_\_  
Chairman

ATTEST:

By: \_\_\_\_\_  
Clerk of the Circuit Court

## LETTER OF PROMULGATION

Approval Date: \_\_\_\_\_

TO: Officials, Employees, and Citizens of St. Johns County

The preservation of life, property and the environment is an inherent responsibility of local, state, and federal government. St. Johns County, in cooperation with the county's constitutional officers, and nonprofit agencies, has prepared this Comprehensive Emergency Management Plan (CEMP) to ensure the most effective allocation of resources for the protection of people and property in time of an emergency.

While no plan can completely prevent injuries and damage, good plans carried out by knowledgeable and well-trained personnel can reduce losses. This plan established the emergency organization, assigns responsibilities, specifies policies, and provides for coordination of planning efforts of the various emergency staff and service elements using the Emergency Support Function concept.

The objective of this plan is to incorporate and coordinate the facilities and personnel of the County and its subsidiaries into an efficient organization capable of responding effectively to an emergency.

This CEMP is an extension of the State Comprehensive Emergency Management Plan. The County will periodically review and exercise the plan and revise it as necessary to meet changing conditions.

The St. Johns County Board of County Commissioners gives its full support to this plan and urges all officials, employees and the citizens to do their part in the total emergency preparedness effort.

This letter promulgates the St. Johns County Comprehensive Emergency Management Plan, constitutes the adoption of the plan, and the adoption of the Incident Management System. This emergency plan becomes effective on approval by the Board of County Commissioners.

---

Chairman, Board of County Commissioners



TO: CEMP Review Team  
FROM: SJC Emergency Management  
DATE: March 22, 2004  
SUBJECT: Department Sign Off Sheet

The enclosed department sign off sheet is in the process of being circulated to all the necessary department directors to be completed. When the sign off sheet is completed, we will either forward it to you by fax or give you a copy when you arrive on April 29, 2004.

We apologize for this delay. If you have any questions, please contact Ray Ashton, Director of Emergency Management at 904-824-5550.

**ST. JOHNS COUNTY  
AGENCIES AND EMERGENCY SUPPORT FUNCTIONS  
SIGNED CONCURRENCE**

The **County Administrator** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed: \_\_\_\_\_  
Signature – County Administrator

The **Director of Emergency Management** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed: \_\_\_\_\_  
Signature – Emergency Management Director

The **St. Johns County Sheriff** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed: \_\_\_\_\_  
Signature – County Sheriff

The **St. Johns County Director of Public Works** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed: \_\_\_\_\_  
Signature – Public Works Director

The **St. Johns County Director of Growth Management** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed: \_\_\_\_\_  
Signature – Growth Management Director

The **St. Johns County Attorney** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed: \_\_\_\_\_  
Signature – County Attorney

The **St. Johns County Finance Director** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed: \_\_\_\_\_  
Signature – Finance Director

The **Clerk of County Court** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed: \_\_\_\_\_  
Signature – Clerk of County Court

The **St. Johns County Property Appraiser** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed: \_\_\_\_\_  
Signature – Property Appraiser

The **Superintendent of Schools** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed: \_\_\_\_\_  
Signature – School Superintendent

The **St. Johns County Health Department Director** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed: \_\_\_\_\_  
Signature – Health Department Director

The **Salvation Army** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Department.

Signed:

\_\_\_\_\_  
Signature – Salvation Army Corp Officer

## EXECUTIVE SUMMARY

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

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

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

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

**Annex II – Mitigation Functions.** The mitigation annex includes the projects, policies, and programs that reduce the county's vulnerability to the impacts of disasters before they happen. The annex also details requirements and the programs incorporated in post-disaster recovery efforts to prevent recurring losses from future disasters.

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

**Annex IV – Appendices.** Appendices are located at the end of the plan and provide additional information associated with the CEMP.

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

Due to economical considerations, minor typographical errors that do not change the meaning of the CEMP or threaten safety of life will be corrected during the annual review.

## **ST. JOHNS COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

### **Instructions for Use**

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

#### **I. Basic Plan**

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

#### **II. Incident Management System / Emergency Support Function Annexes**

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

#### **III. Recovery Annex**

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

#### **IV. Standard Operating Procedures (SOP's)**

For the St. Johns County Comprehensive Emergency Management Plan to be complete, each EOC staff position and ESF lead agency must develop Standard Operating Procedures (SOP's). ESF Support agencies are encouraged to develop their own SOP's or checklists. Additionally, Emergency Management will develop and maintain Incident Management System SOP's and / or checklists for the Emergency Operation Center as appropriate. Upon completion, each SOP will become part of this plan by reference, but is not included in this CEMP. SOP's are available from the lead ESF agencies. Additional SOP's are under development by St. Johns County and will be included in their scope of work.

These SOP's will contain, in detail, those actions that are necessary to fulfill the EOC / ESF functional responsibilities under this plan. Each SOP should include some generic information such as increased readiness activities, disaster assignments, and resource lists. All SOP's will be dated and reviewed / updated annually.

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

EOC and ESF members may deviate from SOP's to respond to unique needs in a particular response. Major variations from procedures shall be coordinated with the EOC manager. Strict adherence to the SOP by agencies is not required.

## V. Checklists

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

Basic Plan (General) <b>CEMP</b>
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ESF Annexes (Specific)
------------------------

Recovery Annex (Specific)
---------------------------

Standard Operating Guidelines (More Specific)
---

Checklists (Very Specific)
----------------------------



## TERMS AND DEFINITIONS

**Activation Level III, Monitoring Activation** – will be implemented whenever the Division of Emergency Management (DEM) receives notice of an incident, which may escalate to threaten public safety.

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

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

**Advisory** - A National Weather Service message giving storm location, intensity, movement, and precautions to be taken.

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

**Burn Sites** - open areas identified for the collection and open burning of disaster caused debris.

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

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

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

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

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

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

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

**County Warning Point** - is the location that the State will contact in case of an emergency. The primary County Warning Point is located in the Communications Center in the St. Johns County Fire / Rescue Dispatch Center. It is staffed 24 hrs a day.

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

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

**Damage Survey Report (DSR)** - is the form completed by state and federal teams to document eligible public assistance expenses.

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

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

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

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

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

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

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

**Emergency Satellite Communications System (ESATCOM)** - is the 24 hour dedicated satellite communications link between the State Emergency Operations Center and the 67 counties, 6 local weather forecast offices, and 14 key local media outlets.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**In-Place Shelter** - means that residents will be advised to remain in their homes with the windows closed and all open-air circulation systems turned off. In-place sheltering should not be implemented when the sheltering duration is expected to exceed two hours. If it is determined that sheltering will exceed two hours, it is best to evacuate.

**Joint Information Center (JIC)** - the primary field location for the coordination of federal and state media relations, located in or near the Disaster Field Office (DFO).

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

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

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

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

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

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

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

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

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

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

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

**Pre-Impact Response Phase** - is the monitoring and preparedness phase before disaster strikes. This phase may begin up to 48 hours before an incident (hurricane) and continues until the disaster occurs. This phase includes hazard monitoring / tracking, incident notification, Emergency Operations Center (EOC) activation, public information and warning, evacuation, sheltering (in-place and relocation), and communications and coordination activities.

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

**Primary Agency** - each ESF is headed by a primary agency, which has been selected based on its authorities, resources and capabilities.

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

**Public Information Officer (PIO)** - coordinates media relations and prepares media releases.

**Radio Amateurs Civil Emergency Services (RACES)** - a volunteer group of amateur radio operators who may be activated by the Department of Emergency Management or ESF-2 to provide communications support in times of emergency.

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

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

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

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

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

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

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

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

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

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

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

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

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



**Standard Operating Procedure (SOP)** - A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the CEMP. They are developed by primary and support agencies as needed to implement their responsibilities under the ESF Annexes.

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

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

**State of Emergency** - issued by the Governor.

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

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

**Storm Surge** - a dome of seawater, often 50 miles across, that sweeps across the coastline inundating the land with up to 26 feet of water above normal high tide. The ocean level rises as a hurricane approaches, peaking where the eye strikes land, and gradually subsiding after the hurricane passes. Storm surge, also known as tidal flooding, has historically been responsible for nine out of ten hurricane deaths.

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

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

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

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

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

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

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

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

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

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

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

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

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

## ACRONYMS

AA	—	Administrative Assistant
ABC	—	Acting Bureau Chief
AC	—	Area Coordinator
AEOC	—	Alternate Emergency Operations Center
ACLF	—	Adult Congregate Living Facility
AHCA	—	Agency for Health Care Administration
ALARA	—	As Low As Reasonably Achievable
ALF	—	Assisted Living Facility
AMA	—	American Medical Association
AOR	—	Area of Responsibility
APAO	—	Assistant Public Assistance Officer
ARC	—	American Red Cross
ARCA	—	Areas Requiring Corrective Action
ARRL	—	American Radio Relay League
ASFPM	—	Association of State Flood Plain Managers
ATF	—	Bureau of Alcohol, Tobacco and Firearms
BC	—	Bureau Chief
BCPS	—	Bureau of Compliance Planning and Support
BFE	—	Base Flood Elevation
BOAF	—	Building Officials Association of Florida
BPR	—	Bureau of Preparedness and Response
BRM	—	Bureau of Recovery and Mitigation
CAC	—	Community Assistance Consultant
CAP	—	Civil Air Patrol
CAS	—	Chemical Abstract Service
CAT	—	Crisis Action Team
CAV	—	Community Assistance Visit

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CDBG	—	Community Development Block Grant
CDC	—	Center for Disease Control and Prevention
CDRG	—	Catastrophic Disaster Response Group
CEMP	—	Comprehensive Emergency Management Plan
CEO	—	Chief Executive Order
CEOC	—	County Emergency Operations Center
CEP	—	Civil Emergency Planning – NATO
CERCLA	—	Comprehensive Environmental Response, Compensation and Liability Act
CERT	—	Community Emergency Response Team
CFR	—	Code of Federal Register
CHMO	—	County Hazard Mitigation Officer
CIC	—	Citizens Information Center
CINC	—	Commander-In-Chief
CIP	—	Critical Infrastructure Protection
CISD	—	Critical Incident Stress De-briefing
CO	—	Central Office / Commanding Officer
COG	—	Continuity of Government
CoM	—	Consequence Management
CONUS	—	Continental United States
COOP	—	Continuity of Operations, Department of Defense
CO-SITREP	—	County Situation Report
CP	—	Command Post
CPA	—	Community Program Administrator / Closest Point of Approach
CPHU	—	County Public Health Unit
CPI	—	Consumer Price Index
CrM	—	Crisis Management
CRS	—	Community Rating System
CSBG	—	Community Service Block Grant
CST	—	Civilian Support Team – National Guard

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CWP	—	County Warning Point
DABT	—	Division of Alcoholic Beverages & Tobacco
DACS	—	Department of Agriculture and Consumer Services
DAP	—	Disaster Assistance Programs
DAT	—	Damage Assessment Teams
DBF	—	Department of Banking and Finance
DBPR	—	Department of Business and Professional Regulation
DCA	—	Department of Community Affairs
DCE	—	Defense Coordinating Executive – Department of Defense
DCF	—	Department of Children and Families
DCG	—	Disaster Control Group
DCO	—	Defense Coordinating Officer – Department of Defense
DEM	—	Division of Emergency Management
DEP	—	Department of Environmental Protection
DEST	—	Domestic Emergency Support Team – FBI Team
DFCO	—	Deputy Federal Coordinating Officer
DFO	—	Disaster Field Office – Federal
DH	—	Department of Health and Rehabilitative Services
DHSMV	—	Department of Highway Safety & Motor Vehicles
DLES	—	Department of Labor and Employment Security
DLS	—	Disaster Legal Services
DMA	—	Department of Military Affairs
DMAT	—	Disaster Medical Assistance Team
DMORT	—	Disaster Mortuary Response Team
DMS	—	Department of Management Services
DNR	—	Department of Natural Resources
DO	—	Duty Officer
DOC	—	Department of Corrections
DOD	—	Department of Defense

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DOE	—	Department of Energy
DOEA	—	Department of Elder Affairs
DOF	—	Division of Forestry
DOH	—	Department of Health
DOI	—	Department of Insurance
DOJ	—	Department of Justice
DOMS	—	Director of Military Support
DOPG	—	Duty Officers Procedure Guide
DOS	—	Department of State
DOT	—	Department of Transportation
DPIG	—	Disaster Preparedness Improvement Grant
DPPC	—	Disaster Preparedness Planning Committee
DRC	—	Disaster Recovery Center
DRF	—	Disaster Response Force
DRM	—	Disaster Recovery Manager
DRO	—	Disaster Recovery Operations
DSCO	—	Deputy State Coordinating Officer
DSR	—	Damage Survey Report
DTMF	—	Dual Tone Multi Frequency
DTP	—	Direct To Point
DUA	—	Disaster Unemployment Assistance
EADB	—	Emergency Authorities Database – Department of Defense
EAS	—	Emergency Alerting System
EBS	—	Emergency Broadcast System
ECC	—	Emergency Communications Center
ECCS	—	Emergency Command and Control System
ECO	—	Emergency Coordinating Officer
EEI	—	Elements of Essential Information
EEO	—	Equal Employment Opportunity
EHS	—	Extremely Hazardous Substance

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EIE	—	Emergency Information Exchange
EM	—	Emergency Management
EMAC	—	Emergency Management Assistance Compact
EMD	—	Emergency Management Director
EMI	—	Emergency Management Institute
EMPA	—	Emergency Management Preparedness and Assistance Trust Fund
EMS	—	Emergency Medical Services
EMT	—	Emergency Medical Technician
EMTC	—	Emergency Management Training Center
ENC	—	Emergency News Center
EO	—	Executive Order
EOC	—	Emergency Operations Center
EOF	—	Emergency Operations Facility
EOG	—	Executive Office of the Governor
EPA	—	Environmental Protection Agency
EPCRA	—	Emergency Planning and Community Right-To-Know Act
EPLO	—	Emergency Preparedness Liaison Officer
EPP	—	The Directorate for Emergency Preparedness Policy – Department of Defense
EPZ	—	Emergency Planning Zone
ERT	—	Emergency Response Team – Federal
ERT-A	—	Emergency Response Team – Advance Element
ESATCOM	—	Emergency Satellite Communications System
ESF	—	Emergency Support Function
EST	—	Emergency Support Team – National Guard
ETA	—	Estimated Time of Arrival
ETD	—	Estimated Time of Departure
ETO	—	Exercise Training Officer
F.S.	—	Florida Statute
F-SERT	—	Forward State Emergency Response Team

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FAA	—	Federal Aviation Administration
FAB	—	Florida Association of Broadcasters
FAC	—	Florida Administrative Code
FasT	—	Federal Assessment Team – Federal
FAX	—	Facsimile
FBI	—	Federal Bureau of Investigation
FCC	—	Federal Communications Commission
FCG	—	Florida Coordinating Group
FCIS	—	Florida Crime Information Service
FCN	—	Florida Communities Network
FCO	—	Federal Coordinating Officer
FCT	—	Florida Communities Trust
FDEM	—	Florida Division of Emergency Management
FDLE	—	Florida Department of Law Enforcement
FECA	—	Florida Electrical Cooperative Association
FEIL	—	Florida Emergency Information Line
FEMA	—	Federal Emergency Management Agency
FEPA	—	Florida Emergency Preparedness Association
FERT	—	Federal Emergency Response Team
FFAMIS	—	Florida Fiscal Accounting Management Information System
FFCA	—	Florida Fire Chiefs Association
FG&FWFC	—	Florida Game & Fresh Water Fish Commission
FHFA	—	Florida Housing Finance Agency
FHMO	—	Florida Hazard Mitigation Officer
FHP	—	Florida Highway Patrol
FIRM	—	Flood Insurance Rate Map
FLDOT	—	Florida Department of Transportation
FLSASP	—	Florida State Agency for Surplus Property
FMAP	—	Flood Mitigation Assistance Program
FMHO	—	Federal Hazard Mitigation Officer



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FMP	—	Florida Marine Patrol
FNARS	—	Federal National Radio System
FNATS	—	Federal National Teletype System
FNAVS	—	Federal National Voice System
FNG	—	Florida National Guard
FmHA	—	Farmer's Home Administration
FP&L	—	Florida Power and Light
FRERP	—	Federal Radiological Emergency Response Plan
FRMAC	—	Federal Radiological Monitoring and Assessment Center
FRMAP	—	Federal Radiological Monitoring and Assessment Plan
FRP	—	Federal Response Plan
FSA	—	Farm Services Agency
GAR	—	Governor's Authorized Representative
GENSET	—	Generator Set
GIS	—	Geographic Information System
GR	—	General Revenue
GSA	—	General Services Administration
HAZMAT	—	Hazardous Materials
HAZMIT	—	Hazard Mitigation
HCD	—	Housing and Community Development
HES	—	Hurricane Evacuation Study
HF	—	High Frequency
HFA	—	Housing Finance Agency
HLS	—	Hurricane Local Statement
HLT	—	Hurricane Liaison Team
HM	—	Hazard Mitigation
HMEP	—	Hazardous Materials Emergency Preparedness
HMGP	—	Hazard Mitigation Grant Program – Federal
HMIS	—	Hazardous Materials Information System
HMO	—	Hazard Mitigation Officer

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HP	— Hurricane Program – FEMA
HQUSACE	— Headquarters, U.S. Army Corps of Engineers
HSO	— Human Services Officer – Same as an Individual Assistance Officer
HUD	— Department of Housing and Urban Development
HURREVAC	— Hurricane Evacuation Tracking Program
HVA	— Hazard Vulnerability Analysis
IA	— Individual Assistance or Impact Assessment
IAO	— Individual Assistance Officer
IAP	— Incident Action Plan
IC	— Incident Commander
ICS	— Incident Command System
IEMS	— Integrated Emergency Management System
IFG	— Individual and Family Grant
IG	— Inspector General
IMS	— Incident Management System
IO	— Infrastructure Officer – same as a Public Assistance Officer (PAO)
IPC	— Ingestion Pathway County / Initial Point of Contact
IPU	— Information Processing Unit
IPZ	— Ingestion Pathway Zone
IRAP	— Interagency Radiological Assistance Plan
IRS	— Internal Revenue Service
ISS	— Information System Services
JCC	— Joint Coordination Center – Federal
JIC	— Joint Information Center
JSAC	— Joint State Area Command
KAPP	— Key Asset Protection Program
KW	— Kilowatt
LBR	— Legislative Budget Request
LEPC	— Local Emergency Planning Committee
LFA	— Lead Federal Agency

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LGR	—	Local Government Radio
LHMO	—	Local Hazard Mitigation Officers
LIHEAP	—	Low Income Housing Energy Assistance Program
LIS	—	Land Information System
LMS	—	Local Mitigation Strategy
LSA	—	Logistical Staging Area
LTR	—	Long Term Redevelopment – DCA
MAA	—	Mutual Aid Agreement
MACDIS	—	Military Assistance for Civil Disturbances – DOD
MBE	—	Minority Business Enterprise
MCI	—	Mass Casualty Incident
MCU	—	Mobile Communications Unit
MEO	—	Managing Emergency Operations
MEOW	—	Maximum Envelope of Wind / Water
MERL	—	Mobile Emergency Radiological Laboratory
MERS	—	Mobile Emergency Response System
MERVS	—	Mobile Emergency Response Vehicles
MHA	—	Multiple Hazard Analysis
MIC	—	Meteorologist In Charge – NWS
MMRS	—	Metropolitan Medical Response Team – Federal
MOA	—	Memorandum of Agreement
MOM	—	Maximum of the Maximums
MOU	—	Memorandum of Understanding
MRE	—	Meals Ready-to-Eat
MSCA	—	Military Support for Civil Authorities
MSDS	—	Material Safety Data Sheet
MSU	—	Medical Support Unit
NAWAS	—	National Warning System / National Attack Warning and Alert System
NBC	—	Nuclear, Biological, Chemical

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NCEP	— National Center for Environmental Prediction
NCP	— National Contingency Plan
NDMS	— National Disaster Medical System
NECC	— National Emergency Coordination Center – FEMA
NEMA	— National Emergency Management Association
NEPA	— National Environmental Policy Act
NEST	— Nuclear Emergency Support Team – DOE
NETC	— National Emergency Training Center – FEMA
NFA	— National Fire Academy
NFIP	— National Flood Insurance Program
NFPA	— National Fire Protection Association
NHC	— National Hurricane Center
NICP	— Nuclear Incident Contingency Plan – FEMA
NOAA	— National Oceanic Atmospheric Administration
NOFA	— Notice of Funding Availability
NOI	— Notice of Interest
NRC	— Nuclear Regulatory Commission
NRCS	— National Resource Conservation Service
NRT	— National Response Team
NSEP	— National Security Emergency Preparedness
NTC	— National Teleregistration Center
NTSB	— National Transportation Safety Board
NWR	— National Weather Radio
NWS	— National Weather Service
OJCS	— Office of the Joint Chiefs of Staff – DOD
OMB	— Office of Management and Budget – Federal
OMC	— Operations Management Consultant
OPB	— Office of Planning and Budgeting – State
OPCOM	— Operational Command
OPCON	— Operational Control

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OPS	— Other Personal Services
OSC	— On-Scene Commander
OSHA	— Occupational Safety and Health Administration
PA	— Public Assistance / Public Affairs
PAG	— Protective Action Guide
PAO	— Public Assistance Officer
PAR	— Protection Action Recommendation
PBPB	— Performance Based Program Budgeting
PDA	— Preliminary Damage Assessment
PDD-39	— Presidential Decision Directive 39 – U.S. Policy of Counter Terrorism
PIO	— Public Information Officer
PNP	— Private Non-Profit
POA	— Point of Approach
POC	— Public Officials Conference
PSA	— Public Service Announcement
PSC	— Public Service Commission
PSI	— Pounds per Square Inch
PSN	— People with Special Needs
PW	— Project Worksheet
RC	— Recovery Centers
RCMP	— Residential Construction Mitigation Program
RCRA	— Resource Conservation and Recovery Act
REEF	— Radiological Emergency Evaluation Facility
REM	— Roentgen Equivalent Man
REP	— Radiological Emergency Preparedness
RERO	— Radiological Emergency Response Operations
RFA	— Request For Federal Assistance
RFP	— Request For Proposal / Request For Payment
RIAT	— Rapid Impact Assessment Team

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RIS	—	Resource Identification Strategy
RMEC	—	Regional Military Emergency Coordinator
RO	—	Radiological Officer
ROC	—	Regional Operations Center – FEMA
RPC	—	Regional Planning Council
RPM	—	Resource Planning Management
RQ	—	Reportable Quantity
RRC	—	Regional Relief Centers
RRT	—	Rapid Response Team – State / Radiological Response Team – Federal
RSO	—	Radiation Safety Officer
SA	—	Salvation Army
SALEMDUG	—	State and Local Emergency Management Data Users Group
SAMAS	—	State Accounting and Management System
SAR	—	Search and Rescue
SARA	—	Superfund Amendments and Reauthorization Act – SARA Title III
SBA	—	Small Business Administration
SCM	—	Survivable Crisis Management
SCO	—	State Coordinating Officer
SEABEES	—	United States Navy Construction Battalion
SEOC	—	State Emergency Operations Center
SEP	—	Supplemental Environmental Project
SEPLO	—	State Emergency Preparedness Liaison Officer
SERC	—	State Emergency Response Commission
SERT	—	State Emergency Response Team
SFHA	—	Special Flood Hazard Area
SFRT	—	Shelter Feasibility Review Team
SHMART	—	State Hazard Mitigation and Recovery Team
SHMO	—	State Hazard Mitigation Officer
SHO	—	State Health Office

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SHOESOC	—	State Health Office Emergency Support Operations Center
SIC Code	—	Standard Industrial Classification Code
SITREP	—	Situation Report
SLA	—	State and Local Assistance
SLEMACC	—	State Law Enforcement Mutual Aid Command Center
SLOSH	—	Sea, Lake and Overland Surges for Hurricanes
SMAA	—	Statewide Mutual Aid Agreement
SMART	—	Strategic Metropolitan Assistance and Recovery
SMRAP	—	Southern Mutual Radiological Assistance Plan
SNAPS	—	State Negotiated Agreement Price Schedule
SNTF	—	Special Needs Task Force
SOG	—	Standard Operating Guidelines
SOO	—	Statement of Objectives
SOP	—	Standard Operating Procedure
SOW	—	Scope of Work
SPITFIRE	—	Systematic Program Identification Team – DCA
SPURS	—	Statewide Purchasing System
SREMAC	—	Southern Regional Emergency Management Assistance Compact
SST	—	Sea Surface Temperature
STARC	—	State Area Command
SWP	—	State Warning Point
TAG	—	Technical Advisory Group / The Adjutant General
TDD	—	Telephone Device for the Deaf
TDR	—	Technical Data Report
TLD	—	Thermo-Luminescent Dosimeter
TO	—	Training Officer <sup>30</sup>
TPQ	—	Threshold Planning Quantity
TQM	—	Total Quality Management
UC	—	Unemployment Compensation
UHF	—	Ultra High Frequency

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UPS	—	Un-interruptible Power Supply
USAR	—	Urban Search and Rescue
USACE	—	United States Army Corps of Engineers
USAF	—	United States Air Force
USCG	—	United States Coast Guard
USDA	—	U.S. Department of Agriculture
USGS	—	United States Geological Service
USMC	—	United States Marine Corps
USMCR	—	United States Marine Corps Reserve
USMM	—	United States Merchant Marine
USN	—	United States Navy
VA	—	Veterans Administration
VHF	—	Very High Frequency
VOAD	—	Volunteer Organizations Active in Disasters
VRG	—	Virtual Rain Gauge
WATS	—	Wide Area Telephone Service
WCM	—	Warning Coordination Meteorologist – NWS
WMD	—	Water Management District / Weapons of Mass Destruction
WRSAME	—	Weather Radio Specific Area Message Encoder
WSO	—	Weather Service Office
WWW	—	World Wide Web



ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

Basic Plan



**ST. JOHNS COUNTY, FLORIDA**  
*INCLUDING CITY OF ST. AUGUSTINE, ST. AUGUSTINE BEACH, TOWN OF HASTINGS*

**BASIC PLAN**

**I. INTRODUCTION**

St. Johns County is vulnerable to a variety of hazards that threaten our population, businesses and the environment. The Comprehensive Emergency Management Plan (CEMP) establishes the framework, as authorized by Chapter 252, Florida Statutes, to ensure that St. Johns County is prepared to deal with these hazards. The CEMP emphasizes action within the four phases of the Emergency Management cycle: Preparedness, Response, Recovery and Mitigation. The CEMP defines the functional roles and responsibilities of each government entity that partners in St. Johns County's disaster organization and their relationship to each other. In addition, the County's CEMP provides a comprehensive approach to reducing the effects of disasters on its population and physical environment.

The CEMP is divided into five sections: The Basic Plan, Recovery Functions Annex, Mitigation Functions Annex, ESF / IMS Annex and Appendices. The following describes each section:

- A. The Basic Plan** – outlines the general purpose, scope and methodology of the plan; coordination, control and organizational structure; concept of operations, and identifies responsibilities of all agencies and resources mobilized by the county to assist in recovering from a disaster. The CEMP enables the **St. Johns County Board of County Commissioners to discharge their responsibility for providing direction and control during any large-scale disaster.**
- B. Annex I – Recovery Functions.** This annex outlines specific tasks or functions that may be carried out before, during and after a disaster and details control, coordination, planning efforts, and policies within St. Johns County designed to facilitate both immediate and long-term recovery after a disaster has occurred. Providing for rapid and orderly start of rehabilitation and restoration of persons and property affected by a disaster anywhere in St. Johns County. Specific tasks may be described in Standard Operating Procedures (SOP's) or other operational plans utilized within St. Johns County.
- C. Annex II – Mitigation Functions.** The mitigation annex includes the projects, policies, and programs that reduce the county's vulnerability to the impacts of disasters before they happen. The annex also details requirements and the programs incorporated in post-disaster recovery efforts to prevent recurring losses from future disasters.

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

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

#### 1. Purpose

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

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

2. Scope
  - a. The CEMP establishes the basic policies, assumptions and strategies for a comprehensive all-hazards countywide emergency management program.
  - b. The CEMP prioritizes protection of citizens as a first priority, with the preservation and protection of property being the second priority.
  - c. The CEMP is applicable to minor, major or catastrophic disasters. It is flexible and expandable, depending on the emergency situation and needs. Any part or section of the plan may be utilized separately if required by the situation.
  - d. The CEMP establishes the procedures to coordinate with Local, Regional, State and Federal emergency management agencies, organizations and programs.
  - e. A unified direction and control structure is described. The CEMP identifies staff roles and resource allocation, as well as decision-making criteria. It delineates lines of authority, responsibilities and working relations of various entities.
  - f. The CEMP brings together County and municipal resources in a unified approach to manage the disaster. In addition, it identifies a cooperative process for coordination of private sector and volunteer resources.
  - g. The CEMP addresses management and prioritization of local resources and establishes the procedure to request immediate assistance for resources, if needed. State and / or Federal resources will be requested and drawn from when local resources have been exhausted.
  - h. The CEMP provides a format for the shift of focus of the EOC from Response to Recovery and Mitigation. Long-range recovery and mitigation is addressed by the ability of the EOC to continue operations in a modified form, after the response phase has been terminated.
  - i. The CEMP establishes an effective format for emergency management by:
    1. Identifying the types of hazards that can occur within the County;
    2. Determining the County's vulnerability to various types of disasters, and identifying the most threatening so that appropriate preparedness, mitigation and planning steps can be taken.
    3. Addressing each phase of the emergency management cycle:
      - a. Preparedness: Utilizes 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 identified and prioritized. Adequate planning pre-determines the best utilization of resources in responding to needs. Identification and training of personnel for roles and responsibilities during the disaster is included in this phase. It involves working with the private sector, residents and volunteer organizations to assist them in pre-disaster education and planning activities to lessen the impact of disasters.

- b. Response: The implementation of the CEMP. Government responds to emergencies by activating its plan, incrementally increasing response as needed, giving direction and control to the emergency management effort, and looking ahead to recovery. Individuals respond by implementing their own disaster plans, whether it means evacuating the area or remaining in place. Private businesses and volunteer organizations implement their plans to secure and protect their assets, and if capable, make available resources to help the community.
- c. Recovery: Begins as soon as possible, sometimes during the response phase. The emergency management organization initiates procedures to assess needs and resources, establish priorities, review state and federal aid criteria and coordinate with representatives from both levels of government. Once the extent of the recovery effort is determined, the appointed recovery team members determine how best to manage the specific activities, what resources and personnel will be required and what other actions are needed to return the impacted areas to normal operations as quickly as possible. Assessment of both short and long-term mitigation measures takes place during this phase and the "after action" evaluation process is conducted.
- d. Mitigation: This phase involves identifying preventative and / or corrective measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters. It includes policy issues as well as structural projects within government and the private sector. A separate Local Mitigation Strategy serves as the guidance document for both pre-disaster mitigation planning and post-disaster recovery.

### 3. Methodology

- a. The CEMP is a dynamic document that adapts to changes in policy, priorities and needs. State and Federal statutes, regulations, and priorities guide development of the document. Public and private entities participating in the development of this plan include:

- St. Johns County Agricultural Extension Agency
- St. Johns County Animal Control
- St. Johns County Board of County Commissioners
- St. Johns County Building Department / Zoning Department
- St. Johns County Fire / Rescue
- St. Johns County Health Department
- St. Johns County Clerk of Court
- St. Johns County Emergency Management Department
- St. Johns County Growth Management Services
- St. Johns County Libraries
- St. Johns County Public Works
- St. Johns County School Board
- St. Johns County Sheriff's Office
- St. Johns County Solid Waste Department
- St. Johns County Veteran's Service Office

Other governmental entities furnishing input and information include:

- City of St. Augustine
- City of St. Augustine Beach
- Town of Hastings
- Florida Department of Community Affairs
- Florida Department of Community Affairs, Division of Emergency Management
- National Weather Service
- Northeast Florida Regional Planning Council
- St. Johns River Water Management District
- University of Florida, Bureau of Business and Economic Research
- U.S. Army Corps of Engineers

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

- Amateur Radio Emergency Services (ARES)
- CERT (Community Emergency Response Team)
- Home Health Agencies
- Flagler Hospital
- Numerous local churches
- PADD (Protecting Animal During Disaster)
- Salvation Army
- St. Johns Airport Authority
- St. Johns County Chamber of Commerce
- St. Johns County Council on Aging

b. Local planning involvement includes:

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

## II. SITUATION

This section of the CEMP describes the potential hazard considerations, geographic characteristics, support facilities, land use patterns, economic profiles and demographics of St. Johns County. It also describes specific planning assumptions regarding preparedness, response, recovery and mitigation that were taken into consideration during the development of this plan. Information is also available in the Disasters and Hazards Expects Appendices.

### A. Hazards Analysis

This section details the man-made and natural hazards to which St. Johns County is vulnerable. Additional hazard analysis information can be found in the St. Johns County Local Mitigation Strategy.<sup>1</sup>

#### 1. Tropical Cyclone Events

**Level of Vulnerability:** High probability / major impact

Wind and / or storm surge from hurricanes are high probability / high impact concerns for St. Johns County. St. Johns County has the longest shoreline in northeast Florida. The proximity to the Atlantic Coast, which

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<sup>1</sup> The St. Johns County Local Mitigation Strategy is a separate reference and planning document that can be found on file at the Department of Emergency Management.

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 surge and flooding from any category of Hurricane. The St. Johns River is shallow and strongly influenced by tides from the Atlantic Ocean 50 miles downstream. As a result, within St. Johns County, areas adjacent to the St. Johns River and its tributaries are subject to storm surge. Areas of particular vulnerability include the entire shoreline of the St. Johns River, the southern portions of Julington Creek, shorelines adjacent to Cunningham Creek, Six Mile Creek and Deep Creek, which leads into and may cause the Town of Hastings to flood. Primary hazards from this type of event include: **extensive wind damage, storm surge, tornadoes and flooding from heavy rainfall.**

**Consequences:**

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

**2. Severe Weather**

**Level of Vulnerability:** High probability / major impact

Forces associated with weather-generated events are grouped under Severe Weather. While each force has specific characteristics and effects, they often occur in conjunction with one another, thereby increasing and intensifying the effects. There has been damage in St. Johns County from tornadoes and storm wind events. Most strikes occur in the summer although lightning storms have occurred in other months with advancing cold fronts. The primary hazards included under this category are: **lightning, heavy rains, hail, damaging winds, freezes, tornadoes and winter storms.**

a. Floods / Non-Hurricane



Floods (non-hurricane related) are a high probability with minor to major impact in St. Johns County. 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 rainstorm activity. The areas of the county most exposed to the threat have the highest population density.

**Table 1: St. Johns County Severe Weather**

St. Johns County Severe Weather Statistics		
Event	Total	Detail
Severe Thunderstorms 1970 – 2003	82	
Reported Tornadoes 1970 - 2003	28	One (1) F-3   02/07/71   13:35 Three (3) F-2 Two (2) F-1 Twenty-two (22) F-0

SOURCE: Al Sandrik, National Oceanic and Atmospheric Administration

b. Severe Thunderstorms

Severe thunderstorms occur in all seasons of the year. Many of the storms are accompanied by high wind, hail, flooding and dangerous lightning. The 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 can affect a large portion of the county's population. Minor damage occurs from thunderstorms each year. From 1970 – 2003, there have been eighty-two (82) severe thunderstorms in St. Johns County; reference **Table 1**.

c. Tornadoes

Tornadoes are characterized by violent and destructive winds as well as hail, flooding and lightning. The most common, least destructive tornadoes are warm weather tornadoes that occur between May and August. Cool season tornadoes are the most destructive, occurring between December and April. 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. The last significant tornado event to occur in St. Johns County was the tornado of July 3, 1998, which touched down at 4:45 p.m. in a Mobile Home Retirement Community; 11

homes were damaged. From 1970 to 2003, there have been twenty-eight (28) tornadoes reported in St. Johns County; reference **Table 1.**

d. Winter Storms

Severe winter weather and below freezing temperatures are taxing to the resources of citizens, business, timber and agriculture. Freezing conditions can render the roads impassable having a dramatic effect on local emergency response agencies. Below freezing temperatures can cause electrical power outages leaving many homes without heat. The need for emergency shelters could exist. The last significant winter storm to occur in St. Johns County was the no-name winter storm of 1993. The county was faced with freezing temperatures and significant wind damage which caused wide spread power outages for a period of three days.

**Consequences:**

- power outages
- infrastructure damage (road/culvert washout)
- erosion
- property damage/loss from wind, water and fires
- fresh water flooding
- storm surge flooding (winter storms, hurricanes, northeasters)
- evacuations (day/night, road congestion)
- agricultural damage/loss
- economic loss
- debris

The Saffir / Simpson Hurricane Scale and the Fujita Scale for Tornadoes are included below for reference as **Table 2** and **Table 3.**

**TABLE 2: SAFFIR / SIMPSON HURRICANE SCALE**

Category	Wind		Water
	Speed	Damage	Storm Surge – Effect
1	<b>74 – 95 mph</b> 119 – 153 km/hr <b>Minimal</b>	No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery and trees. Some damage to poorly constructed signs.	<b>Generally 4 – 5 feet above normal</b> Low-lying coastal roads inundated, minor pier damage, some small craft in exposed anchorage torn from moorings.
2	<b>96 – 110 mph</b> 154 – 177 km/hr <b>Moderate</b>	Some roofing material, door and window damage of buildings. Considerable damage to shrubbery and trees with some trees blown down. Considerable damage to mobile homes, poorly constructed signs and piers.	<b>Generally 6 – 8 feet above normal</b> Coastal roads and low-lying escape routes inland cut by rising water 2-4 hours before arrival of hurricane center. Considerable damage to piers. Marinas flooded. Small craft in unprotected anchorages torn from moorings. Evacuation of some shoreline residences and low-lying areas required.
3	<b>111 – 130 mph</b> 178 – 209 km/hr <b>Extensive</b>	Some structural damage to small residences and utility buildings with a minor amount of curtainwall failures. Damage to shrubbery and trees with foliage blown off trees and large trees blown down. Mobile homes and poorly constructed signs are destroyed.	<b>Generally 9 – 12 feet above normal</b> Low-lying escape routes are cut by rising water 3-5 hours before arrival of the hurricane center. Flooding near the coast destroys smaller structures with larger structures damaged by battering of floating debris. Terrain continuously lower than 5 feet above mean sea level may be flooded inland 8 miles (13 km) or more. Evacuation of low-lying residences within several blocks of the shoreline may be required.
4	<b>131 – 155 mph</b> 210 – 249 km/hr <b>Extreme</b>	More extensive curtainwall failures with some complete roof structure failures on small residences. Shrubs, trees and all signs are blown down. Complete destruction of mobile homes. Extensive damage to doors and windows.	<b>Generally 13 – 18 feet above normal</b> Low-lying escape routes may be cut by rising water 3-5 hours before arrival of the hurricane center. Major damage to lower floors of structures near the shore. Terrain lower than 10 feet above sea level may be flooded requiring massive evacuation of residential areas as far inland a 6 miles (10 km).
5	Greater than <b>155 mph</b> 249 km/hr <b>Catastrophic</b>	Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. All shrubs, trees and signs blown down. Complete destruction of mobile homes. Severe and extensive window and door damage.	<b>Generally &gt; 18 feet above normal</b> Low-lying escape routes are cut by rising water 3-5 hours before arrival of the hurricane center. Major damage to lower floors of all structures located less than 15 feet above sea level and within 500 yards of the shoreline. Massive evacuation of residential areas on low ground within 5-10 miles (8-16 km) of the shoreline may be required.
Storm Surge values vary considerably with wave and current action associated with the tide, coastal configurations, and forward speed and direction of the hurricane.			

SOURCE: National Oceanic and Atmospheric Administration

**TABLE 3: FUJITA SCALE FOR TORNADOES**

Scale	Wind Estimates - MPH	Typical Damage
FO	40 – 72 mph Gale Tornado	<b>Light Damage</b> Some damage to chimneys; tree branches broken off trees; shallow-rooted trees uprooted; signs and billboards damaged.
F1	73 – 112 mph Moderate Tornado	<b>Moderate Damage</b> Peels surface off roofs; mobile homes pushed off foundations or overturned; moving autos pushed off roadways.
F2	113 – 157 mph Significant Tornado	<b>Considerable Damage</b> Roofs torn off frame houses; mobile homes demolished; boxcars overturned; large trees snapped or uprooted; light-object missiles generated; cars lifted off ground.
F3	158 – 206 mph Severe Tornado	<b>Severe Damage</b> Roofs and some walls torn off well-constructed houses; trains overturned; most trees in forest uprooted; heavy cars lifted off the ground and thrown.
F4	207 – 260 mph Devastating Tornado	<b>Devastating Damage</b> Well-constructed houses leveled; structures with weak foundations blown away some distance; cars thrown and large missiles generated.
F5	261 – 318 mph Incredible Tornado	<b>Incredible Damage</b> Strong frame houses leveled off foundations and swept away; automobile-sized missiles fly through the air in excess of 109 yards (100 meters); trees debarked; incredible phenomena will occur.

SOURCE: National Oceanic and Atmospheric Administration

### **3. Environmental**

Level of Vulnerability: High Probability / minor to major impact

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

#### **a. Flooding**

Flood prone areas may cause a severe impact in certain areas of the County. Freshwater flooding occurs in several areas in St. Johns County. Areas that become flooded in heavy rains occurring in short periods of time are described below. The largest area of note is the downtown area in the City of St. Augustine, where roads are frequently flooded after rains. The largest portion of the county vulnerable to freshwater flooding is the area east of US-1 and areas along the St. Johns River. These are also the areas with the highest population concentrations within St. Johns County. Flooding can affect approximately twenty (20) to thirty (30) percent of the County's population. Lack of individuals and businesses carrying flood insurance could result in large uninsured losses due to rising waters. Flood maps are available in St. Johns County's Building Department and Department of Emergency Management.

- Solana Road west of Sunset Drive
- Several sections of Roscoe Road, which runs along the Intracoastal Waterway
- The intersection at Race Track Road and Russell Sampson
- Greenbriar Road east of Roberts Road
- International Golf Parkway just west of the World Golf Village and a large section just west of US-1
- Flagler Estates in the southwestern boundary of St. Johns County

b. Brush fires, Wildfires and Forest Fires

The County is subjected to some form of wild fire each year. Historically, a major forest fire has occurred at least once every ten (10) years in St. Johns County. In recent history, 1997 through 1999, the fires have been larger and have threatened urbanized areas more frequently. St. Johns County is transforming from a rural county, to one which is much more urban in nature, but a large percentage (41.46%) of land area is still covered in forest. As a result many areas of the County are susceptible to wildfire. The most vulnerable areas are primarily located in the western portions of the County. Much of this land is in large ownerships, including lands owned by large timber companies, and which is actively managed for silviculture. Florida's typical "fire season" is from January through May. **Table 4** illustrates the primary causes of forest fires in Florida between 1998 and 2002.

**TABLE 4: FLORIDA FIRE STATISTICS 1998 – 2002**

Cause	Total Fires	Average	Total Acres	Average Acres
Lightning	6,324	25.1 %	757,863	49.4 %
Camp Fires	401	1.6 %	23,455	1.5 %
Smoking	445	1.8 %	3,640	0.2 %
Debris	4,496	17.9 %	68,997	4.5 %
Incendiary	5,065	20.2 %	220,716	14.4 %
Equipment	1,495	6.0 %	252,804	16.6 %
Rail Road	331	1.3 %	6,589	0.4 %
Children	1,444	5.7 %	16,070	1.1 %
Unknown	2,864	11.4 %	116,926	7.6 %
Miscellaneous	2,272	9.0 %	66,572	4.3 %
<b>Total</b>	<b>25,138</b>		<b>1,533,632</b>	

SOURCES: Florida Division of Forestry | St. Johns County GIS Division

c. Drought

St. Johns County would experience particularly damaging droughts due to the importance of agricultural industry in the county as well as increased numbers of wildfires. Long-term concerns include reduced supplies of potable water for domestic use. The county is in the St. Johns River Water Management District. The entire population could be affected by a drought or water shortage. Florida, in general, has suffered from droughts in the last several years.

d. Extreme Temperatures

Each winter, Florida faces the threat of at least a moderate freeze. The last hard freeze was in March 1993. This presents a problem for Florida as a whole due to the agricultural activity conducted throughout the state. For St. Johns County this activity is centered on the agricultural industries. Personal injury or death due to freezes is not considered a hazard except indirectly through fire caused by incorrect or careless use of space heaters, etc. If temperatures reach freezing levels over extended periods of time, combined with other climatic factors, crop damage could occur. Additionally, consumer demand of electricity during periods of extreme cold weather may require the electric utility to implement rolling blackouts to selected areas in order to avert a total electrical grid overload. These blackouts can have a significant impact on electrically dependent critical facilities and persons.

Each summer, Florida faces heat and humidity. Temperatures can reach into the high 90's and on some days break 100°. Personal injury or death due to heat is considered a hazard. Temperatures, plus high humidity, can create a high heat index causing heat cramps, heat exhaustion or heat stroke. Extreme heat can add consumer demand of electricity and may require the electric utility to implement rolling blackouts. The National Weather Service will issue heat advisories or warnings when the heat index is high.

e. Sinkholes

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

**Consequences:**

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

**4. Terrorism**

**Level of Vulnerability:** Low probability / minimal to moderate impact  
SJC Vulnerability Rating – 10  
SJC Threat Level Rating – 3

Any violent or dangerous act done to intimidate or coerce any segment of the general population (i.e. government or civilian population) for political or social objectives constitutes terrorism. Historically, there had been few

successful acts of terrorism committed in the State. However, with the heightened level of national terrorism events, and because of the number of facilities within the State associated with tourism, the military, government, cultural, academic, and transportation, the potential is considered to be high nationwide. In St. Johns County, terrorism assessments have identified facilities that have the potential for being targets for terrorist attacks with the intent of causing **catastrophic levels of loss of life, injury, and property and environmental damage**. Additional terrorism information can be found in the St. Johns County Terrorism Annex.<sup>2</sup> Terrorist acts may also take the form of other hazards when the particular action induces such things as the **release of hazardous and biological materials**.

**Consequences:**

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

**5. Mass Migration / Civil Disturbance**

**Level of Vulnerability:** Low probability / minimal to minor impact

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 measures. Law enforcement is the main planning concern of this scenario. Mass immigration is a low probability because of St. Johns County's location.

**Consequences:**

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<sup>2</sup> The St. Johns County Terrorism Annex is a separate reference document that can be found on file at the Department of Emergency Management.



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

## 6. **Biological**

**Level of Vulnerability:** Low probability / minor to moderate impact

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

**Exotic Pest and Diseases** – St. Johns County's large agricultural areas are vulnerable to exotic pests and / or diseases. The St. Johns County Agricultural Extension Office will assist in this area.

**Disease Outbreaks** – The majority of St. Johns County's population is located in the City of St. Augustine, the City of St. Augustine Beach and in the unincorporated areas of the Northwest and Northeast portions of the County. However, any part of St. Johns County may be vulnerable to disease outbreaks. The St. Johns County Health Department will identify and handle any outbreaks with assistance from State resources.

**Consequences:**

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

## 7. **Technological**

A technological hazard is one, which is a direct result of the failure of a manmade system or the exposure of the population to a hazardous material. There is the potential for specific technological hazards to affect a large segment of the population and / or interfere with critical

government, law enforcement, public works and public health / medical functions. There is an even greater problem when this technological failure results in a direct health and safety risk to the population. A number of things occur daily in St. Johns County, including a hazardous material spill, or failure of the electrical power grid, which could constitute a threat to the population or produce widespread unmet needs. Each of these potential hazards would require a coordinated and speedy response, as well as attention to the short and long term effects. The primary hazards associated with this category include: **hazardous materials spill, mass communication failure, major power disruption, critical infrastructure disruption / failure and release of a radioactive isotope into the environment.**

St. Johns County's level of vulnerability to such an incident is further described below:

- a. Surface transportation spills – Because of the major surface road and rail transportation corridors in the County, the potential for hazardous materials spills is moderate to high. Florida East Coast Railway operates throughout St. Johns County, running parallel to U.S. Highway – 1, which runs North / South throughout the County. The closest Interstate roadway is I-95, which runs to the west of US Highway – 1. Specific routes used by commercial vehicles include US – 1, State Roads 16, 207, 210 and 312. Among the hazardous materials transported are gasoline, propane, chlorine, and ammonia.

**Level of Vulnerability:** Moderate to high probability / Minor to moderate impact

- b. End Users – St. Johns County has approximately 37 end users, with 17 hazardous materials having been identified.<sup>3</sup> While there are many firms that use chemicals in their operations, most are relatively small quantities. Among the hazardous materials stored at these sites are chlorine (liquid and gas), Hydrogen, Fluoride, Ammonia, Sulfuric Acid, Sulfur Dioxide, and Nitric Acid. For a complete listing of hazardous materials refer to the St. Johns County Hazardous Materials Appendix<sup>4</sup>.

**Level of Vulnerability:** Low probability / Medium to high impact

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<sup>3</sup> St. Johns County 2003 / 2004 Appendix for Hazardous Materials, Northeast Florida Regional Planning Council, 2004. Information from this Appendix identifies all facilities permitted in compliance with Extremely Hazardous Chemicals, DARA, Title 3, Section 302 and is updated annually. Reference is maintained at the Department of Emergency Management.

<sup>4</sup> Same as Footnote 3.

- c. Natural gas – St. Johns County has a natural gas line that currently serves two areas of the county, including World Golf Village and Palencia.

**Level of Vulnerability:** Low probability / Medium impact

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

**Level of Vulnerability:** Low probability / medium impact

- e. Nuclear Power Plants – There are no nuclear facilities within St. Johns County. A research reactor is located in Gainesville, Florida on the University of Florida campus. It is possible that the county could serve as a mass care site for evacuees from areas near a nuclear facility. In addition to shelter, planning concerns include medical and public health issues related to contamination and exposure of evacuees.

**Level of Vulnerability:** Probability low / Minimal impact

- f. Air Crashes – St. Johns County has one (1) (public) municipal airport: St. Augustine / St. Johns County Airport | 4796 US-1 North | St. Augustine, FL 32095. In case of an airport incident, it is doubtful that the resources of the responding agencies would be depleted due to the probability that the crash would involve small aircraft. On the other hand, commercial and military aircraft use the airspace over St. Johns County, and therefore the potential does exist for a large air crash. In the event of such an incident, most likely additional resources would be required. Only a small segment of the population would normally be affected.
- g. Coastal Oil Spills – Coastal oil spills are low probability and moderate to major impact should one occur. There are no nearby offshore oilrigs. 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 landowners 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.

- h. Special Events – St. Johns County and the City of St. Augustine are tourist destinations and host many special events each year. St. Johns County is also a host County to special events that are in Jacksonville. Local events include the Fourth of July Fireworks, the Easter Festival and Parade, the Menendez Festival and the TPC Golf Tournament. Each activity requires community planning and is a major impact on Law Enforcement and Emergency Services.

**Consequences:**

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

**B. Geographic Information**

1. St. Johns County is located in the Northeast region of Florida, bordered on the East by the Atlantic Ocean and on the West by the St. Johns River. Duval County borders the North; Flagler County borders the South; and Clay County and Putnam County border West of the St. Johns River. See LMS for further information.
  - a. Area in square miles: 609
  - b. Topography: St. Johns County has the longest shoreline in northeast Florida with approximately 45 miles of Atlantic Ocean shoreline on the east. The average elevation in St. Johns County is estimated at 15 feet. St. Augustine, the county seat, is the oldest permanent settlement in the United States, while the Town of Hastings is known as the potato capital of Florida.

- c. Land use patterns are influenced by the waterways and road systems. The primary land uses in these areas are agricultural and forest, which are subject to disaster caused by weather phenomenon or wildfire, and consist of wildlife and water management areas which are ecologically sensitive.
- d. Water area in square miles: 52
- e. 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 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 Intracoastal 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.
- f. 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 a 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 45 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.
- g. Flood Prone Areas: Are identified as those areas within the 100-year and 500-year floodplain as delineated by the Federal Emergency Management Agency (FEMA) as part of the National Flood Insurance Program (NFIP). These are areas which experience flooding associated with heavy rainfall events which cause localized flooding from overflowing streams or ponds in low lying areas. In St. Johns County floodplains are associated with the St. Johns River and the Intracoastal Waterway and their tributaries. Flooding within these areas account for the principle flooding

problems within the County. Additional Flood Prone information can be found in the St. Johns County Local Mitigation Strategy.<sup>5</sup>

- h. Coastal Barrier Resource System (CBRS): The Coastal Construction Control Line in the County is the 30-year erosion control line.

Three areas in the County have been designated as Coastal Barriers within the Coastal Barrier Resource System (CBRS) by the Federal Government. These areas are:

- i. The Carcaba Road area (Unit PO4A) located between Vilano and Usina Beaches, north of the St. Augustine Inlet. It extends from the Atlantic Ocean to the Tolomato River where it includes Saltwater Marsh.
- ii. The Conch Island area (Unit P05) which includes Conch Island, an undeveloped island which is included in Anastasia State Park; the St. Augustine Inlet; and the Porpoise Point area on the southern tip of the northern barrier island to the north of the St. Augustine Inlet.
- iii. The Matanzas Inlet area (Unit P05A) which consists of about two (2) miles of barrier island beginning approximately .5 miles south of the Inlet and extending south to the St. Johns County / Flagler County line. It includes extensive saltwater marsh areas.

The Federal Barrier Resources Act (CBRA) was specifically designed to restrict federally subsidized development of undeveloped coastal barriers along the Atlantic and Gulf coasts in order to:

- Minimize the loss of human life,
- Reduce the wasteful expenditure of federal revenues, and
- Reduce damage to fish and wildlife habitat and other valuable natural resources of coastal barriers.

This Act prohibits, within the undeveloped, unprotected coastal barrier of the Coastal Barrier Resource System (CBRS), most expenditures of federal funds promoting development. The intent of the Act was to remove undeveloped coastal barriers from about 40 federal incentive programs for new development, such as National Flood Insurance, U.S. Army Corps of Engineers structural

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<sup>5</sup> **The St. Johns County Local Mitigation Strategy is a separate reference and planning document that can be found on file at the Department of Emergency Management.**

development projects, and federal assistance for construction of sewer and water systems, highways, bridges and jetties. The intent of the Act is to put the burden of financial risk associated with development on those who choose to live on coastal barriers.

2. Some geographic areas of St. Johns County are more vulnerable to impact from specific hazards than others. The following describes these areas and the hazards to which they are vulnerable:

- a. St. Johns River / Intracoastal Waterway

Areas along the County's major waterways are particularly vulnerable to the effects of tropical cyclone, environmental and technological events including:

- storm surge
- wind damage from hurricane-force winds
- winter storms
- oil spills / hazardous materials
- drought

- b. Major Roadways / Rail Corridors

Federal Interstates: I-95

Federal Highways: US-1

State Highways: SR-16; SR-206; SR-207; SR-210;  
SR-214; SR-312

Railroads: Florida East Coast Railroad

All major transportation systems in the County receive use by passenger and commercial traffic. These roadways pass through the County's most densely populated areas as well as environmentally sensitive lands. In addition, the major roadways serve as primary hurricane evacuation routes through the county from coastal areas. Hazards impacting these areas could include:

- hazardous materials spills
- mass casualty / fatality incidents
- hurricane evacuation traffic congestion
- host sheltering / mass care

### **C. Vulnerability Analysis (Demographics)**

1. As one of the fastest growing counties in Florida, St. Johns County has experienced phenomenal growth during the past twenty years. St. Johns County grew from a population of 51,303 in 1980, to 123,135 in 2000.

- a. St. Johns County's population based on U.S. Census Bureau, Census 2000.

City of St. Augustine	11,592
City of St. Augustine Beach	4,683
Town of Hastings	521
<u>Unincorporated</u>	<u>106,339</u>
Total	123,135

- b. The population density in St. Johns County is 202.19 persons per square mile. Approximately 9% of the County's population resides in its county seat.
- c. The age group distribution for the county is changing as a result of our County's continual growth and the longer average life span. Most markedly are the population projections for the 45-64 and 65-over age groups. The percentage of residents in the County over the age of 65 is relatively low (16%) when compared to some Florida counties. **Table 5** lists the population distribution by Age, and gives population projections for 2005 and 2010.

**TABLE 5: POPULATION DISTRIBUTION BY AGE**

Age	Population: Estimates / Projections		
	2000	Projected 2005	Projected 2010
0 – 14	23,472	26,918	26,993
15 – 24	13,571	17,234	17,412
25 – 44	33,985	35,653	35,930
45 – 64	32,528	40,099	40,236
65 – Over	19,579	24,412	28,114
Total	123,135	144,316	148,685

SOURCE: U.S. Census Bureau, Census 2000 and SJC Economic Development

- d. 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.<sup>6</sup>

Population estimates suggest the number of residents over the age of 65 will continue to increase over the years. Special Needs Registration is coordinated and consolidated through the St. Johns

<sup>6</sup> Also refer to the following reference documents on file at the Department of Emergency Management: 1) St. Johns County Special Needs Procedures / Opening a Special Needs Shelter. 2) St. Johns County Guidance Document for Home Health Care Agencies for Special Needs Clients.



County Department of Emergency Management. Special Needs Registration Forms are received from the St. Johns County Council on Aging, the St. Johns County Health Department, various Health Care and Home Health Agencies and other sources available. The potential for Persons with Special Needs who may require assistance in a major disaster event is substantial, the demographics of St. Johns County is such that a significant portion of the population is in need of assistance during an emergency. More than 500 (this number varies) citizens have been pre-registered with the County for assistance. This may be due to age, infirmity, illness, or vulnerability. These citizens require assistance with daily living, whether it is 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. All Special Needs Client information is on file with the Department of Emergency Management.

Registration – Upon receiving Registration Forms, each applicant is carefully triaged, taking various health issues into consideration, to insure proper placement and categorized into one of three groups. Low: Citizens requiring transportation to Public Shelters; Medium: Citizens with special medical needs who are capable of transporting themselves to the Special Needs Shelter; and High: Citizens with special medical needs who need transportation to the Special Needs Shelter.

Each Citizen is then input into our Client Risk Information System (CRIS), which is an Access Database Program, which allows for easy reference of our Special Needs Registrants. Each client's registration form is also labeled / input with their Fire and Evacuation Zone to insure accuracy when specified areas are called to evacuate. After registration is complete, each client is notified by mail of their registration, shelter placement and a list of supplies necessary when evacuating to a shelter.

Notification – When the threat of disaster is imminent, the Emergency Operations Center will activate the telephone operators. Those individuals (county volunteers and Health

Department employees) will call all of the pre-registered clients who reside in the expected impact areas. The clients will be informed about the emergency, and questioned concerning their need for assistance in the evacuation. Then if necessary or required, appropriate transportation will then be made available.

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, who will be organizing the transportation process, and the St. Johns County Council on Aging. Transportation is only available to a shelter within St. Johns County. During an emergency, clients will not be transported across County lines, to private homes or to hotels / motels.

- e. St. Johns County has a 6.7% migrant or non-English speaking population. St. Johns County has few farm workers.
- f. The annual tourist population in St. Johns County is approximately 3-million, with most tourists to the area visiting the City of St. Augustine and the County beaches. This population has a great effect on the County.

St. Johns County has an average of 12,751 non-permanent (seasonal) residents.

Information from the 2003 Study of Potential TDM and transit to serve seasonal residents by the Center for Urban Transportation Research.

- g. The hearing-impaired population (less than 2%) will be handled by the dispatch center through the TDD equipment. St. Johns County is unique, as the Florida School for the Deaf and the Blind is located here. School statistics from January 2003 note that they service 815 students from 54 counties; of those, 715 are served on campus. Of these students; 58% are deaf, 20% are blind, and 21% have special needs (deaf or blind and have an additional handicap).
- h. The transient (displaced) population in St. Johns County is 991. This information was provided by an official survey conducted by the St. Johns Homeless Coalition.
- i. There are eighty-four (84) mobile home parks in the County. These

parks total 2,975 possible units if filled.<sup>7</sup> Additionally, there are a large number of mobile homes in the rural areas of the County, for a total of 5,634 (per Statistical Reports on file at the Property Appraiser's Office) mobile homes throughout St. Johns County housing approximately 13,747 residents.

j. St. Johns County has two (2) juvenile detention centers; Hastings Youth Academy located at 765 East St. Johns Avenue | Hastings, Florida and the Department of Juvenile Justice Facility located at 4500 Avenue D | St. Augustine, Florida. The St. Johns County Detention Center is a 540-bed facility to house inmates for pre-trial and short-term sentences. It is located behind the EOC on Lewis Speedway.

- Hastings Youth Academy – 185 Beds | Male only | Level 6-8 Program
- St. Johns Regional Detention Center – 50 Beds | Male & Female | Juvenile
- St. Johns County Detention Center – 540 Beds | Male & Female | Adult

2. Population in Vulnerable Areas: The greatest concentration of population in St. Johns County exists in the areas most vulnerable to impact from specific hazards, such as hurricanes and transportation accidents / hazardous material spills. This is addressed in the St. Johns County LMS, which identifies vulnerable areas and population, and recommends specific mitigation projects to avoid, minimize or reduce damage. Awareness of potential population in vulnerable areas assists in planning for adequate response and recovery.

#### D. Economic Profile

The following is an economic profile of the County:

1. Employment by sector: **Table 6** illustrates a breakdown of employment by sector with the data currently available.

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<sup>7</sup> See Appendix O, Mobile Home Park, for a detailed listing of Mobile Home / RV Parks in St. Johns County.

**TABLE 6: 2003 | 2<sup>nd</sup> Quarter Employment Wages**

Industry	Units	April	May	June	Avg Emp	Total Wages	Avg Wages
Agriculture, Forestry, Fishing	8	72	76	73	74	401,399	5,424
Construction	18	50	47	65	54	245,792	4,552
Trade Transportation and Utilities	42	542	544	556	547	3,097,026	5,662
Retail Trade	32	129	131	132	131	595,945	4,549
Transportation and Warehousing	9	409	409	420	413	2,483,315	6,013
Information	3	15	16	16	16	112,391	7,024
Financial Activities	7	28	29	30	29	146,292	5,045
Professional Services	11	72	69	78	73	426,619	5,844
Education and Health Services	19	673	691	708	691	2,570,479	3,720
Leisure and Hospitality	7	113	118	129	120	415,105	3,459
Services	7	26	22	26	25	117,895	4,716
Federal Government	1	19	19	20	19	160,665	8,456
State Government	17	1,779	1,769	1,758	1,769	16,175,648	9,144
Local Government	9	477	476	365	439	2,725,088	6,207

Source: Available online at <http://lmi.floridajobs.org>

2. Unemployment Information: **Table 7** illustrates labor force statistics with data currently available.

**Table 7: St. Johns County Labor Statistics**

St. Johns County Labor Force Statistics November 2003	
	67,379
	65,074
	2,305
	3.4%
	82
	504

Source: <http://fred.labormarketinfo.com>

3. Per capita income: Most current information available shows an average personal income of \$41,448.00 (2001) and a median household income of \$48,962.00 (2000).
4. Property Values: **Table 8** illustrates property values for St. Johns County.

**Table 8: Average Property Values – 2003**

	Total Parcels	Total Value \$	Average Value \$
<b>Total Residential</b>			
Single Family	39,787	8,790,134,040	220,929.80
Mobile Homes	5,634	322,964,680	57,324.22
Multi-Family (less than 10 units)	1,845	377,665,830	204,696.93
Multi-Family (more than 10 units)	36	194,457,692	5,401,602.56
Condominiums	9,022	1,689,513,530	187,265.96
<b>Total Commercial</b>			
Improved Commercial	1,783	1,433,869,680	804,189
Improved Industrial	275	149,446,440	543,442
<b>Total Government / Institutional</b>			
Government	1,636	707,471,960	432,440
Institutional	398	399,721,470	1,004,324

SOURCE: St. Johns County Property Appraiser's Office

### **E. Emergency Management Support Facilities**

The following facilities support emergency management operations and resources:

1. Essential services and functions for victim survival, continuation of public safety actions, and disaster recovery are performed or provided. They also include "life-line" infrastructure essential to the mission of critical facilities such as water, power and sewer. St. Johns County Department of Emergency Management maintains the Critical Facilities Inventory. Data is updated annually, included in the St. Johns County Local Mitigation Strategy and provided to the State of Florida, Division of Emergency Management. A complete listing is available from the Department of Emergency Management.
2. The Logistical Staging Areas in St. Johns County are as follows:
  - a. St. Johns County Fairgrounds  
SR-207 | West of I-95  
Elkton
  - b. Northrop / Grumman  
5000 US-1 North  
St. Augustine
  - c. St. Augustine Outlet Center  
27000 SR-16  
St. Augustine
3. Emergency Helicopter Landing Zones <sup>8</sup> for Rapid Impact Assessment Teams include:

<sup>8</sup> A complete map of all emergency helicopter-landing zones is located in Appendix N, Maps.

Primary: St. Johns County EOC  
4455 Avenue A  
St. Augustine, FL 32095  
# 295628N0812016

Secondary: St. Johns County Agricultural Center  
3125 Agricultural Drive  
St. Augustine, FL 32092  
# 295434N0812447W

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

Emergency Operations span three separate but contiguous phases: emergency response, recovery and mitigation phases of a disaster. For the purposes of this plan, this concept of operations will focus on emergency response and relief efforts and measures to be taken for a smooth transition into intermediate and long term recovery from a major or catastrophic emergency. Organizational charts and matrixes have been provided in the Appendices to show the county's responsibility and the coordination between local agencies and the ESF's. In addition, the scope of these operational concepts and response actions will include:

1. Providing emergency notification and warning.
2. Describing emergency mobilization procedures.
3. Delineating emergency decision-making processes.
4. Describing types and methods of implementation of emergency protective actions.
5. Conducting rapid assessments of emergency impacts and immediate emergency resource needs.
6. Providing security to the hardest hit areas.
7. Coordinating information and instructions to the public.
8. Conducting emergency relief operations to ensure victims have been identified and that their needs are met.
9. Conducting preliminary damage assessments to determine the need for federal assistance.
10. Summarizing procedures for requesting federal disaster assistance.
11. Relaxation of protective actions and coordination of reentry into evacuated areas.
12. Restoration of essential public facilities and services.
13. Preparing for federal disaster assistance (public and individual).
14. Coordination of resources and materials.
15. Coordination of volunteer organizations.
16. Dissemination of information and instructions to the public.
17. Restoration of public infrastructure damaged by the emergency.

The EOC serves as the central command and control point for emergency-related operations and activities and requests for deployment of resources. In the event the EOC is threatened, an Alternate EOC is activated. The locations of the primary and secondary EOC are listed below. Additional COOP / COG relocation information can be found in the St. Johns County Continuity of Operations / Continuity of Government Plan on file at the Department of Emergency Management.

Primary: St. Johns County EOC  
4455 Avenue A  
St. Augustine, FL 32095

Secondary: St. Johns county Agricultural Center  
3125 Agricultural Drive  
St. Augustine, FL 32092

Alternate: Hastings Community Center  
6195 South Main Street | Suite-A  
Hastings, FL 32145

The County must be able to respond quickly and effectively to developing events. When an event or potential event is first detected, the EOC initiates Level III activation (monitoring). Communications is maintained between the EOC and the State Emergency Operations Center (SEOC).

While emergency response actions necessary to protect public health and safety are being implemented, the Policy Group will coordinate with the EMD, who will work with the ESF's to make preparations to facilitate the rapid deployment of resources, activate the County's Emergency Operations Center if necessary and implement this plan.

Operations Staff in the EOC and ESF representatives will contact the designated emergency coordinators in affected municipalities to begin to identify needed and anticipated resources and contact persons. Resource requests, which exceed the capability of the County, will be forwarded to the State ESF's.

The goal for each ESF is to have at least three individuals who are fully trained and capable of performing their duties and responsibilities in the EOC. It is essential that we are able to staff two shifts per day in the EOC for each activated ESF. Realizing of course, that each situation is different and depending on the scope of the disaster / emergency, not all ESF's may be activated or require 24-hour staffing. It is expected that due to the size of the county and availability of staff, outside resources would be necessary to conduct 24-hour staffing after 5 days in anything that is more than a major disaster.

Level of Disaster	Primary Response	Additional Responsibilities
<b>Minor</b>	EMD *	ESF-5, ESF-6, ESF-14
EMD in coordination with respective ESF-s will determine which ESF's require 24-hour operation	ESF-2	ESF-16, ESF-13, ESF-17
	ESF-3	ESF-1, ESF-7, ESF-12
	ESF-4	ESF-10, ESF-15
	ESF-9 **	ESF-8, EST-11
<b>Minor to Major</b>	Chairman and selected member of the Policy Group.	
	EMD *	ESF-5, ESF-14
	Operations Officer **	
	ESF-1	ESF-6, ESF-11
	ESF-2	ESF-17
	ESF-3	ESF-7, ESF-12
	ESF-4	ESF-10, ESF-15
	ESF-8	ESF-9
ESF-16	ESF-13	
<b>Major to Catastrophic</b>	Chairman and members of the Policy Group.	
EMD in coordination with respective ESF will determine which ESF's require 24-hour operation	EMD * Shift 1 Operations Officer * Shift 2 Operations Officer ** All ESF's with Supporting Agencies.	
* Primary team leader   ** Alternate team leader		

**B. Assignment of Responsibilities**

A department or agency may be designated as the Primary Agency for an ESF for a number of reasons. The agency may have a statutory responsibility to perform that function, or through the agency may have developed the necessary expertise to lead the ESF. In some agencies, a portion of the agency's mission is very similar to the mission of the ESF; therefore, the skills to respond in a disaster can be immediately translated from the daily business of that agency. Whatever the reason an agency is designated as the Primary agency, that agency has the necessary contacts and expertise to coordinate the activities of that support function.

St. Johns County is a medium county, there may be times when in the IMS used by the county, depending on the scope of the disaster, one agency may be responsible for several tasks, each represented by a different ESF in the State CEMP. This is a normal occurrence in emerging counties with limited resources.

Upon activation of the EOC, the lead agencies for the ESF's will designate a representative in the EOC to coordinate that ESF. It is up to the primary agency's discretion as to how many, if any, support agencies they will require present with them. However, due to the limited space available in the EOC, the attendance of support agencies should be closely coordinated with the EMD in the development of standard operating guidelines.



The Primary department or agency for the ESF will be responsible for obtaining all information relating to ESF activities and requirements caused by the emergency and disaster response. This information gathering will frequently require the primary agency to step outside traditional information gathering protocols.

The County will respond to local requests for assistance through the ESF process. Within the EOC, requests for assistance will be tasked to the ESF's for completion. The primary agency will be responsible for coordinating the delivery of that assistance.

The EOC Operations Coordinator will issue mission assignments to the primary departments for each ESF based on the identified resource shortfall. Resource tasking will be accomplished through the ESF's on a mission assignment basis. The tasking on a mission assignment basis means that a local government's resource shortfall will be addressed through assigning a mission to address the shortfall rather than tasking specific pieces of equipment or personnel.

The primary department or agency for that ESF will be responsible for identifying the particular resource or resources that will accomplish the mission and coordinate the delivery of that resource to the local government.

### **C. Plan Activation**

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

#### **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.*

### **D. Warning and Dissemination**

#### **1. General**

The purpose of this section is to outline the systems available for warning the responsible government officials and the general public of the threat of an impending disaster or that an actual emergency situation is in progress in the County.

Warnings of impending or potential emergencies such as a hurricane, tornado, or severe weather, or a notification of a sudden incident such as a tornado touchdown, an airplane crash, a major hazardous materials release or any other significant event that may impact multiple jurisdictions or large numbers of people must be disseminated to responsible officials, emergency response agencies, and to the public. The former notification is for the purpose of implementing emergency government and management procedures and reporting such actions to State emergency management agencies. The latter for instructions on appropriate protective actions and preparedness and response measures to take.

## 2. County Warning Point

The St. Johns County 911 Fire / Rescue Communications Center located at the St. Johns County Emergency Operation Center is designated as the official Warning Point for St. Johns County. A backup communications is available in the Communications Center. The ESATCOM System and 911 System are housed in the EOC and dispatch. The Communication Supervisor is designated as the Warning Officer for St. Johns County.

## 3. Significant Incidents

Notifications of watches, warnings, or the occurrence of significant events will be received at the Warning Point through bulletins and advisories from the National Weather Service received via the Emergency Satellite Communications System (ESATCOM), the NOAA Weather Radio, local media, telephone and the general public. These significant incidents may include but are not limited to the following:

- a. Any incident that may require a substantial evacuation and / or relocation of a given area.
- b. Any event posing a potential threat for a mass casualty incident.
- c. Any weather related warning advisory.
- d. Any formation of tropical weather systems.
- e. Any incident, which closes, or significantly blocks major roadways within the County.
- f. Any large or multiple structure fires.
- g. Any prolonged shutdown of public utilities.
- h. Any incident where public resources within St. Johns County are being deployed out of the County.
- i. Any event posing a major environmental threat.

## 4. Alerting

Upon the receipt of notification of any such significant event the Communications Supervisor or on-duty Communications personnel shall implement the procedure appropriate to the event (weather, fire, hazardous materials, mass casualty incidents, etc.) The Communications Supervisor will alert the Emergency Management Director

as needed. The Director or his designee may advise that one, or a combination of the following actions, be initiated by the Communications Supervisor as the County Warning Officer:

- a. Fax Alert Warning System.
- b. Notify the State Warning Point, via the Emergency Satellite Communications System (ESATCOM) or by telephone.
- c. Notify one or more designated agencies of county government or political subdivision(s).
  1. Initiate a partial or full call-out-alert.

#### 5. Call Out Alert

The call-out alert when initiated will be made to county governmental staff and non-county EOC staff utilizing telephone numbers maintained by the Communications Center and County Warning Officer. It will be the responsibility of Primary Agencies / Departments for ESF's to notify their respective support agencies, division directors, and / or staff, under their span of control. In addition, the following actions will be initiated:

- a. An alert will be sent to all Public Safety Answering Points and they will in turn notify public safety agencies for which they are jurisdictionally responsible.
  - b. St. Johns County political subdivisions, and other governmental and non-governmental agencies will be contacted, and utilize their own internal procedures to notify their staff of the threat or emergency situation.
  - c. Warning the public, whether via the Emergency Alert System (EAS) or other available means, will include instructions for any required actions, i.e., evacuation, keeping away from a disaster area, seeking cover from a threatened tornado.
- #### 6. Agency Notification when County / 911 Communications Center Procedures Are Not Implemented:

Upon notification of an emergency or disaster situation, Emergency Management Director is responsible for disseminating warnings to the following:

- Selected County Administration personnel;
- Mayors (or designee) of each municipality within the County;
- The primary agency contact for each Emergency Support Function.

The Emergency Management Director, will report to the EOC to supervise activation procedures for an actual or impending emergency. Key warning personnel will coordinate with adjacent jurisdictions using telephone, radio, courier, or any other means necessary and available.

Each Mayor or their representative will alert the municipal services in his / her community and supervise the dissemination of warnings in their municipality. The primary agency contact for each ESF will contact all of the support agencies to the ESF. All agencies will notify their personnel to begin activation procedures as described in the ESF Annexes and implementing SOP's. The County Emergency Operations Center will be activated under the following levels of activation:

## 7. Levels of Activation

- a. **Level III – Monitoring Activation** – Monitoring will be implemented whenever the Emergency Management Agency receives notice of an incident, which may escalate to threaten public safety. During Level III activation, Emergency Management will disseminate information to the EOC team via facsimile, alpha paging, e-mail and radios.
- b. **Level II – Hazard Specific Activation-** Activation Level II may be implemented by the County Administrator, Emergency Management Director, or their Designee. Only those ESF's impacted by the hazard or involved in the response will be represented at the EOC.
- c. **Level I – Full St. Johns County Activation** – Activation Level I (Full County) may be implemented for a major event. All ESF's, the Command Staff, Liaison Group, and Support Staff will be staffed 24 hours a day.

## 8. Levels of Disaster

The Director of Emergency Management has the responsibility to activate the EOC and carry out the policies of the CEMP as directed by the County Administrator under St. Johns County Ordinance 94-25 whether it is a minor, major or catastrophic disaster of any kind.

The position that may change will be Incident Commander (IC) on the scene of the emergency. For example: Wildfire – Fire chief would be the IC, Bio-Terrorism – Director of the Health Department would be the IC.

- a. **Minor Disaster** – A disaster that 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 III.

- b. **Major Disaster** – A disaster beyond the capabilities of local governments. County, municipal, private and volunteer sectors have resource shortfalls. Some ESF's 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.
  - c. **Catastrophic Disaster** – A disaster beyond the capabilities of state government. All county, municipal, state, private and 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 I.
9. **Warning to the General Public**

St. Johns County must provide the general public with sufficient advance warning time for effective preparation and emergency plans to be implemented. Warning to the public is a major concern as there are no local television stations. Notice must be coordinated with stations in Jacksonville for TV and radio broadcast of PSA's. The only local capability is through the local AM / FM radio stations and Time Warner Cable. The following warning systems are available to disseminate warnings and warning information to the public:

- Blast Fax to media and local businesses
- EAS and Local Cable – Time Warner
- Emergency Alert System (EAS)
- GTV3 (Local Government Television)
- Local Phone Books
- Public Address or Door to Door, if needed
- Public Displays
- Public Speaking Events
- Weather Alert Radio
- Website at: [www.sjcemergencymanagement.org](http://www.sjcemergencymanagement.org)
- Volunteer Radio Groups
- 904-824-5550 St. Johns Emergency Information Line (rumor control)

#### **E. Emergency Decision Making**

Two key elements that are essential for making sound emergency decisions are knowing the amount of time that is needed to respond to the emergency and the amount of resources that are needed and available. When making emergency action decisions the following general methodology will be used:

1. In hurricanes or weather related emergencies, pre-emergency hazard times are computed based on a Hurricane Tracking Program. These times therefore are based on the actual characteristics of the event (i.e., forward speed of the storm and the distance tropical storm conditions extend from the eye). Total

evacuation times are the combination of the clearance and pre-emergency hazard times. St. Johns County Evacuation times can be found in the Hurricane Evacuation Study.<sup>9</sup>

2. The probabilities generated by the National Weather Service (NWS) will be considered when recommending protective measures. These probabilities are simple mathematical odds deduced from computer weather models. St. Johns County is a subscriber to Hurrevac and EM Staff has received formal training to use the computer-modeling program.
3. Pre-emergency hazard time is the amount of time between the onset of the event and the actual arrival of hazardous conditions.
4. After determining the total pre-emergency time and the length of time before the arrival of hazardous conditions, a projection is made of when a decision must be reached. This is decision time.
5. Decision time is the amount of time available before the issuance of protective actions to allow adequate response time for the threatened population.
6. Execution time is the time available that allows for the completion of an emergency action before hazardous conditions are experienced. This would include a mobilization time.
7. During the process of decision making determination for the issuance of protective actions and furnishing of assistance will be based on the following priority:
  - a. Life-Threatening circumstances - A problem is directly linked to life threatening circumstances, such requests will receive first priority.
  - b. Protection of Property - A threat exists for large-scale damage to property.
8. Operational responses to the above situations will be based upon the following:
  - a. Availability of Resources: ESF-7 must assess the availability of resources, consider anticipated problems and identify the most effective method of meeting the request.
  - b. Location of Resources: ESF-7 staff will identify the closest available resources.
  - c. Arrival Time: ESF-7 staff will estimate the time of arrival of resources.

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<sup>9</sup> The Hurricane Evacuation Study – 1998 is a separate reference and planning document that can be found on file at the Department of Emergency Management as well as the St. Johns County Public Libraries.

## **F. Protective Actions**

### **1. Evacuations**

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 Department of Emergency Management.

The St. Johns County Evacuation Plan is on file with the Department of Emergency Management. The plan includes technical information from the Northeast Florida Hurricane Evacuation Study – 1998, as listed below:

- Evacuating People Statistics
- Hurricane Hazards
- Authorization
- Warning
- Evacuation Decision Making
- Evacuation Time Requirements
- Evacuation Zones
- Clearance Times
- Checklists
- Maps
- Shelter Data
- Time Delineating Schedule

St. Johns County instituted a Category 1 evacuation due to the threat from Hurricane Floyd in 1999.

Most evacuations will be local in scope and an emergency response incident commander will initiate actions following a decision. In such cases, the actions will be coordinated and administered by emergency response officials using local resources in accordance with operational procedures. During any county administered evacuation that does not require activation of the EOC, the Emergency Management Agency will provide assistance under the various County agencies' normal statutory authority through coordination. However, in the event of a multi-jurisdictional operation, the County Chair may issue a declaration of a local state of emergency and evacuation order in support of a municipality. This decision will be made following consultation with the

Emergency Management Director and representatives of the jurisdictions involved.

All County assistance and support of such actions will be coordinated from the EOC under the direction of the Emergency Management Director. Decisions on issues, such as deploying and pre-deploying personnel; determining evacuation routes; directing people caught on evacuation routes to safe shelter; ensuring the sufficiency of fuel; and addressing any matters relative to the ordered protective actions will be made by the Executive Policy Group.

Evacuation route maps are located in the EOC and available for use in an emergency. Regional Evacuation will be coordinated utilizing the existing Regional Hurricane Evacuation Procedure.

## 2. Sheltering

The opening of shelters is a responsibility of ESF-6. Should a request for assistance be made to the EOC, it will be to support the sheltering plan as identified by that support function. The EOC will coordinate through ESF-6 any requests for assistance from other ESF's that will be needed to support multi-jurisdictional shelter operations.

The Superintendent of Schools may close any or all schools should the need arise. The Superintendent, or his designee, will meet with the EMD to discuss the need for school shelters, the impact of closure on the school year and possible reopening dates. Any school closures will be coordinated with input from the Superintendent as a matter of policy.

There is one shelter, Hastings Community Center, which is located in a Category 3 Storm Surge under very specific storm conditions tracking from west to east. All shelters are vulnerable to damage or destruction from Category 3 or higher hurricanes. See the St. Johns County Shelter List, for complete shelter details, located in Appendix S.

Refuges of last resort will be used for temporary and minimal sheltering to evacuees who cannot be accommodated in public shelters. These shelters would not be expected to offer bedding, food/water, medical or other services. The evacuees should be self-supporting. Every attempt will be made to move these evacuees to public shelters as soon as possible. Sources of refuge would include church buildings, service club buildings, fire halls, community centers and possible individual homes if not needed. Unoccupied office, warehouse or other types of building may be utilized.

## G. Relief Operations

Once the emergency has passed, coordination of relief operations will begin such as search and rescue operations, mass casualty activities, the provision of emergency



supplies, preliminary damage assessment, emergency debris removal, and emergency restoration of utilities. The EOC will continue to direct management and coordination of all emergency response functions. Emergency relief agencies as well as all levels of government and the responding disaster relief organizations will be represented through various emergency support functions in the Emergency Operations Center.

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

The municipalities will make requests for immediate relief supplies and resources to the EOC. The EOC will consolidate all city requests into a County request for immediate relief resources. The County request for outside resources will be made to the State.

#### **H. Activation of the National Response Plan**

When it becomes apparent that the anticipated magnitude and extent of damages will be beyond the capabilities of the County and State and that federal resources will be necessary to supplement local emergency response efforts, the Governor will contact the Director of the Federal Emergency Management Agency's (FEMA) Regional Office in Atlanta and request activation of the National Response Plan. Activation of this plan authorizes the mobilization of federal resources necessary to augment State and local emergency efforts.

##### **FEMA's Advanced Emergency Response Team**

An advance element of the Emergency Response Team (ERT/A) is the initial group to respond in the field and serves as the nucleus for the full Emergency Response Team (ERT). The ERT/A is headed by a team leader from FEMA and is composed of FEMA program and support staff and representatives from selected federal agencies.

A part of the ERT/A will deploy to the EOC to work directly with the County to obtain information on the impacts of the emergency and to begin to identify specific requirements for federal assistance. Other members of the ERT/A will deploy directly to the most affected areas to identify an appropriate location for the Disaster Field Office (DFO); establish communications; and set up operations in the field.

##### **FEMA's Emergency Response Team**

The Federal Coordinating Officer (FCO) will head the full Emergency Response Team (ERT). The ERT is composed of the FCO, FEMA program and support staff, and

representatives from each of the 12 federal ESF's. The responsibilities of the ERT include:

- a. Coordinating overall federal response and emergency response activities to the County.
- b. Working with the County to determine support requirements and to coordinate those requirements with the ESF's.
- c. Tasking the ESF's or any other federal agency to perform missions in support of the County. Upon their arrival, the team leader and ESF's will receive an operational briefing from the Emergency Management Director and be assigned space from which to conduct their activities. Once this is completed, federal ESF staff will establish contact with their counterparts on the County and State ESF's to coordinate the provision of federal assistance to meet resource needs, which exceed the capability of the State and affected local governments.

#### **IV. FINANCIAL MANAGEMENT**

It is the intent of this policy to provide guidance for basic financial management to all departments and agencies responding under the provisions of the plan. Additionally, to ensure those funds are provided expeditiously and those financial operations are conducted in accordance with appropriate policies, regulations and standards.

##### **1. Assumptions**

- a. Due to the nature of most emergency situations, finance operations will often be carried out with compressed time frames and other pressures, necessitating the use of non-routine procedures. This, in no way, lessens the requirements of sound financial management and accountability.
- b. A Presidential disaster or emergency declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act in addition to the financial resources initiated at the local and state levels.

##### **2. Expenditure of Funds**

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

- a. In concert with federal guidelines, officials of the primary and support agencies will give approval for expenditure of funds for response operations. Each agency is responsible for establishing effective

administrative controls of funds and segregation of duties for proper internal controls, and to ensure that actions taken and costs incurred are consistent with the missions identified in this plan.

- b. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records and file copies of all expenditures (including personnel time sheets, purchase orders (PO's), credit cards, receipts, ICS Forms) in order to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement is NOT an automatic "given," so, as much deliberative prudence as time and circumstances allow should be used.
- c. The Finance and Budget Departments of St. Johns County will coordinate a training schedule for emergency event financial reporting and records maintenance requirements to coincide with the Emergency Management Department annual training and exercise schedule.
- d. All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in compliance with:
  - The Code of Federal Regulations - Title 44 Emergency Management and Assistance (CFR 44); relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act;
  - Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities of local government.
  - The County and Municipal Finance Divisions.
  - The *Handbook for Disaster Assistance*, Department of Community Affairs, Division of Emergency Management, has been prepared to provide basic information and instructions. This handbook can be obtained from the St. Johns County Department of Emergency Management.
  - The *Public Assistance Policy Digest*, Federal Emergency Management Agency, defining policies and procedures for the Public Assistance Program. This handbook can be obtained from the St. Johns County Department of Emergency Management.
- e. The preservation of vital records for the continuation of government will be the responsibility of the Department Heads and Constitutional Officers. Records are stored in a County Warehouse or in the EOC to insure the preservation of vital records pre and post disaster.
- f. The Finance Director is responsible for implementing, maintaining and tracking all financial projects and matters during and after a disaster with assistance from Emergency Management staff as needed.

- g. Funding sources are available and include the following:
- Emergency Management Preparedness and Assistance (EMPA) Trust Fund
  - County Base Grant Program
  - Emergency Management Competitive Grant Program
  - Municipal Competitive Grant Program
  - State and Local Assistance (SLA) Program
- h. Mutual Aid Requests

Mutual Aid requests for St. Johns County are coordinated through the St. Johns County Department of Emergency Management as referenced in the State Wide Mutual Aid Agreement. Conversely, any request from outside St. Johns County will be coordinated through the St. Johns County Department of Emergency Management as referenced in the State Wide Mutual Aid Agreement. The Clerk of the Court will maintain original agreements with working copies at the department level. St. Johns County, the City of St. Augustine, the City of St. Augustine Beach and the Town of Hastings are signatories to the State Wide Mutual Aid Agreement. The EMD has responsibility for overseeing the mutual aid process in a disaster.

St. Johns County has responded to Mutual Aid requests from other counties including EMS units, fire apparatus and manpower. The documentation that was used to bill the receiving County included time sheets, travel logs, receipts and ICS Forms.

- i. Municipalities

Each municipality in St. Johns County is responsible for their own financial management during a disaster. St. Johns County will offer guidance on policies, regulations and standards to the municipalities to ensure that expenditures are disaster related and can be included in the FEMA reimbursement process.

The municipalities will be notified of each meeting on the PA process (if declared) and necessary steps to take in the reimbursement process.

## **V. TRAINING**

### **I. GENERAL**

This section will outline a training program that will ensure that emergency responders and the public fully understand the overall concept of Emergency Management and their responsibilities before, during and after an emergency / disaster.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

1. The St. Johns County Department of Emergency Management has prepared a training program to provide guidance for local governments to improve their capability for mitigation activities as well as respond effectively to, and recover from an emergency or disaster. See Training Program, Appendix E.
2. The training program shall have three dimensions:
  - a. Programs and courses available through the Federal Emergency Management Agency, the State and other governmental / volunteer agencies.
  - b. Local departmental emergency response training.
  - c. Community based awareness, self-help, population protection procedures, and public awareness training for the general public.

### **B. Phases of Management**

1. Mitigation / Preparedness Training
  - a. Division / Agency heads will designate Emergency Coordinators within their organization.
  - b. Division / Agency heads and Emergency Coordinators will participate in Emergency Management training to better prepare their organizations for responding to emergencies/disasters.
  - c. Divisions / Agencies will identify needed Emergency Management training and request it from the St. Johns County Emergency Management Department.
  - d. All divisions / agencies are encouraged to budget for training and exercising.
2. Response
  - a. The Emergency Management Institute and the Florida Division of

Emergency Management provide residence training for law enforcement, medical, fire services, utilities and emergency management personnel, as well as local appointed officials and their staffs.

- b. Resident training at the Emergency Management Institute is encouraged for response groups from the jurisdictions to better understand the Integrated Comprehensive Emergency Management concept and the local Plan.
- c. The objectives of Emergency Management training are to develop team skills for the St. Johns County Emergency Operations Center; field operations; information systems; technical information related to hazard mitigation, preparedness, response and recovery; and roles and responsibilities of all levels of government and the private sector in the face of emergencies or disasters.
- d. Group training is encouraged for the St. Johns County Emergency Operations Center staff, Executive Policy Group, individuals, information officers, all government division / department heads and their Emergency Coordinators, damage assessment teams, school board personnel, medical / health, institutional personnel, volunteers, communications / dispatchers, etc.
- e. Internal training consists of the concepts of field operations and key components of the St. Johns County Comprehensive Emergency Management Plan. An overview of the St. Johns County Comprehensive Emergency Management Plan and training is essential to departments / agencies in developing their department's emergency procedures.
- f. Internal training should be done on-site and in-groups.
- g. Community awareness programs are provided to train citizens as to what actions are expected of them before, during and after an emergency / disaster.
- h. Preparing citizens for protective action and self-help practices immediately following a disaster is part of the Emergency Management training program.
- i. The Emergency Management training program encourages members of all groups to take advantage of available training.
- j. Exercises

1). General

"Exercising" is the primary way to activate, test and evaluate the components of the St. Johns County Comprehensive Emergency Management Plan and to determine if the plan will work in an actual emergency / disaster situation.

2). There are four principal reasons for conducting exercises:

- a). To detect deficiencies in a plan.
- b). To detect deficiencies in the overall system.
- c). To identify potential personnel and staff problems of divisions / agencies.
- d). To detect problems relative to functions and operations of equipment.

3). Progressive Exercising

- a). Tabletop exercises are designed to detect potential problems with coordination, to determine the appropriateness of assigned responsibilities and to achieve a certain level of familiarity of a plan.
- b). Functional exercises are more complex and are designed to test individual functions, such as direction and control, multiple functions, decision making, warning, public information or recovery.
- c). Full-scale exercises are the highest level of exercise. It is the culmination of the exercise program. It is designed to evaluate the operational capability of the emergency management system over a substantial period of time. It tests major components and sub-components of the plan.

4). Exercise Requirements for Every Jurisdiction

Each of the municipalities in St. Johns County is responsible by law for the safety and welfare of its citizens. Training should therefore involve the utilization of all municipal as well as County capabilities in a coordinated effort in accordance with individual plans and Standard Operating Procedures (SOP's).

- a). The St. Johns County Department of Emergency Management will conduct an annual exercise, which will incorporate the participation of all county agencies and municipalities, utilizing the County CEMP as a guide.
- b). A functional exercise is to be conducted once every three years, in a four-year period.
- c). A full-scale exercise is required every four years.
- d). A constructive evaluation of exercises will be completed for the purpose of plan revisions and creating a living document.

### 3. Recovery

- a. Recovery exercises complete the process of exercising the St. Johns County Comprehensive Emergency Management Plan. Recovery exercises are designed to fit the format from tabletop to full-scale exercises.
- b. Individual and departmental evaluations of exercise performance are used to determine internal training requirements.
- c. Group and individual training at the Emergency Management Institute should be scheduled routinely. These courses cover natural and technological hazards, as well as event specific courses.

## III. RESPONSIBILITIES

- A. The St. Johns County Department of Emergency Management is responsible for ensuring the St. Johns County Emergency Operations Center staff and operational responders fully understand their procedures and responsibilities, as outlined in the St. Johns County Comprehensive Emergency Management Plan.
- B. Training and scheduling of training for Emergency Management purposes will be coordinated through the St. Johns County Department of Emergency Management.
- C. Department / Agency heads should budget for, and participate in, training activities related to emergency preparedness programs.
- D. Municipalities: The Mayor (or designee) is responsible for the training of personnel under the jurisdiction of that office. Appropriate personnel should attend training courses offered by Federal, State and local organizations whenever possible.



E. The St. Johns County Department of Emergency Management will:

1. Coordinate all disaster-related training within the County to ensure that all of the overall objectives of the CEMP are being met. As an example:
  - Radiological monitoring;
  - Shelter management;
  - Handling of hazardous materials;
  - Damage assessment
2. Assist County departments and agencies, municipalities, and non-governmental disaster agencies as required, in attaining coordinated training and education objectives.
3. Utilize to the fullest extent all available means to reach the maximum number of County residents to provide sufficient public information with which to develop individual plans:
  - Booklets, pamphlets, and brochures for public distribution;
  - Lectures and seminars relating to personal disaster preparation;
  - Local public information spots on radio and television.
4. Conduct exercises to evaluate components of the CEMP. Upon completion of exercises, procedures and training will be modified to correct the deficiencies noted.

F. Those agencies or departments having Primary and Support responsibilities for ESF's will establish training programs covering their respective responsibilities, in accordance with approved ESF Annexes and SOP's.

G. Further information is located in the Training Appendix.

#### **IV. REFERENCE AND AUTHORITIES**

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

##### **A. St. Johns County**

1. Chapter 252.38, Florida Statutes delineates the emergency management responsibilities of political subdivisions in safeguarding the life and property of citizens and other persons within the political subdivision. Key points within the statutes are listed below.

- a. St. Johns County shall perform emergency management functions within the territorial limits of St. Johns County and conduct those activities pursuant to 252.31 – 252.91, and in accordance with state and county emergency management plans and mutual aid agreements. St. Johns County has the authority to establish, as necessary, a primary and one or more secondary emergency operating centers (EOC's) to provide continuity of government, and direction and control of emergency operations.
- b. St. Johns County has the power to appropriate and expend funds; make contracts; obtain and distribute equipment, materials and supplies for emergency management purposes; provide for the health and safety of persons and property, including assistance to victims of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set forth by federal and state emergency management agencies.
- c. St. Johns County has the authority to request state assistance or invoke emergency related mutual aid assistance by declaring a local state of emergency. The duration of the local state of emergency shall be limited to 7 days, and it may be extended as necessary in 7-day increments. St. Johns County participates in the Statewide mutual aid agreements in existence. The county also has the power and authority to waive the procedures and formalities otherwise required of St. Johns County by law, pertaining to:
  - Performance of public work and taking whatever prudent action is necessary to ensure the health, safety and welfare of the community.
  - Entering into contracts and incurring obligations.
  - Employment of permanent and temporary workers.
  - Utilization of volunteers.
  - Rental of equipment.
  - Acquisition and distribution, with or without compensation, of supplies, materials and facilities.
  - Appropriation and expenditure of public funds.
- d. St. Johns County recognizes the right of municipalities within the County to establish their own emergency management plans and programs. Those municipalities establishing emergency management programs will coordinate their activities and programs with the St. Johns County Department of Emergency Management in accordance with 252.38 (2) Florida Statutes.

2. St. Johns County Department of Emergency Management serves the entire county. It is the responsibility of St. Johns County to establish and maintain an emergency management agency, develop a comprehensive emergency management plan and program that is consistent with the state comprehensive emergency management plan and program.
3. The St. Johns County Department of Emergency Management will review emergency management plans required of external agencies and institutions.
4. St. Johns County School Board will, during a declared local state of emergency and upon the request of the Emergency Management Director participate by providing facilities and personnel to staff those facilities. St. Johns County School Board will, when providing transportation assistance, coordinate the use of vehicles and personnel with Emergency Support Function 1, Transportation.

## **B. Ordinances and Administrative Rules**

1. The following ordinances and administrative rules apply to St. Johns County Emergency Management Activities
  - a. Chapter 1 - Definitions
  - b. Chapter 7 - County Boundaries
  - c. Chapter 14 - Title IV, Executive Branch, Governor
  - d. Chapter 22 - Emergency Continuity of Government
  - e. Chapter 23 - Florida Statutes, as amended by Chapter 93-211, Laws of Florida.
  - f. Chapter 30 - Sheriffs
  - g. Chapter 73 - Eminent Domain
  - h. Chapter 74 - Proceedings Supplemental to Eminent Domain
  - i. Chapter 125 - County Government
  - Chapter 162 - County or Municipal Code Enforcement
  - Chapter 165 - Title XII, Municipalities, Formation of Local Governments
  - Chapter 166 - Municipalities
  - Chapter 553 - Building Construction Standards
  - j. Chapter 154 - Public Health Facilities
  - k. Chapter 161 - Beach and Shore Preservation; Part III, Coastal Zone Preservation
  - l. Chapter 163 - Intergovernmental Programs; Part I, Miscellaneous Programs
  - m. Chapter 166 - Municipalities
  - n. Chapter 187 - State Comprehensive Plan
  - o. Chapter 252 - Emergency Management
  - p. Chapter 321 - Highway Patrol
  - q. Chapter 380 - Land and Water Development

- r. Chapter 381 - Title XXIX, Public Health
- s. Chapter 401 - Medical Communications and Transportation
- t. Chapter 403 - Environmental Control
- u. Chapter 404 - Radiation
- v. Chapter 406 - Medical Examiners
- w. Chapter 409 - Title XXX, Social Welfare
- x. Chapter 427 - Transportation Services
- y. Chapter 768 - Good Samaritan Act
- z. Chapter 870 - Affrays, Riots, Routs and unlawful assemblies

## 2. Federal

- a. Public Law 106.390, as amended, which provides authority for response assistance under the Federal Response Plan, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.
- b. Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.
- c. Public Law 81-290, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state and local levels for all types of hazards.
- d. Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, which governs hazardous materials planning and right-to-know.
- e. Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- f. Public Law 95-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- g. Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in pollutants.
- h. Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.

- i. Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.
  - j. Public Law 91-671, Food Stamp Act of 1964, in conjunction with section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
  - k. Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
  - l. Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management and Shelter Program.
  - m. National Flood Insurance Act of 1968, 42 USC 4001 et seq.
3. Administrative Rules – State of Florida
- a. Florida Department of Community Affairs Administrative Rules 9G2, 6, 11, 12, 14, 16, 17, 19 and 20.
  - b. Florida Department of Community Affairs Administrative Rules 9J2 and 5.
4. Federal
- a. CFR 44 Parts 59-76, National Flood Insurance Program and related programs.
  - b. CFR 44 Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
  - c. CFR 44 Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
  - d. CFR 44 Part 10, Environmental Conditions.
  - e. CFR 44 Part 14, Audits of State and Local Governments.
5. St. Johns County Ordinances
- a. St. Johns County Comprehensive Plan, as amended.
  - b. St. Johns County Resolution No. 94-25
  - c. St. Johns County Resolution No. 99-47
  - d. Declaration of a Local State of Emergency
  - e. A sample copy of a local resolution for declaring a Local State of Emergency is contained in the Resolution Appendix.
  - f. Local Mitigation Strategy – last revision April 2004.
  - g. 2000 Statewide Mutual Aid Agreement

6. References that apply to the Comprehensive Emergency Management Plan:
- St. Johns County LMS
  - St. Johns County COOP / COG
  - St. Johns County Terrorism Annex
  - St. Johns County Comprehensive Hazardous Materials Plan
  - Northeast Florida Hurricane Evacuation Study 1998
  - 2000 Census
  - St. Johns County Sheriff's Office Hurricane Response Manual
  - St. Johns County Fire / Rescue policy Manual
  - St. Johns County Evacuation Plan
  - St. Johns County Debris Management Plan
  - St. Johns County Damage Assessment Plan
  - St. Johns County Fire / Rescue Communications SOP
  - National Response Plan
  - Duval County CEMP
  - Clay County CEMP
  - Union County CEMP

## **V. DIRECTION AND CONTROL**

### **A. Governor**

Under the provisions of Section 252.36, Florida Statutes, the Governor is responsible for meeting the dangers presented to the state and its people by emergencies. In the event of an emergency beyond the control or capability of local governments, the Governor may assume direct operational control over all or any part of the emergency management functions within the state. Pursuant to the authority vested in that position under Section 252.36, the Governor may:

1. Declare a State of Emergency to exist through the issuance of an Executive Order or Proclamation.
2. Activate the response, recovery and mitigation components of existing State and local emergency plans.
3. Serve as Commander in Chief of the organized and voluntary militia and of all other forces available for emergency duty.
4. Authorize the deployment and use of any forces, supplies, materials, equipment and facilities necessary to implement emergency plans.

5. Suspend the provisions of any regulation, statute, order or rule prescribing the procedures for conducting government business if compliance would in any way hinder or delay necessary emergency actions.
6. Utilize all available resources of the state and local governments, as reasonably necessary to cope with the emergency.
7. Transfer the direction, personnel and functions of state agencies to assist in emergency operations.
8. Commandeer or utilize any private property necessary to cope with the emergency.
9. Direct and compel the evacuation of all or part of the population from any threatened or stricken area.
10. Prescribe routes, modes of transportation, and destinations for evacuees.
11. Control ingress and egress to and from an emergency area, the movement of persons within the area, and occupancy of premises therein.
12. Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives or combustibles.
13. Make provisions for the availability of temporary emergency housing.

**B. Governor's Authorized Representative (GAR)**

Section 252.36, Florida Statutes, authorizes the Governor to delegate or otherwise assign his command authority and emergency powers as deemed prudent. The Governor has appointed the State Coordinating Officer (State Director of Emergency Management) as his authorized representative, to act on his behalf in carrying out the provisions of Chapter 252, Florida Statutes.

**C. Board of County Commissioners**

Under the provisions of Section 252.38, Florida Statutes, the Board of County Commissioners is responsible for safeguarding the life and property of the citizens of St. Johns County, and to provide for the effective and orderly governmental control and coordination of emergency operations. For the purpose of effectively carrying out these emergency responsibilities the Board has delegated these authorities to the Emergency Management Director and / or his designee.

**D. Director of Emergency Management**

Section 252.38, Florida Statutes, directs each county to establish an Emergency Management Agency and appoint a Director to carry out the provisions of section 252.31 - 252.60. The St. Johns County Department of Emergency Management, Emergency Management Director is the designated Emergency Manager for the County. In this capacity, the Director is directly and solely responsible for:

1. Organization, administration and operation of the Emergency Management Agency, the County Emergency Operations Center and other related operational facilities.
2. Serves in the capacity of advisor to the Board of County Commissioners during emergency or disaster operations.
3. Coordinator of activities services and programs to emergency planning and emergency response throughout St. Johns County.
4. Maintaining liaison with State, Federal and other local Emergency Management Agencies.
5. Development and maintenance of operational planning for emergency responses.
6. Instituting training programs and public information programs.
7. Ascertaining the requirements of the County in order to implement emergency response operations.
8. Taking all preparatory steps necessary, including the partial or full emergency mobilization of agencies of county and municipal governments in advance.
9. Cooperating with the Governor's Authorized Representative, the State Division of Emergency Management and all other Federal and relief agencies in matters pertaining to Emergency Management.
10. Taking measures to carry into effect any request from municipalities, agencies, the State Division of Emergency Management, or Federal agencies for any appropriate Emergency Management activity.
11. Carry out any implemented actions deemed necessary by the Chairman of the Board of County Commissioners.

#### **E. Direction and Control Day-to-Day Operations**

The St. Johns County Department of Emergency Management, Emergency Management Director during normal operations shall report directly to the County



Administrator. The Emergency Management Director will oversee the normal day-to-day operations of Emergency Management. See Day-to-Day Operations Chart in the Organizational Charts Appendix.

#### **F. Additional Direction and Control Policies**

1. The Chairman of the St. Johns County Board of Commissioners and City Commissions of Incorporated Jurisdictions has the responsibility and authority to direct and control emergency / disaster operations in their jurisdictions.

Municipalities, pursuant to F.S. Chapter 252.38, legally constituted, may establish emergency management programs and develop emergency management plans in conformance with Federal, State and County plans.

The other municipalities' command and control operative will be supported by the County Emergency Operations Center.

2. The public officials in other incorporated cities of St. Johns County are responsible to provide policy guidance in the administration of emergency management programs in their respective jurisdictions.
3. The Emergency Management Director will serve as senior liaison officer for St. Johns County when coordinating with the Florida Division of Emergency Management, Florida Military forces and Federal Military forces.
4. When the provisions of this are in effect, centralized direction and control of all emergency / disaster operations will be coordinated through the St. Johns County Emergency Operations Center.
5. The Emergency Management Director, when required, to ensure quick response to an actual or impending emergency / disaster, will activate appropriate portions of this plan.
6. The St. Johns County Board of County Commissioners (BOCC) is responsible for making decisions regarding the governance of the county. Each county department reports to the County Administrator. Within this structure, the St. Johns County Department of Emergency Management is responsible for all aspects of emergency management including preparedness, response, recovery and mitigation. The day-to-day management structure is depicted in the Organizational Charts Appendix.
7. A copy of the State Wide Mutual Aid Agreement is included in the Mutual Aid Appendix.

## **G. St. Johns County Response Team Organization**

In order to facilitate the use of the ESF Concept, the organizational structure has been designed to match the Incident Management System (IMS). The Chair of the Board of County Commissioners, through his / her designee, the Emergency Management Director, may be the Incident Commander during emergency situations. See Organizational Charts, Appendix A.

1. The organizational structure depicted in the Organizational Charts Appendix is established to ensure the effective coordination of county resources during emergency response operations and collectively represents the St. Johns County Emergency Response Team. Each section within the IMS contains functional responsibilities that can be matched with corresponding Emergency Support Functions in the State CEMP. In the IMS used by St. Johns County, depending on the scope of the disaster, one agency may be responsible for several tasks, each represented by a different ESF in the State CEMP. For example, the St. Johns County Sheriff's Office supports ESF-9, Search and Rescue and is the lead agency for ESF-16, Law Enforcement. The St. Johns County Sheriff's Office also provides support for several other agencies during emergency operations.
2. To ensure continuous leadership authority and responsibility during emergency situations, a Line of Succession has been established by County Ordinance 94-25. See the Organizational Charts Appendix.

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

Recovery  
Annex I



## I. INTRODUCTION

Following a disaster many critical post-disaster concerns will have to be addressed. Resolution of these issues will require a coordinated local, state and Federal effort. The recovery section establishes a detailed framework of federal and state government support for local government efforts to restore essential public and social services following a disaster. Much of this support involves the coordination and administration of federal disaster assistance. This section will outline the process for assessing the need for and administration of local, state and Federal disaster assistance.

Disaster recovery operations highlight the importance of the recovery period. Public Officials must be prepared to lead the community to recovery (victims and their families, emergency workers and volunteers), restore utilities, repair roads, and program for future development, without losing sight of the less visible damage caused by emergencies and disasters.

## II. GENERAL

Because the St. Johns County Emergency Operations Center (EOC) will be fully utilized, a Disaster Field Office may be established to manage, coordinate, control and direct the response and recovery efforts for joint Federal-State operations following a major event. The EOC charts in the Organizational Charts Appendix define the assumptions and functions associated with the DFO. The EOC will serve as the coordination point for establishing the DFO, Rapid Impact Assessment Teams (RIAT's), staging areas and other sites for coordinated assistance. The center will be established and manned by representatives from each ESF and other agencies involved in the recovery process. The DFO will be organized along the same lines of responsibility as the state and federal response and recovery systems.

- Direction, control and coordination during the immediate recovery phase focuses on the following types of activities:
- Establishment of an inter-county recovery network designed to provide the support for movement of response actions, relief supplies and services into the county.
- Allocation and administration of the distribution of emergency supplies including food, water, ice, and medications.
- Managing post-event sheltering operations.
- Initiating preliminary damage assessment (airborne and ground), debris removal and the restoration of utilities.

The primary local coordinating agency for requesting resources and relief supplies and support within the county is the Department of Emergency Management. This function

will be performed from the EOC until directed by the Emergency Management Director to move to the DFO. This transfer to the DFO will only take place when there is sufficient evidence that sustainment of operation is achievable and immediate danger has passed allowing recovery efforts to be initiated safely.

1. St. Johns County Department of Emergency Management has primary responsibility for coordinating recovery efforts. The Director will appoint the local liaison to the Disaster Field Office (DFO) and state recovery staff, upon activation of the DFO.
2. The Emergency Management Director will request the State to participate in establishing a DFO and will appoint a liaison to the State Recovery Staff. Individual ESF's in the EOC and DFO will coordinate with their state counterparts during response and recovery operations. In order to assure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, state and federal agencies will be encouraged to have liaisons in the DFO.
  - a. The Emergency Management Director will appoint the liaison to coordinate recovery activities with the municipalities. Individual ESF's in the EOC and DFO will coordinate with their municipal counterparts during response and recovery operations. In order to assure the flow of accurate and timely recovery information, and to coordinate relief and recovery efforts, municipalities will be encouraged to have liaisons in the DFO.
  - b. All recovery activities are coordinated through the Emergency Management Director and begin during the response phase with an evaluation of:
    - situation reports;
    - mission assignments logged and tracked;
    - municipal status update reports received from local governments;
    - EOC briefings;
    - local conference calls; and
    - impact assessment data, as well as other impact information received from other sources.

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

- c. The Emergency Management Director will request the State to participate in establishing a Disaster Recover Center (DRC).

This facility is established to the area affected by the disaster where families, individuals and businesses can meet face-to-face with representatives from Federal, State, County and Volunteer Agencies to:

- discuss their disaster-related needs;
- obtain information about disaster assistance programs;
- teleregister for assistance;
- update registration information;
- learn about measures for rebuilding that can eliminate or reduce the risk of future loss;
- learn how to complete the SBA loan application; and
- request the status of their Applications for Assistance to Individuals and Households.

- d. The Coordinator for ESF-14 is the Emergency Public Information Officer (PIO) and is responsible for providing public information and education programs regarding the recovery effort and available local, state and federal assistance. The Emergency PIO will follow procedures established in ESF-14 Public Information for the dissemination of information. (See ESF-14)

A basis for this effort is outlined in the CEMP, Section III (Concept of Operations), Subsection D.

Public information programs will use all the resources outlined above in reaching the population in St. Johns County. Special efforts will be made to reach the hearing / sight impaired; non-English speaking or those not in touch with traditional communications outlets.

- e. The Emergency Management Director is responsible for the overall coordination and establishment of a Disaster Recovery Center for the affected area. The Director will serve as the Special Projects Coordinator / County Recovery Center Coordinator to coordinate with state and federal individual assistance officers in the establishment of the Recovery Center.
- f. The Emergency Management Director is responsible for the following items in support of the State of Florida Rapid Impact Assessment Teams (RIAT's).
- i. Pre-designation of helicopter landing zones for RIAT aviation support. Landing zone locations (GPS coordinates) have been transmitted to State of Florida Division, of Emergency Management and Florida National Guard.
  - ii. Pre-designation of staging areas and sites for RIAT operations. Staging area locations (GPS coordinates) have been transmitted to

State of Florida Division of Emergency Management and Florida National Guard.

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

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

Each city is responsible for identifying public assistance projects. The recovery staff will coordinate with the State regarding implementing the appropriate programs authorized by the declaration. For further information regarding the damage assessment process and the public assistance process, review the damage and mitigation sections of the CEMP.

- h. During a non-declared disaster event the county recovery activities outlined in this section are the same for declared and non-declared disasters with the exception of available federal and / or state resources. Without a federal disaster declaration, financial assistance for victims is limited and heavy reliance is placed on the American Red Cross, Salvation Army, charitable agencies, volunteer donations, and insurance coverage. Businesses must depend on insurance coverage or obtain loans/refinancing for recovery. The County and municipal governments must meet infrastructure recovery needs through existing operating funds, insurance, or resort to bond issues to fund disaster recovery. The unmet needs committee may be an additional source of recovery resources and will be convened to identify victims' needs and possible recovery assistance.

- i. The agencies that have support roles and will be involved in recovery operations are the following:
  - American Red Cross
  - Building Department
  - Fire / EMS
  - Health Department
  - Human Services
  - Property Appraiser
  - Public Works Department
  - Salvation Army
  - School Board
  - Sheriff's Office

### III. RECOVERY FUNCTION

#### Damage Assessment Function

Damage assessment is the first and one of the most important steps in the recovery process. It is the basis for determining the type and amount of state and / or Federal financial assistance necessary for recovery and mitigation. An initial impact assessment is conducted during the response and immediate recovery phase to support a request for a gubernatorial proclamation and for the state to request a presidential declaration.

Damage assessment has a two-fold mission:

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

St. Johns County's capability to conduct its own assessment may be limited due to the extensive damage associated with a catastrophic event.

#### A. General

Once emergency conditions subside, rapid and thorough assessments must be conducted to assess the overall damage to home and businesses within the affected areas; to assess the overall damage to critical public facilities and services; and to determine whether those damages are sufficient to warrant supplemental federal disaster assistance.

Recovery response to an emergency will be based upon the assessment of lives impacted, public and private property losses, the reports of actions taken to



alleviate the situation, and the expenditures committed to that effort. In order to determine the magnitude of the emergency and the degree of assistance necessary, the recovery team at the EOC must have information concerning property damage and operational costs as soon as practicable after the emergency occurrence. Initial assessments may indicate necessity for outside assistance, including possible requests for Presidential Disaster Declaration.

In a catastrophic disaster when damage assessment has been waived, information and data on damages must still be compiled for briefings, planning for additional recovery resources, and prioritizing recovery efforts.

## **B. Responsibilities**

### **Emergency Management Department**

- Provides damage assessment training as described in the Basic Plan.
- Collects and consolidates initial damage assessment reports.
- Transmits damage assessment information to the State Warning Point.
- Requests technical assistance if damage assessment is beyond county capabilities.
- Coordinates with state, federal and other damage assessment teams.
- Contacts Damage Assessment Team members to report to Staging Area for deployment.
- Develops public / private damage assessment standard operating guidelines and checklists.

### **County Property Appraiser**

Will act as lead agency in conducting damage assessment of private property and businesses as well as public property and infrastructure.

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

## **C. Initial Safety and Damage Assessment**

In the immediate aftermath of the disaster, St. Johns County will conduct a countywide local impact assessment. The goal of this assessment is to

determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage.

All impact assessment team members must report impact assessment results to a pre-designated telephone number in the EOC within hours of disaster impact. The results are mapped on a Geographic Information System (GIS) map with color-coded categories. Information is compiled on the County Situation Report (EIR) and either faxed or electronically emailed on Tracker to the State EOC.

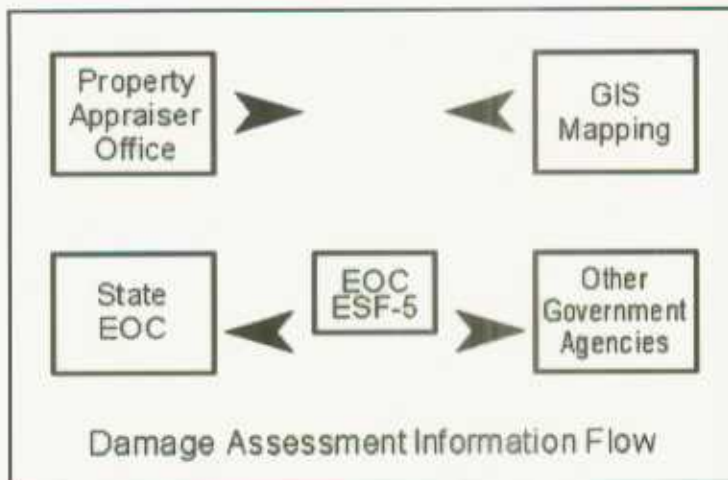
The impact assessment data provides a countywide general overview of the most significantly impacted areas and, therefore establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance.

If outside assistance will be required, the initial damage assessment will be used as the basis for a local declaration of emergency.

**D. Preliminary Damage Assessment**

A damage assessment is needed to quickly assess the life safety needs, magnitude of the disaster and eligibility for state and federal aid. Damage assessment is accomplished in phases. Preliminary Damage Assessment (PDA) scans the affected area to determine the width and breadth of damage, looking at critical facilities to determine the immediate and life safety needs.

ESF-5 is the county's single point for receiving damage assessment reports and determining the disaster magnitude. The St. Johns County Property Appraisers Office provides analysis support for damage assessment. This agency can provide a graphic depiction of damage levels as well as monetary damage assessments.



As information is received, the Property Appraiser uses computer analysis to determine dollar cost damage and mapping. This information can provide complete damage analysis support for the county. The St. Johns County Damage Assessment Team Leader has assigned teams, backed-up with out-of-county mutual aid, to perform a "structure by structure" damage assessment.

ESF-5 produces a preliminary damage assessment for the state EOC Situation Report and other government agencies.

The preliminary damage assessment (PDA) begins immediately after the incident occurs. This preliminary damage assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated. The preliminary damage assessment is reported to the St. Johns County Emergency Operations Center within twelve hours of the emergency occurrence by all County departments, municipalities and eligible private nonprofit agencies.

From the preliminary damage assessments, a "quick dollar estimate" of the damages will be derived based on certain presumptions and assumptions predetermined by the recovery team in the St. Johns EOC. The team will also use damage estimates from the North Florida Hurricane Loss Study, property values from the Property Appraisers files, and standard rates for labor and equipment.

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

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

ESF-5 Information and Planning is the single point to consolidate and evaluate damage assessment information. This assessment is formatted using State Damage Assessment Forms to facilitate rapid dissemination of information. St. Johns County agencies use the St. Johns County Damage Assessment Standard Operating Guideline to document and insure damage assessment procedures are standardized.

#### **E. State of Florida Rapid Impact Assessment Team (RIAT)**

Following any major or catastrophic disaster, a rapid assessment of local damage and victim needs is essential in determining the critical resources needed to support disaster victims. To accomplish this, the State will deploy a Rapid Impact Assessment Team(s) (RIAT) immediately following a catastrophic

emergency or disaster in St. Johns County which requires immediate damage assessment to provide local officials full understanding as to the extent and impact of the emergency or disaster.

## **1. RIAT Composition and Support**

**Objective:** To augment and assist St. Johns County officials with an accurate assessment of damage to local infrastructure (particularly roads and communications) and determine the immediate needs of the victim population in the affected area through coordinated use of the RIAT resources.

**Team Composition:** The RIAT is a small group of civilian and military personnel experienced in conducting rapid assessment surveys following a catastrophic emergency or disaster. The RIAT will conduct assessments in coordination with officials from St. Johns County and effected municipalities. If required organizations are unable to assist the RIAT in this operation due to the level of disaster damage, the RIAT is prepared to conduct assessments independently.

**Deployment:** Florida Division of Emergency Management will initiate RIAT deployment following procedures specified in FLNG-RIAT. The RIAT team leader will coordinate assessment activity with the St. Johns County Emergency Management Director or his designee. St. Johns County officials required to assist RIAT operations will immediately report to the Emergency Operations Center (EOC) when advised of RIAT arrival in St. Johns County.

**Supporting Plans:** All St. Johns County organizations and local municipalities tasked in this plan will prepare supporting plans or operating procedures applicable to their area of responsibility or support.

## **2. Key Assumptions**

RIAT will be available for deployment immediately following a catastrophic emergency or disaster in St. Johns County. Local road systems or helicopter landing zones will permit timely arrival and operation of RIAT.

## **3. Logistic Appraisal**

The RIAT is organized and equipped to be self-sustaining if necessary. Logistic support from St. Johns County will be situation dependent. Current designated RIAT landing / staging zones: Location & General Description.

Primary: St. Johns County EOC

4455 Avenue A | Suite-102  
St. Augustine, FL 32095

Alternate: St. Augustine / St. Johns County Airport  
4796 US-1 North  
St. Augustine, FL 32095

#### **4. St. Johns County Support Agencies**

St. Johns County Code Enforcement – Provide field officers from Code Enforcement to assist in facility (homes, businesses and public buildings) damage assessment.

St. Johns County Department of Emergency Management – Coordinate RIAT activity and support requirements with local support agencies and organizations. Serve as Public Assistance Officer (PAO).

St. Johns County Facilities Maintenance and Construction Services – Assist in evaluating damage to county buildings, warehouses and maintenance facilities.

St. Johns County Fire / Rescue – Provide building inspectors from Fire Prevention to assist in (homes, businesses and public buildings) damage assessment.

St. Johns County Libraries – Damage to libraries and associated property.

St. Johns County Property Appraiser – Coordinate overall damage assessment operations; determine eligibility of public and private damage. Provide field officers to assist in facility (homes, businesses and public buildings) damage assessment.

St. Johns County Public Works Department – Assist in evaluating damage to utilities and traffic control systems; roads and bridges, and flood control facilities.

St. Johns County Recreation Department – Assist in evaluating damage to county recreation facilities and determine impact to county beaches.

St. Johns County School Board – Damage to school buildings and property.

St. Johns County Utilities Department – Assist in evaluating damage to water and wastewater systems control facilities, and damage to county facilities.

American Red Cross – Identification of immediate personal, disaster relief needs for individuals affected by the event. Victim mass care requirements - food, water, clothing, shelter / housing, medical needs, etc.

## 5. **Municipal Support Organizations**

Municipalities are responsible for the preliminary damage assessment within their jurisdiction. If unable to perform the function due to impact of the disaster, a decision will be made by the Policy group to conduct the damage assessment within that jurisdiction by other jurisdictional teams. The Building Official will coordinate the appropriate team.

Fire / Rescue – Provide building inspectors from Fire Prevention to assist in (homes, businesses and public buildings) damage assessment.

Municipal Public Works – Assist in evaluating damage to water & waste water system control facilities; flood control facilities; utilities & traffic control systems; roads and bridges.

## 6. **Damage Assessment Operations**

Deployed when directed by the State EOC, the RIAT with supporting Ground Support Team (GST) will move to the St. Johns County EOC or designated landing zone to establish a base of operations. Following arrival of the RIAT, the Emergency Management Director and the RIAT Team Leader will conduct a situation briefing to ensure both RIAT team members and local officials have the same initial assessment information. Following this briefing, team members and their local counterparts will conduct the assessments in accordance with the applicable state agency checklists (FLNG-RIAT located at the EOC).

State EOC will determine when RIAT assessments are completed and notify the team leader to terminate activity.

Assessment Methods – Damage assessment can be conducted using several different methods depending on the availability of resources and extent of damage to local transportation system and facilities.

Aerial Reconnaissance – Conducted when there may be no other way to enter an area; when the damaged area is so large that this method provides the best opportunity to identify specific areas to be surveyed by DAT's; or when the damage is so extensive and catastrophic that the need for detailed damage assessment may not be considered. St. Johns County Sheriff's Office has two (2) four (4) passenger OH 10-A Helicopters that can be used for Aerial Reconnaissance, weather permitting.

Windshield Survey – Used to assess a large area in a relatively short period of time. It may be utilized when areas are inaccessible on foot and a general overview of the area is all that may be required. A windshield survey provides the opportunity for team members to exchange views as they assess the area together. This process allows for the team to quickly record the number of homes and businesses destroyed or damaged. The raw figures acquired by this method can be extrapolated to give a good overview of the extent of the disaster.

Walk Through – The most effective, thorough and time-consuming method for damage assessment. This method is most often used when the assessment needs to be very detailed and specific. In a marginal situation, detailed information needs to be gathered in order to assess the extent to which the jurisdiction is eligible for state or federal disaster assistance.

## **F. Individual and Business Preliminary Damage Assessment**

Individual and business preliminary damage assessment is essential to gauge the overall effects of the emergency or disaster and the economic damage. This information is vital in supporting requests for federal disaster assistance. When conducting a preliminary damage assessment of public facilities, information on the extent of damages will be essential in applying for and obtaining federal disaster assistance. Some of the information needed may not be readily available during the actual preliminary assessment, and may need to be collected in follow-up damage assessment and project worksheet processes. Damage Assessment Forms are available for Individual, Business, and Public Assistance, and have been color coded for easy use in the field. Preliminary damage impact assessment teams will assess and record damages to the following public facilities and services to determine the severity of the disaster and determine immediate public needs.

Disaster Assessment Teams: Teams composed of local, County and / or municipal, officials working individually or with a RIAT member to conduct the assessment of a specified area or location. The St. Johns County Property Appraiser's Office is the overall coordinator of the Damage Assessment. All teams will report Damage Assessment to the Emergency Operations Center. Teams should make the following determinations:

### **1. Private Residences and Businesses**

Primary versus secondary residences – Secondary homes are not eligible for disaster assistance.

Homeowner or rental property – Homeowners are eligible for assistance for losses to both property and contents, whereas renters may only be eligible for losses to contents.

Extent of damage – Damage less than 10% of the fair market value is considered minimal; major damage (structural damage to foundations, walls, roofs, etc.) falls within the range of 11 - 74% of fair market value; and structures damaged in excess of 74% of the fair market value are considered to be destroyed.

Insured versus uninsured damage – Insured damages and losses are not eligible for disaster assistance.

Tenant versus owner – Homeowners may be eligible for assistance in repairing or replacing losses to property and contents; whereas renters may be eligible for assistance to cover content losses only.

Estimated days out of operation – This information is needed to estimate the total dollar loss to a business.

Number of employees – Used to estimate the amount of disaster unemployment for a business.

Replacement costs – Replacement costs of land, structures and content are eligible for disaster assistance.

## **2. Public Facilities and Services**

- Access points to the disaster area(s).
- Boundaries of the disaster area(s).
- Damage to parks, recreational sites and beaches.
- Damage to private and public utilities (i.e. - water and wastewater systems, electric and phone services, natural gas delivery systems, etc.).
- Damage to public buildings and equipment.
- Damage to roads, streets and bridges.
- Damage to water control facilities (i.e. - drainage systems, dikes, levees).
- Disaster casualty information.
- Major resource needs / shortfalls.
- Resources needed to accomplish emergency debris removal to clear major roadways.
- Shelter / mass care information.
- Status of communications systems.
- Status of critical facilities.
- Status of medical systems.



- Status of transportation systems.

### 3. Assessing Economic Injury

Two methods exist to assess economic injury. The first extrapolates actual damage against existing studies. An actual survey of recovered business and receipts is the second. Extensive studies have been completed using hypothetical disasters. The Model Community Post-Disaster Economic Redevelopment Plan notes that economic activity virtually ceased in the immediate area of Hurricane Andrew. Businesses destroyed or damaged numbered 82,000. Jobs lost were approximately 85,000.

Damage to St. Johns County could easily top 15 billion dollars of structural damage. Job losses from a Category 5 hurricane are summarized in the above figure. If damage levels parallel those of the study, accurate economic injury estimates are possible.

## G. Human Services

1. **Disaster Recovery Center (DRC)** – Tele-registration is the planned primary mechanism for the registration of affected citizens and persons impacted by a disaster. A Disaster Recovery Center will be established in the immediate area to provide immediate “one-stop shopping” for information and tele-registration. The Emergency Management Director will work closely with the ESF’s to ensure the selected facilities or locations are capable of supporting DRC operations for extended periods. It is anticipated that the Center will be located close to the impacted area. The concept is to have only one center open. Several possible DRC locations have been identified. The primary center is at the St. Johns County Convention Center, World Golf Village. Other locations have been identified and are listed below:

DRC Location	Area of County
Local Strip Malls	St. Augustine
Ponce De Leon Mall	St. Augustine
Satellite Government Facilities	County-Wide

The location will be determined depending on the disaster. The DRC Coordinator will provide the state and federal agencies with a list of locations identified in the pre-event planning stage and that have been inspected by preliminary damage assessment teams and found safe. The DRC Coordinator will ensure Memoranda of Understanding are completed for each non-county facility selected for use as a DRC. Once DRC sites have been confirmed, the locations will be released to the JIC, where a coordinated press

release will be provided to all available media sources indicating the DRC location(s). FEMA has established the following guidelines for determining if a building is suitable for use as a Recovery Center.

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

Workers for the DRC will be contacted via telephones, pagers and cell phones if available. A pre-event briefing if possible will include directions to DRC workers as anticipated. If normal contact methods are unavailable or in risk of interruption, back up measures will be automatically implemented. Request is made through TRACKER.

2. **The County Recovery Center Coordinator** – Will work closely with ESF-2 (Communications), ESF 3 (Public Works), ESF-6 (Mass Care), ESF-7 (Resource Support) and ESF-16 (Law Enforcement) to ensure each DRC has the necessary utilities, supplies and materials to conduct operations. Once DRC sites and locations have been confirmed, county, state and federal PIO's will prepare a coordinated press release to advise persons affected by the disaster of the location of DRC's, assistance available through the DRC's, and any documentation they may require to support their claims for assistance.
  - a. **Staffing** – DRC's will be staffed with representatives from appropriate federal, state and county agencies, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses. Recovery Center staffing includes representatives from the organizations listed below. Additional agencies and staff may be located at the Recovery Center as required.
  - b. **Equipment** – DRC will be supplied with, if possible:
    - County Maps
    - Telephone Books
    - "To Go" Kit

- Laptop computers
  - One county vehicle signed to staff
  - Office supplies
  - Portable copier
  - Fax machine
  - Answering machine
  - Paper products
- c. **FEMA / State Recovery Center Manager and Support Staff** – Responsible for the overall management of the DRC.
- d. **Florida Dept. Of Labor & Employment Security** – Provides assistance and information to disaster victims about unemployment compensation and disaster unemployment assistance.
- e. **U.S. Farmers Home Administration and Florida Dept. Of Agriculture and Consumer Services** – Provides assistance and information to disaster victims about low interest disaster loans that cover agricultural and farm losses.
- f. **U.S. Small Business Administration** – Provides assistance and information to disaster victims about low interest disaster loans for homeowners and business owners.
- g. **American Red Cross** – Provides assistance and information about resources available through the American Red Cross.
- h. **Salvation Army** – Provides assistance and information about assistance available through the Salvation Army.
- i. **Crisis Counselors** – Provides professional counseling services to help relieve mental health problems caused or aggravated by the disaster event.
- j. **Florida Dept Of Insurance** – Provides assistance and information about resolving insurance claims and problems.
- k. **Florida Dept. of Children & Families** -- provides assistance and information on the availability of regular and emergency food stamps and individual/family grants.

- l. **National Flood Insurance Program** – Assists in determining whether damaged properties are located within designated flood plains.
- m. **Temporary Housing Staff (FEMA)** – Provides assistance and information about the availability of rental and mortgage assistance, and other housing programs.
- n. **Internal Revenue Services** – Provides assistance and information about how the disaster will affect their taxes.

### 3. Feeding Distribution Sites and Temporary Living Areas

The Salvation Army serves as a support agency for ESF-6 Mass Care and lead for ESF-11 Food and Water. The American Red Cross (ARC) serves as a support agency to both ESF's. The ARC will coordinate with the Operations Officer for the placement of feeding, distribution, and temporary living sites. The ARC will provide Emergency Management with copies of any Memoranda of Understanding for any site utilized that does not appear in the county database as a pre-approved location.

In the event the St. Johns County School Board cannot open a sufficient number of emergency shelters to house and accommodate the number of persons forced from their residences, ESF-6 Mass Care will coordinate the provision of additional emergency shelter for persons affected by the disaster with the aid of state and federal ESF's. ESF-11 will also coordinate provisions for feeding disaster victims and emergency workers. They will work closely with their state and federal counterpart and other similar response organizations to establish fixed and mobile feeding kitchens and bulk distribution sites.

Requests for bulk food, water, and ice will be processed through ESF-11 Food and Water. ESF-11 will coordinate with its state and federal counterparts to locate a secure pre-packaged food and federal surplus commodities. ESF-11 will also locate and secure adequate supplies of water and purification units. ESF-11 will coordinate with ESF-7 Resource Support to locate and secure refrigerated trucks and boxcars for cold storage if required.

### 4. Infrastructure

- a. Direction and Control of Recovery Operations

The Emergency Management Director will appoint a Public Assistance Officer (PAO) who will be responsible for coordinating all activities related to federal reimbursement to local government and eligible private not-for-profit organizations, for their eligible costs incurred as a result of the event. The position appointed to be the PAO is the Emergency Management Coordinator. The County PAO will also be responsible for staffing a Public Assistance Section at the Disaster Recovery Center (DRC). Each municipality, special district or not-for-profit must have their own separate application with FEMA and will be required to file their own Request for Public Assistance (RPA). The County PAO will work closely with ESF-14 Public Information to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio and television stations. Potential eligible applicants will be notified of the date, time and location of the scheduled applicants briefing. The State has the responsibility to conduct the Applicant's Briefing.

**b. Debris Disposal Procedures**

ESF-3 has the responsibility for the overall coordination of debris removal efforts to include securing all required state and federal agency environmental permits. Emergency debris removal efforts will focus on clearing major transportation arteries in an effort to allow the movement of emergency vehicles, supplies, resources and traffic. After the restoration of the major transportation arteries has been completed, debris will then be removed from collector roadways, residential / local roadways, and public parks. A contract for debris management is included in the Debris Removal Appendix.

In an effort to minimize the impacts on remaining landfill capacities, alternate means of debris disposal will be utilized whenever possible. Vegetative debris will be burned or chipped. Burning will not be used when it creates a public health hazard. Suitable burn sites will be pre-identified by ESF-3.

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

The County Attorney will develop entry procedures for debris removal from private property.

ESF-7, St. Johns County Purchasing Department is responsible for other emergency period contracts. ESF-3, Public Works is responsible for working with the debris removal contractor.

**c. Insurance Coordination Procedures**

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

**5. Administrative Procedures**

**a. Financial Transactions**

**1. Applicant Briefing (Kick-off meeting)**

An applicant briefing will be scheduled to advise potential eligible applicants (municipalities, county government and private non-profit entities) of the availability and requirements of federal assistance. Each potential applicant will be asked to complete and return a Request for Public Assistance (RPA) form. The RPA reports damages suffered by each potential applicant and is used by the FCO and PAO to determine the number of damage survey and inspection teams.

Representatives from each of the following should participate in the Applicant Briefing:

- Any PNP's
- City of St. Augustine
- City of St. Augustine Beach
- Council on Aging
- Flagler Estates Water & Road Authority

- St. Johns County
- St. Johns County School Board
- Town of Hastings

Within one week of FEMA's receipt of an applicants "Request" the PAC and Liaison will schedule a "Kick-off Meeting." This meeting differs from the applicants briefing by describing the application process and gives a general overview of the Public Assistance Program. It is designed to provide a much more detailed review of the PA Program. Representatives from each of the following should participate in the Kick-Off Meeting and will be contacted by telephone or email of all meetings:

- Any PNP's
- City of St. Augustine
- City of St. Augustine Beach
- Council on Aging
- Flagler Estates Water & Road Authority
- St. Johns County Administration
- St. Johns County Emergency Management
- St. Johns County Fire / Rescue
- St. Johns County Public Works
- St. Johns County Recreation
- St. Johns County Sheriff's Office
- St. Johns County School Board
- Town of Hastings

The list of participants for the applicant briefings and kick-off meetings, along with their names and telephone numbers, will be kept on file with Emergency Management and will be updated as needed.

St. Johns County has experienced three (3) Presidential Declarations.

- Firestorm 98
- Hurricane Floyd 1999
- Tropical Storm Gabrielle 2001

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

Potential applicants will also be requested to complete and return a "Designation of Sub-grantee's Agent" form that designates the official authorized to sign the funding agreement and execute relevant public assistance documents. Before any public assistance funds are released, the State and Applicant must enter into a disaster relief funding agreement.

It is important during the Public Assistance process that each PW be tracked accurately for payment. St. Johns County Emergency Management will monitor all county PW's and receive financial guidance from the Clerk of the Court on transactions, accurate accounting, managing each grant for reimbursement, maintaining all documentation and following county payroll procedures. St. Johns County Emergency Management will be responsible for requesting any advances and the Clerk's Office will be responsible for calculating and submitting all interest checks to the State.

## 2. Damage Surveys and Reports

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

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



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

All PW's, Damage Survey Reports, contracts, back-up documentation and corresponding memo's / letters will be submitted to the Department of Emergency Management to be placed in a master file box and labeled with the disaster name and number.

The file boxes will be placed in a locked storeroom inside the EOC for future reference.

All new data will be added to the appropriate files so each PW is kept current.

### 3. Appeals

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

### 4. Program Assistance and Management

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

#### 5. Final Inspections

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

#### b. Staff Support

The County Public Assistance Office, established by the PAO, will be flexible and capable of expanding and contracting as required by the event. Typical staffing of the Public Assistance Office and related duties are:

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

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

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

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

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

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

Support Staff – Prepare routine correspondence and applications, maintain files and perform necessary clerical work;

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

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

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

#### **c. Habitability Certification**

Once structures, buildings, and homes have been severely damaged, and / or had power cut off in impacted areas, power cannot be restored until inspected by a certified electrician. The St. Johns County Building Official will notify utility suppliers in the County of reinstatement of electrical service. All buildings damaged must be permitted for rebuilding or restoration and all new work must be up to current codes. If building is more than 50% damaged, then it will be brought up to current codes. Condemnation of severely damaged buildings and structures will be accomplished when they become public safety issues. These are legal responsibilities of all jurisdictions within the county.

#### **d. PW Information and Preparation Support**

PW information and preparation support is the responsibility of the applicant agency, the state and Federal Emergency Management Agency.

### e. National Flood Insurance Program

St. Johns County participates in the National Flood Insurance Program. A portion of St. Johns County is in a special hazard flood zone. Citizens cannot buy flood insurance if their local jurisdictional government does not participate in the program. St. Johns County does participate in the Community Rating System, which allows communities to have an impact on the rates paid by their citizens for flood insurance. Communities are classified as Class 1 (most premium reduction allowed) through Class 10 (no reduction allowed). Communities not participating are classified as Class 10.

Community Name	Number of Policies	Date Joined Regular Program	Date Most Recent Rate Map	Community Rating System Rank
City of St. Augustine	3,523	-	-	-
City of St. Augustine Beach	2,807	-	-	-
Town of Hastings	0	-	-	-
Unincorporated St. Augustine	20,441	10-01-1995	10-01-2000	7

St. Johns County developed a Comprehensive Land Use Plan that limits building and rebuilding within the wetlands and flood plains. The Comprehensive Land Use Plan is the basis for rebuilding, building, and planning within the flood plains. All recovery actions, both short and long term, must be completely addressed through the Comprehensive Plan.

Some communities have developed and submitted statewide mutual aid agreements within the county and state. Additionally, the St. Johns County Comprehensive Plan is an all-inclusive plan that accepts input from not only citizen groups but also technical advisory groups that were developed based on expertise of functional members.

### f. Emergency Housing

The St. Johns County SHIP Office will serve as the coordinating agency with their State counterpart to provide site(s) (existing homeowners' property if available) for emergency housing. The County will rely heavily on state and federal assistance for temporary or emergency housing.

### g. Unmet Needs Coordination

During a long-term recovery phase all unmet needs will be forwarded to ESF-15. With assistance from the volunteer groups, ESF-15 will utilize existing lists of community service providers, local churches, community outreach programs and municipalities to fulfill all requests. Primary Agency for ESF-15 is St. Johns County Emergency Management.

Human Needs Assessment Teams, municipalities and local officials will meet to help identify unmet needs. St. Johns County and each of its municipalities will work together to fill the needs of the disaster victim whether they live in the City or County.

Training for ESF-15 members and local community groups will be scheduled during the first quarter of each fiscal year. Training will include emergency home repair, debris removal, donation warehouse management, processing centers, crisis counseling and other needed assistance.

St. Johns County Emergency Management has identified the group below that may be utilized to establish an Unmet Needs Committee:

- American Red Cross
- Catholic Charities
- City of St. Augustine
- City of St. Augustine Beach
- Council on Aging
- Local Churches
- Salvation Army
- St. Johns County
- Town of Hastings
- Volunteer Groups

St. Johns County will utilize the following avenues to learn and identify unmet needs within our community:

- Initial Damage Assessment
- Preliminary Damage Assessment
- Community Relations
- Citizen Reports to E-911 or EOC
- Reports from Emergency Personnel
- Media Reports
- Disaster Recovery Center Reports

As unmet needs are processed and identified, ESF-15 will work to fill the request by using inventory or donated goods.

ESF-15 will work with volunteer groups, local churches and community programs to fill all requests. ESF-15 primary and support agencies will:

- Help to identify unmet needs in the community
- Reach out to community programs for assistance

- Track requests
- Monitor media for information
- Coordinate with Community Relations
- Follow-up with families / communities

#### **h. Community Relations**

The St. Johns County Director of Emergency Management or his designee will act as the County Community Relations Coordinator. Trained volunteers will assist the Community Relations Coordinator in this capacity. This team will function as the liaison with the FEMA / State Team. The Community Relations Team in conjunction with the Damage Assessment Team will determine the most critically damaged or impacted areas for the FEMA / State Team to focus on. The various municipalities, Chamber of Commerce, ministerial associations and other civic organizations will be contacted to assist in assessing the community needs. In addition, ESF-8 lead and support agencies will be used to identify Special Needs or special concerns that need to be addressed. At this time there are no special concerns that need to be addressed, however, St. Johns County will continue to monitor the community should such needs arise. During the recovery phase, special effort will be made to reach impacted individuals that may need assistance with the assistance identified above.

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

- Responsible to maintain on-going communications with Community leaders / Organizations and Local Government officials regarding disaster issues and the disaster applicant process, including the following:
  - » Mayor | City of St. Augustine
  - » Mayor | City of St. Augustine Beach
  - » Clerk | Town of Hastings
  - » Director | Northeast Chapter | American Red Cross
  - » Captain | Salvation Army
  - » President | Flagler Hospital
  - » Local Churches
  
- Perform other roles and responsibilities, which are outlined in the State's Community Relations SOP and Community Relations Field Guide.

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

Mitigation  
Annex II





## I. INTRODUCTION

Hazard mitigation is any action taken to permanently reduce or eliminate long-term risk to people and their property from the effects of hazards. Some examples of hazard mitigation include land use planning techniques that limit infrastructure in high hazard areas and programs for retrofitting existing structures to meet new building codes and standards. Ideally, a community can minimize the effects of future hazards through a mix of code enforcement, planning, and responsible development. Every community is exposed to some level of risk from hazards. Hurricanes, tornadoes, floods, hazardous material spills, fires, and sinkholes are some of the hazards experienced by Florida communities.

## II. GENERAL

Hazards cannot be eliminated, but it is possible to determine what the hazards are, where the hazards are most severe, and identify local actions that can be taken to reduce the severity of the hazard. For example, we know hurricanes are frequent in Florida, that flooding and wind damage are most severe along the coast, that low intensity storms occur more frequently than high intensity storms, and the level of coastal flooding is fairly predictable for a given magnitude of storm. Given this knowledge, local as well as state and federal laws exist to limit the type and amount of development along the coast in areas that have been identified as high risk to coastal storms (Coastal High Hazard Areas and Velocity Zones are examples). Furthermore, there are incentives to live in lower risk areas. Insurance rates and taxes are usually higher in coastal and riverine areas and lower in inland areas.

### A. Costs to Communities

Hazards have real costs to businesses and residents. Businesses in high hazard areas can suffer when damaged or isolated by storms. Residents, who build in flood prone areas are subject to evacuation, damage to their homes, lower home values, and higher insurance premiums. Critical facilities such as hospitals, schools, airports, utilities and major government buildings should not be placed in high hazard areas because the functions these facilities provide are too valuable to be placed in jeopardy, especially during times of disaster. And of course, community health and safety are beyond price.

### B. Costs to Local Government

Community infrastructure such as roads, drainage structures, sewer lines, electric lines, telephone lines that are built in high hazard areas are subject to frequent damage and extremely costly repair. Also, if a local government belongs to the National Flood Insurance Program and allows development in the floodplain without proper elevation and construction techniques, the federal government can withdraw the community's access to federal flood insurance for both public and private structures. Furthermore, a local government is

responsible for as much as 12.5 percent of their local public cost of a federally declared disaster and 100 percent of any damage from smaller events that are not declared disasters. These costs can put a significant strain on the local government budget.

**C. Lead Agency for Pre-Disaster and Post-Disaster Mitigation Operations**

The St. Johns County Department of Emergency Management is the lead agency for all mitigation activities in the county. The Emergency Management Director or his designee has responsibility for directing all pre- and post-disaster mitigation activities and for coordinating mitigation activities with the Countywide Local Mitigation Strategy Working Group.

**D. Support Agencies for Pre-Disaster and Post-Disaster Mitigation Operations**

The Department of Emergency Management is responsible for coordinating mitigation planning with operational assistance from a number of supporting agencies. Lead and support agencies for mitigation activities are described in **Exhibit 1**, page 3.

**Exhibit 1: Agency Responsibilities for Hazard Mitigation**

Agency	Pre-Disaster Mitigation	Post-Disaster Mitigation
Alltel	S	S
American Red Cross (ARC)	S	S
Bell South Telephone	S	S
City of St. Augustine	S	S
City of St. Augustine Beach	S	S
Clay County Emergency Management	S	S
Duval County Emergency Management	S	S
Flagler County Emergency Management	S	S
Flagler Estates Water & Road District	S	S
Florida Division of Emergency Management	S	S
Florida Division of Forestry	S	S
Florida Power & Light (FPL)	S	S
Jacksonville Beach Electric	S	S
Jacksonville Electric Authority (JEA)	S	S
Municipal Police Departments	S	S
Putnam County Emergency Management	S	S
Salvation Army	S	S
St. Johns County Board of County Commissioners	S	S
St. Johns County Building Department	S	S
St. Johns County Clerk of the Court	S	S
St. Johns County Economic Council	S	S
St. Johns County Emergency Management	P	P
St. Johns County Extension Agent	S	S
St. Johns County Fire / Rescue	S	S
St. Johns County Growth Management	S	S
St. Johns County Health Department	S	S
St. Johns County Property Appraiser	S	S
St. Johns County Public Library	S	S
St. Johns County Road & Bridge	S	S
St. Johns County School Board	S	S
St. Johns County Sheriff's Office	S	S
St. Johns County Utilities	S	S
Town of Hastings	S	S

P = Primary Agency | S = Support Agency

**E. Concept of Operations**

This section of the plan provides an overview of the management of pre- and post-disaster mitigation activities in St. Johns County. The purpose is to provide guidance for the activities necessary for St. Johns County to reduce the potential for damage and loss from future disasters affecting the county.

**1. Emergency Management Organization System Used During Mitigation**

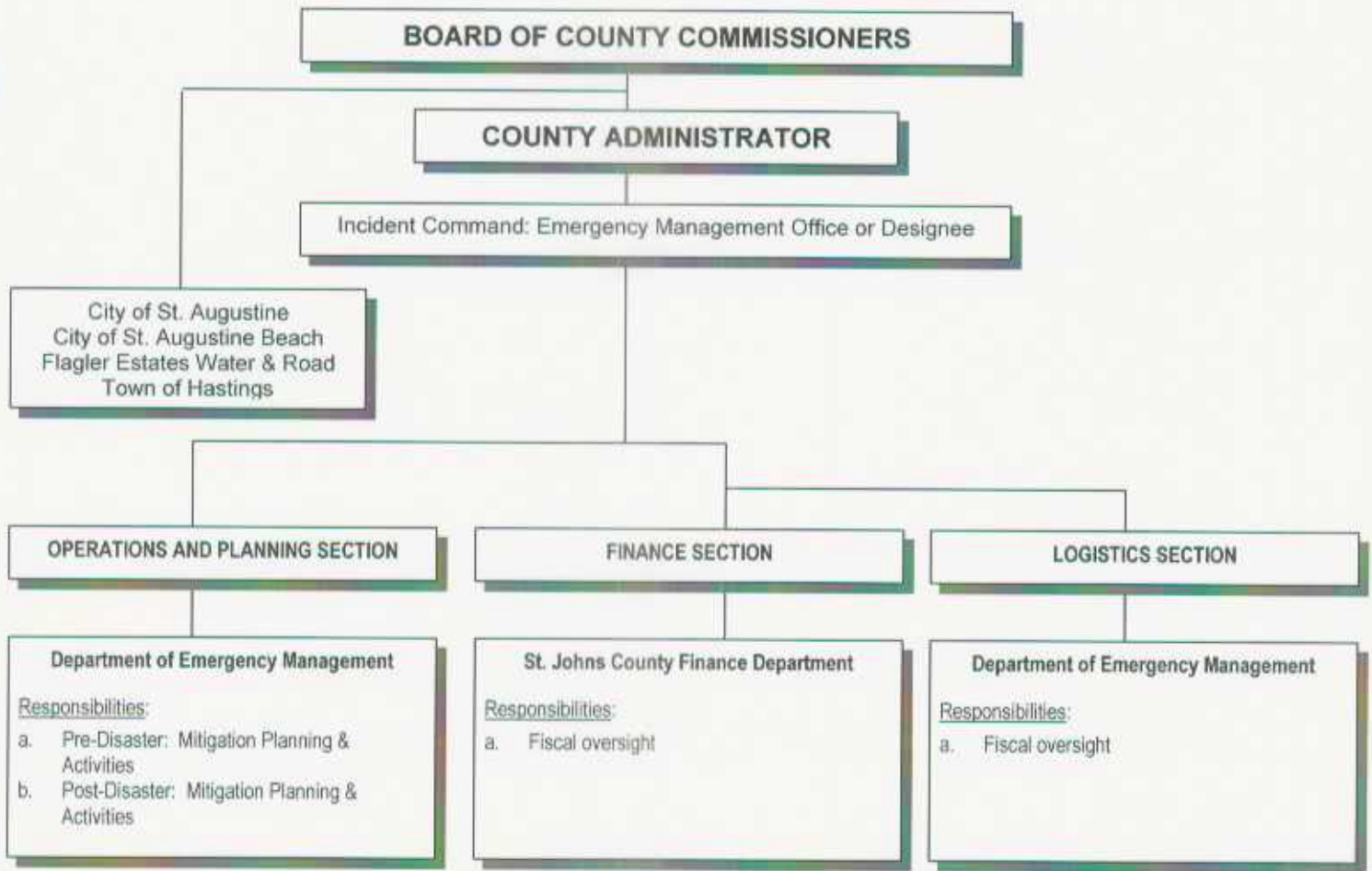
The County operates under the ESF / IMS system during emergency operations. This system is especially effective for managing response and recovery operations that involve multiple agencies each working on different though interrelated tasks. The organization system employed during mitigation activities is streamlined in large part because the St. Johns County Department of Emergency Management has the primary responsibility for nearly all aspects of pre- and post-disaster mitigation. Although there are times when the Department of Emergency Management receives assistance from supporting agencies, the vast majority of mitigation activities are carried out directly by Emergency Management staff. The organizational chart on the following page shows the relationship between the St. Johns County Department of Emergency Management and supporting agencies involved in mitigation operations.

## **2. Notification and Coordination of Agency Participation in Mitigation Operations**

### **a. Pre-Disaster Operations**

Mitigation activities in the pre-disaster environment are the responsibility of the Emergency Management Department. The Emergency Management Department through the Local Mitigation Strategy (LMS) process coordinates pre-disaster mitigation activities. The St. Johns County LMS identifies the hazards to which St. Johns County is vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

The Department of Emergency Management is responsible for maintaining the St. Johns County LMS. The LMS will be updated at least annually, after each major disaster, or on an as needed basis. Participation by local agencies will be coordinated by the St. Johns County Department of Emergency Management and will involve the supporting agencies listed in **Exhibit 1**, page 5.



**EXHIBIT 2: MITIGATION ANNEX – MAJOR EVENTS  
LEAD AGENCIES AND RESPONSIBILITIES**

ESF Resource List	
ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works
ESF 4	Fire Fighting
ESF 5	Information and Planning
ESF 6	Mass Care
ESF 7	Resource Support
ESF 8	Health Care
ESF 9	Search and Rescue
ESF 10	Hazardous Materials
ESF 11	Food and Water
ESF 12	Energy
ESF 13	Military Support
ESF 14	Public Information
ESF 15	Volunteers and Donations
ESF 16	Law Enforcement
ESF 17	Animal Protection
ESF 18	Business and Industry

## **b. Post-Disaster Operations**

The St. Johns County Department of Emergency Management will also be responsible for coordinating local agency participation in post-disaster mitigation activities. Local agencies involved in these operations will vary according to the specifics of each event. Emergency Management staff will contact all agencies for post-disaster mitigation activities and notify them as to their role in these operations. Notifications can be made quickly via fax using the St. Johns County Emergency Management Blast-Fax located in the EOC.

## **3. Coordination of Mitigation Activities with Municipalities and the State**

The St. Johns County Emergency Management Director or designee will be responsible for coordinating mitigation activities with the municipalities and the State EOC. The City Managers of St. Augustine, the City Manager of St. Augustine Beach and the Clerk of the Town of Hastings, or their designees, will be updated throughout the response, recovery, and mitigation phases of the event. During non-event periods, meetings will be held quarterly or monthly if needed. During events, briefing meetings will be held daily. During the emergency, the Emergency Management Director or his designee will coordinate on an as needed basis with the Bureau of Recovery and Mitigation at the Division of Emergency Management.

## **4. Mitigation Memoranda of Understanding, Mutual Aid Agreements, or Inter-local Agreements**

The St. Johns County Department of Emergency Management does not have any formal agreements with agencies to assist in post-disaster mitigation activities. There is an annual agreement in place with the North East Florida Regional Planning Council to coordinate mitigation-planning activities. Local agencies within the county have historically worked together as needed in the aftermath of disasters.

## **5. Local Government Status in the National Flood Insurance Program**

St. Johns County participates in the National Flood Insurance Program (NFIP). There are 26,771 policyholders in St. Johns County; 6,330 in the Cities of St. Augustine and St. Augustine Beach; 0 in the Town of Hastings; and 20,441 in unincorporated areas of St. Johns County. The county also actively supports public education regarding building policies in flood prone areas.

## **6. Process for Identifying Mitigation Opportunities in the Post-Disaster Environment**

The St. Johns County Department of Emergency Management is responsible for coordinating all recovery operations in the county. As a result of this active role in the recovery process, the Department of Emergency Management is well poised to identify opportunities for future mitigation projects such as elevation and / or acquisition of floodprone structures, drainage improvement projects, and infrastructure enhancement projects. The Department of Emergency Management works closely with the damage assessment teams in the field and the building inspectors for St. Johns County and the municipalities to identify potential mitigation opportunities.

### **7. Process to Manage Mitigation Assistance Funds**

All mitigation and recovery grants are applied for and administered by the St. Johns County Department of Emergency Management. The Department of Emergency Management has managed a variety of recovery and mitigation grants in the past including Hazard Mitigation Grant Program funds. The Department of Emergency Management is also the administrator for all emergency management grants involving the County.

## **III. PRE-DISASTER HAZARD MITIGATION ACTIVITIES**

Pre-disaster hazard mitigation activities are described in detail in the St. Johns County Local Mitigation Strategy. The Local Mitigation Strategy is a community-based plan to make the county and local communities safer and more resistant to natural and technological hazards.<sup>1</sup>

## **IV. POST-DISASTER MITIGATION FUNCTIONS**

### **A. Planning Assumptions**

Following a disaster, St. Johns County Department of Emergency Management will rely on information generated by St. Johns County Departments, Municipal Road Departments and information collected during the local damage assessment process, the prioritized current project list from the St. Johns County LMS, and overall guidance from the Emergency Management Director to identify specific mitigation projects.

### **B. Lead Agency with Responsibility for Providing Mitigation Assessment**

The St. Johns County Department of Emergency Management is the primary agency charged with post-disaster mitigation assessment. The Emergency Management Director or his designee has the primary responsibility for assessing mitigation needs in the post-disaster environments.

<sup>1</sup> The St. Johns County Local Mitigation Strategy is a separate reference and planning document that can be found on file at the Department of Emergency Management.

### **C. Local Agencies with Supporting Roles in Mitigation Assessment**

The St. Johns County Property Appraiser, St. Johns County Road and Bridge Department, St. Johns County Health Department, St. Johns County Building Department, St. Johns County Growth Management Department and Municipal Public Works are the supporting agencies that work closest with the St. Johns County Department of Emergency Management in post-disaster mitigation assessment. There are, however, a number of other local agencies that may indirectly support mitigation in St. Johns County. These agencies are listed in **Exhibit 1**.

### **D. Roles and Responsibilities of Lead and Support Agencies**

#### **1. St. Johns County Department of Emergency Management**

The St. Johns County Department of Emergency Management will serve as the coordinating organization for all post-disaster mitigation activities. The Department of Emergency Management will notify all supporting agencies required for mitigation assessment operations by telephone, pager or email; coordinate all activities required to identify potential mitigation projects and initiatives, coordinate the application process for mitigation related grants; and serve as the grant administrator for all mitigation grants.

The Emergency Management Director or his designee also serves as the point of contact for providing information to residents of the county describing how they can minimize damage from future disasters. This is accomplished through brochures, mitigation information on the Emergency Management website, Community Awareness Programs and videos on GTV3.

#### **2. St. Johns County Property Appraiser**

The St. Johns County Property Appraiser will support the St. Johns County Department of Emergency Management by providing technical expertise regarding property values, damages and losses to properties as a result of a disaster.

#### **3. St. Johns County Building Department**

The St. Johns County Building Department and the Municipal Public Works Departments will provide support to the Department of Emergency Management in identifying mitigation activities that could reduce the vulnerability of public infrastructure, businesses and housing stock to damage and loss from natural and manmade disasters.



#### **4. St. Johns County Public Works Department / Municipal Public Works Departments**

The St. Johns County Public Works Department and the Municipal Public Works Departments will assist the Department of Emergency Management in identifying potential road, bridge, culvert, water and sewer mitigation projects.

#### **E. Coordination Between Lead and Support Agencies**

The Department of Emergency Management will serve as the organization responsible for coordinating mitigation activities for lead and support agencies. The St. Johns County Emergency Management Director or his designee is the person responsible for this task. The process of coordination is straightforward given the large number of agencies actively involved in post-disaster mitigation activities.

In St. Johns County, much of the work involved in identifying opportunities for possible mitigation activities is carried out during the pre-disaster mitigation phase (e.g. during the mitigation project identification process carried out by the St. Johns County LMS Working Group). Opportunities for mitigation are also discovered during the initial and preliminary damage assessments and throughout the public assistance processes. The supporting agencies noted above document damage to public infrastructure, businesses and residences working in conjunction with the Department of Emergency Management. The Department of Emergency Management, along with input from supporting agencies, then considers the information gathered during the recovery phase and determinations are made regarding potential mitigation projects.

#### **F. Equipment and Resources Necessary for Mitigation Assessment**

1. The St. Johns County Emergency Management Director will be responsible for ensuring all equipment and resources necessary for mitigation assessment are available when needed.
2. Vehicles used for mitigation assessment include city and county government vehicles, fire department vehicles, and property appraiser vehicles.
3. The following equipment is provided by the Department of Emergency Management and used for mitigation assessment: office supplies, maps and digital cameras. Other resources may be requested on an as needed basis through the Department of Emergency Management.

### **G. Training Procedures for Mitigation Personnel**

Personnel involved in mitigation activities will receive on-going training according to their individual needs. The St. Johns County Department of Emergency Management will work with all mitigation assessment team members to ensure that all training needs are met. The primary source for mitigation training is the Florida Division of Emergency Management. See "Matrix" in the Training Program Appendix.

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IMS | ESF  
Emergency Support Functions



ST. JOHNS COUNTY  
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IMS | ESF Emergency Support Functions

**ESF Matrix**



## LEGEND – ESF MATRIX

P = Primary | S = Support | LMPG = Local Mitigation Policy Group

### Recovery Phase

I = Immediate:	This phase covers the priority areas for the first seven days after the disaster.
Int = Intermediate:	This phase may last weeks or months depending of the size of the disaster and area of destruction.
LR = Long Range:	This phase will cover long term clean up, recovery and redevelopment. It may last for months or years.

### Emergency Services Section

ESF 4	.....	Fire
ESF 9	.....	Search & Rescue
ESF 10	.....	Haz-Mat
ESF 13	.....	Military Support
ESF 16	.....	Law Enforcement

### Planning Section

ESF 5	.....	Information & Planning
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### Infrastructure Support

ESF 1	.....	Transportation
ESF 2	.....	Communications
ESF 3	.....	Public Works / Engineering
ESF 7	.....	Resource Support
ESF 12	.....	Energy

### Human Services Section

ESF 6	.....	Mass Care
ESF 8	.....	Health / Medical
ESF 11	.....	Food & Water
ESF 15	.....	Volunteers / Donations
ESF 17	.....	Animal Control Issues
ESF 18	.....	Business & Industry

### Finance / Administration

#### Public Information

ESF	.....	14 Public Information
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St. Johns County Department Emergency Management  
EMERGENCY SUPPORT FUNCTION MATRIX

P = Primary Function

S = Support

Agency / Organization	ESF #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Recovery	LMPG	
4-H Clubs																	S				LR	
Amateur Radio (ARES)		S					S										S				I-Int	
American Red Cross						S	S				S						S				I-Int-LR	
Board of County Commissioners						S									S						I-Int-LR	S
City of St. Augustine		S	S	S	S	S						S	S	S							I-Int-LR	S
City of St. Augustine Beach			S	S	S								S	S	S	S					I-Int-LR	S
City of St. Augustine Beach PW			S																		I-Int-LR	S
City of St. Augustine Fire Dept.		S	S								S										I-Int-LR	S
City of St. Augustine Police Dept.		S															S				I-Int-LR	S
City of St. Augustine Public Works			S																		I-Int-LR	S
Civic Organizations																S					I-Int-LR	
Civil Air Patrol										S						S					I-Int-LR	
Community Crisis Response Team							S	S													I	
Division of Forestry				S																	I-Int-LR	
Emergency Management		P			S		S	S				S	P	S	P		S	P			I-Int-LR	P
Flagler Hospital				S				S													I-Int-LR	
Florida Dept. of Law Enforcement																	S				I-Int-LR	
Florida National Guard			S	S	S			S					S			S					I-Int-LR	
Florida Power and Light			S									S									I-Int-LR	
GTV3															S						I-Int-LR	
H.A.W.K.E.																		S			I	
Home Health Agencies								S													I-Int-LR	
Hospice of North Florida								S													I-Int-LR	
Jacksonville Beach Electric													S								I-Int-LR	
Jacksonville Electric Authority													S								I-Int-LR	
Local Telephone Companies		S																			I-Int-LR	
Medical Supply Companies								S													I-Int-LR	
P.A.D.D.																		S			I-Int-LR	
Private Business			S								S					S		S			I-Int-LR	S
Salvation Army						S	S				P					S					I-Int-LR	
Shands Hospital								S													I-Int-LR	
SJC Administration					S										P						I-Int-LR	S
SJC Animal Control					S													P			I-Int-LR	
SJC Cattlemen's Association																		S			I-Int-LR	
SJC Chamber of Commerce																			S		I-Int-LR	S
SJC Council on Aging		S						S													I-Int-LR	
SJC County Clerk					S	S															I-Int-LR	
SJC Detention Center								S													I-Int	
SJC Economic Council																S					I-Int-LR	
SJC Extension Agent					S						S					S		S			I-Int-LR	
SJC Facilities Maintenance			S	S									P								I-Int-LR	S
SJC Fire / Rescue		S	S	P	S	S	S	P	P												I-Int-LR	S
SJC Health Department					S	S	S	S		S								S			I-Int-LR	S
SJC Horse Council																		S			I-Int	
SJC Lifeguard				S	S	S	S	S													I-Int	
SJC Medical Examiner				S				S													I-Int	
SJC Mental Health					S	S	S														I-Int-LR	
SJC Planning Department					P																I-Int-LR	S
SJC Property Appraiser					S																I-Int-LR	S
SJC Public Library					S	S									S						I-Int-LR	
SJC Public Works			P	S	S								S								I-Int-LR	S
SJC Purchasing					S		P					S									I-Int-LR	
SJC School Board		P			S	P	S	S		S											I-Int-LR	S
SJC Sheriff's Office		S	S	S	S		S	S	S	S					S		P				I-Int-LR	S
SJC Tourist Development Council					S																I-Int-LR	S
SJC Utilities			S	S							S										I-Int-LR	S
SJC Veterinary Society																		S			I-Int-LR	
St. Augustine Humane Society																		S			I-Int-LR	
St. Johns Wildlife																		S			I-Int-LR	
State Agencies		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S			I-Int-LR	S
Town of Hastings				S	S	S								S	S	S					I-Int-LR	S
VA Medical Center								S									S				I-Int-LR	
Volunteer Groups						S	S	S		S						S		S			I-Int-LR	

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**Appendix H**

**Hurricane Landfall**



**Hurricane Decision Matrix**  
**St. Johns County**  
**Landfall | 72 – 36 Hours**

Decision	L – 72 Hours	L – 48 Hours	L – 36 Hours
<b>EOC Activates</b>	<b>Level III</b> Advisory to ESF's   Local Governments   Conference call with State	<b>Level II</b> If under watch or pending   Activation of Special Needs (SN)   Advisory to Local Governments	Conference call with State   Planning for SN evacuation   Advisory to all
<b>Advisory to Local Governments</b>	Blast Fax   Phone   Pager   Email	Blast Fax   Phone   Pager   Conference Call	Blast Fax   Phone   Pager   Conference Call
<b>Agency Notice</b> County and / or Local Governments	Each agency executes own plans   Advise workers of need to execute plan and impact   Protect Public Property	Continue preparation   ID workers needed for hurricane preparedness and inform them of requirement   Protect public facilities and property	Release workers according to own plan to prepare own homes (earlier if possible)
<b>Special Needs</b>	EOC monitors situation	Publish SN List   Advise Hospitals and Home Health Care Agencies	Plan / Prepare for decision   Plan and prepare shelters
<b>At Risk Populations</b> Manufactured Homes	EOC monitors situation	EAS-Public Service announcements	EAS-PSA
<b>General Population</b>	EOC monitors situation	EAS-PSA	EAS-PSA
<b>Policy Group</b>	Receive Advisories from EOC	Receive Advisories from EOC	Establish Policy Group at EOC
<b>ESF's</b>	Receive Advisories from EOC	Activate ESF's 1, 4, 5, 6, 8, 14 and 16	SN Planning

Level III – Monitoring | Level II – Partial Activation | Level I – Full Activation



**Hurricane Decision Matrix**  
**St. Johns County**  
**Landfall | 30 – 18 Hours**

Decision	L – 30 Hours	L – 24 Hours	L – 18 Hours
<b>EOC Activates</b>	Decision on declaration of Local Emergency   SN   Plan at risk population and General Population (GP) evacuation analysis	<b>LEVEL I</b> Warning/Decision on evacuation for GP and at risk population and continue with SN evacuation	Evacuate of at risk population   GP if needed   Continue with SN
<b>Advisory to Local Governments</b>	Blast Fax   Phone   Pager   Conference call	Blast Fax   Phone   Pager   Conference call	Blast Fax   Phone   Pager   Conference call
<b>Agency Notice</b> County and / or Local Governments	Preparedness continue   SN evacuation   SN shelter opened	Workers return   Prepare for evacuation   Arrival   Shelters ready for families of public servants opened	Prepare   Evacuate   Relocation of local Governments, if required
<b>Special Needs</b>	Gain decision   Notify Local Governments   Open SN shelter   Evacuate   EAS	Continue evacuation   Monitor progress	Continue evacuation   Report completion
<b>At Risk Populations</b> Manufactured Homes	Plan for evacuation   EAS   May move decision forward	Decision on evacuation   Voluntary evacuation considered	Evacuate   EAS   Monitor progress
<b>General Population</b>	Plan for evacuation   EAS   PSA   May move decision forward	Decision on evacuation   Volunteer evacuation considered	Evacuate   EAS   PSA   Monitor progress
<b>Policy Group</b>	Declaration of Local Emergency   Decision on SN Evacuation   Conference calls	Decision on at Risk Evacuation   GP Evacuation   Conference calls	Policy Decisions   EAS   PSA   Conference calls
<b>ESF's</b>	General planning	<b>Level I</b> All ESF's report to EOC	All preparedness actions reviewed   Evacuate for GP

Level III – Monitoring | Level II – Partial Activation | Level I – Full Activation

**Hurricane Decision Matrix**  
**St. Johns County**  
**Landfall | 12 Hours through Landfall**

Decision	L – 30 Hours	L – 24 Hours	L – 18 Hours
<b>EOC Activates</b>	Advisory to all local Governments, ESF's and Policy Group	<b>LEVEL I</b> Monitor activities	Planning re-entry for public safety of citizens
<b>Advisory to Local Governments</b>	Blast Fax   Phone   Pager   Conference call	Blast Fax   Phone   Pager   Conference call	Blast Fax   Phone   Pager   Conference call
<b>Agency Notice</b> County and / or Local Governments	Advisory of storm status	Advisory of storm status	Advisory of storm status and impact
<b>Special Needs</b>	Support   Report problems	Support   Report problems	Support   Report problems
<b>At Risk Populations</b> Manufactured Homes	Continue evacuation   EAS   Monitor progress	EAS   Monitor progress	EAS   Monitor progress
<b>General Population</b>	Evacuate   EAS   PSA	EAS   Monitor progress	EAS   Monitor progress
<b>Policy Group</b>	Policy Decisions   EAS   Conference calls	Policy Decisions   EAS   Conference calls	Preparation of policy on potential re-entry & other citizen welfare issues
<b>ESF's</b>	Evacuation continued   Planning	Preparation for landfall	Work staff issues

Level III – Monitoring | Level II – Partial Activation | Level I – Full Activation

**Hurricane Decision Matrix  
St. Johns County  
Landfall | +12 Hours through +48 Hours**

Decision	L – +12 Hours	L – +24 Hours	L – +48 Hours
<b>EOC Activates</b>	Re-entry policy decision   Public safety assessment   Conference call with State   Response & Recovery actions begin	Public safety assessment   Re-entry   Decision on Recovery Operations Center (ROC)   Continue Response & Recovery	Continue public safety assessment   Establish ROC   Continue Response & Recovery
<b>Advisory to Local Governments</b>	Blast Fax   Phone   Pager   Conference call	Blast Fax   Phone   Pager   Conference call	Blast Fax   Phone   Pager   Conference call
<b>Agency Notice</b> County and / or Local Governments	Public safety assessment   Critical needs assessment   Damage assessment	Damage assessment   Public safety assessment   Critical needs assessment	Citizen needs   Protection   Project Worksheets
<b>Special Needs</b>	Plan consolidation of SN into shelters, home, other	Continue planning for post sheltering   Await Policy Group decision	Continue planning   Completion if not needed
<b>At Risk Populations</b> Manufactured Homes	EAS   Pending decisions on public safety re-entry	Decision on re-entry   Post sheltering	Pending re-entry   Post sheltering
<b>General Population</b>	EAS   Pending decisions on public safety re-entry	Re-entry   Damage assessment	Damage assessment   Post sheltering
<b>Policy Group</b>	Policy Decisions on public safety—re-entry   Curfew   General issues and welfare of citizens	Continue Policy Decision on re-entry   Curfew   Public safety   ROC decision	Hazard Mitigation   Recovery   Activate Hazmat Teams
<b>ESF's</b>	Response & Damage Assessment	Response   Recovery & Damage Assessment	Response   Recovery & Damage Assessment   ROC

Level III – Monitoring | Level II – Partial Activation | Level I – Full Activation

**Hurricane Decision Matrix**  
**St. Johns County**  
**Landfall | +72 Hours through +1 Week**

Decision	L – +72 Hours	L – +96 Hours	L – +1 Week
<b>EOC Activates</b>	Establish Recovery Center for Federal   State   Local Response & Recovery	Media Information   Recovery Center   Individual assistance   Public assistance   Recovery	Public   Individual assistance   Coordinate Response & Recovery   LMS Committee
<b>Advisory to Local Governments</b>	Blast Fax   Phone   Pager   Conference call	Blast Fax   Phone   Pager   Conference call	FAX   Phone   Pager Conference Calls continue until no longer required (may be replaced by meetings)
<b>Agency Notice</b> County and / or Local Governments	Citizen needs assessment   Project Worksheets (PW's)	PW's   Coordinate with Federal, State & Local Governments	PW's and all other actions as required   Complete evaluation of ability to resume governmental responsibilities
<b>Special Needs</b>	Close shelter if able   Check life support & energy needs	Close shelter if able	Secure energy needs for critical life support systems   Home, facilities, etc.
<b>At Risk Populations</b> Manufactured Homes	Re-entry   Post sheltering	Post sheltering   Return	Post sheltering   Return
<b>General Population</b>	Post sheltering   Damage assessment	Damage assessment   Post sheltering	Damage assessment   Post sheltering
<b>Policy Group</b>	Develop Recovery Plan   Public Assistance   Individual assistance   Overall Recovery Plan	Policy Decision on extension of Emergency Declaration   Decision on curfew & other in place restrictions   Public Official briefing and update	Contact Emergency Government if required
<b>ESF's</b>	Response & Damage assessment	Response   Recovery	Response   Recovery

Level III – Monitoring | Level II – Partial Activation | Level I – Full Activation

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## Appendix G

### Hazards Expected



### St. Johns County Hazards Categories and Impact Typically Expected

HAZARD	Excessive Wind	Hail, Ice Sleet	Earth Loss Movement	Electrical Outages	Roadway Blockage	Water Outage	Sewer Outage	Communication Losses	Health Safety	Mental Harmslip	Economic Losses	Community Services Loss	Agriculture Losses	Environmental Losses	Historical Losses
Hurricane Tropical Storm	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Tornado	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Severe Thunder Storms	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Urban Wild Fires				X	X			X	X	X	X	X	X	X	X
Lightning				X	X	X	X	X	X	X	X	X	X	X	X
Biological Vectors					X	X	X	X	X	X	X	X	X	X	
HazMat				X	X	X	X	X	X	X	X	X	X	X	X
Water System Failure				X	X	X	X		X	X	X	X	X	X	X
Computer Sabotage				X		X		X	X	X	X	X			
Oil Spill					X	X	X		X	X	X	X	X	X	
Communications Failure				X			X	X	X	X	X				
Civil Disorder				X	X	X	X	X	X	X	X	X	X	X	X
Terrorism			X	X	X	X	X	X	X	X	X	X	X	X	X

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**Appendix F**

**Health Care Facilities**



ST. JOHNS COUNTY

## Health Care Facilities

### Assisted Living Facilities – ALF's

- |     |   |              |
|-----|---|--------------|
| 1.  | Buckingham Smith<br>169 ML King Avenue<br>St. Augustine, FL 32084                     | 904-829-9315 |
| 2.  | Coral Landing<br>2820 Old Moultrie Road<br>St. Augustine, FL 32086                    | 904-794-2273 |
| 3.  | Glenmoor<br>235 Towerview Drive<br>St. Augustine, FL 32092                            | 904-940-4800 |
| 4.  | Grafton House<br>168 Marine Street<br>St. Augustine, FL 32084                         | 904-829-2341 |
| 5.  | Park Place of St. Augustine<br>150 Mariner Health Way<br>St. Augustine, FL 32086      | 904-794-9988 |
| 6.  | Samantha Wilson Pavilion at Bayview<br>161-B Marine Street<br>St. Augustine, FL 32084 | 904-829-3780 |
| 7.  | Sefton Park Lodge<br>2430 Cabbage Hammock Road<br>St. Augustine, FL 32092             | 904-824-1011 |
| 8.  | St. Augustine Retirement Home<br>2798 Usina Street<br>St. Augustine, FL 32095         | 904-824-0904 |
| 9.  | Stephens Memorial Home<br>5805 Datil Pepper Road<br>St. Augustine, FL 32086           | 904-797-0294 |
| 10. | Our Family & Friends<br>850-A Oak Ridge Road<br>St. Augustine, FL 32086               | 904-797-3600 |
| 11. | Vicars Landing<br>1000 Vicars Landing Way<br>Ponte Vedra Beach, FL 32082              | 904-285-1055 |



- |     |   |              |
|-----|---|--------------|
| 12. | Westminster Woods<br>25 State Road 13<br>Jacksonville, FL 32259 | 904-287-7300 |
| 13. | Woodland House<br>3111 Mac Road<br>St. Augustine, FL 32086      | 904-794-0026 |

### Nursing Homes

- |    |  |              |
|----|--|--------------|
| 1. | Glenmoor<br>235 Towerview Drive<br>St. Augustine, FL 32092                                 | 904-940-4800 |
| 2. | Moultrie Creek Nursing & Rehab Center<br>200 Mariner Health Way<br>St. Augustine, FL 32086 | 904-797-1800 |
| 3. | Ponce De Leon Care Center<br>1999 Old Moultrie Road<br>St. Augustine, FL 32086             | 904-824-3311 |
| 4. | Samantha Wilson Pavilion at Bayview<br>161-A Marine Street<br>St. Augustine, FL 32084      | 904-829-3475 |
| 5. | St. Augustine Health & Rehab Center<br>51 Sunrise Blvd.<br>St. Augustine, FL 32084         | 904-824-4479 |
| 6. | St. Johns Health Care<br>189 San Marco Avenue<br>St. Augustine, FL 32084                   | 904-824-3326 |
| 7. | Vicars Landing<br>1000 Vicars Landing Way<br>Ponte Vedra Beach, FL 32082                   | 904-285-1055 |
| 8. | Westminster Woods<br>25 State Road 13<br>Jacksonville, FL 32259                            | 904-287-7300 |

Hospitals

1. Flagler Hospital  
400 Health Park Blvd.  
St. Augustine, FL 32086  
904-819-5155  
904-819-4434

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COMPREHENSIVE EMERGENCY  
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**Appendix E**

**Training Program**



## St. Johns County Training Appendix

### I. PURPOSE

To outline a training program that will ensure that emergency responders and the public fully understand the overall concept of Emergency Management and their responsibilities before, during and after an emergency / disaster.

### II. CONCEPT OF OPERATIONS

#### A. General

1. This training program provides guidance for a three-part effort aimed at improving the capability of local governments to respond effectively to and recover from an emergency or disaster
2. The training program shall have three dimensions:
  - a. Programs and courses available through the Federal Emergency Management Agency, the State and other governmental / volunteer agencies.
  - b. Local departmental emergency response training.
  - c. Community-based awareness, self-help, population protection procedures, and public awareness training for the general public.

#### B. Phases of Management

1. Mitigation / Preparedness Training
  - a. Department heads will designate staff within their organization to participate in training.
  - b. Department heads and staff will participate in Emergency Management training to better prepare their organization for responding to emergencies / disasters.
  - c. Department heads will identify needed Emergency Management training and request it from the St. Johns County Department of Emergency Management.
  - d. All departments are encouraged to budget for training and exercising.
2. Response

- a. The Emergency Management Institute and the Florida Division of Emergency Management provide residence training for law enforcement, medical, fire services, utilities and emergency management personnel, as well as local appointed officials and their staffs.
- b. Resident training at the Emergency Management Institute is encouraged for response groups from the jurisdictions to better understand the Integrated Comprehensive Emergency Management concept and the local Plan.
- c. The objectives of Emergency Management training are to develop team skills for the St. Johns County Emergency Operations Center; field operations; information systems; technical information related to hazard mitigation, preparedness, response and recovery; and roles and responsibilities of all levels of government and the private sector in the face of emergencies or disasters.
- d. Group training is encouraged for the St. Johns County Emergency Operations Center staff, individuals, information officers, all Government division / department heads and their Emergency Coordinators, damage assessment teams, school board personnel, medical / health, institutional personnel, volunteers, communications / dispatchers, etc.
- e. Internal training consists of the concepts of field operations and key components of the St. Johns County Comprehensive Emergency Management Plan. An overview of the St. Johns County Comprehensive Emergency Management Plan and training is essential to departments / agencies in developing their department's emergency procedures.
- f. Internal training should be done on-site and in groups.
- g. Community awareness programs are provided to train citizens as to what actions are expected of them before, during and after an emergency / disaster.
- h. Preparing citizens for protective action and self-help practices immediately following a disaster is part of the Emergency Management training program.

- i. The Emergency Management training program encourages members of all groups to take advantage of available training.
- j. Exercises
  - 1). General "Exercising" is the primary way to activate, test and evaluate the components of the St. Johns County Comprehensive Emergency Management Plan and to determine if the plan will work in an actual emergency / disaster situation.
  - 2). There are four principal reasons for conducting exercises:
    - a). To detect deficiencies in a plan;
    - b). To detect deficiencies in the overall system;
    - c). To identify potential personnel and staff problems of divisions/agencies;
    - d). To detect problems relative to functions and operations of equipment.
  - 3). Progressive Exercising
    - a). Tabletop exercises are designed to detect potential problems with coordination, to determine the appropriateness of assigned responsibilities and to achieve a certain level of familiarity of a plan.
    - b). Functional exercises are more complex and are designed to test individual functions, such as direction and control, multiple functions, decision making, warning, public information or recovery.
    - c). Full-scale exercises are the highest level of exercise. They are the culmination of the exercise program. They are designed to evaluate the operational capability of the emergency management system over a substantial period of time. They test major components and sub-components of the plan.

- 4). Exercise Requirements for Every Jurisdiction - Each of the municipalities in St. Johns County is responsible by law for the safety and welfare of its citizens. Training should therefore involve the utilization of all-municipal as well as County capabilities in a coordinated effort in accordance with individual plans and Standard Operating Procedures (SOP's).
  - a). St. Johns County Emergency Management will conduct an annual exercise, which will incorporate the participation of all county agencies and municipalities, utilizing the County CEMP as a guide.
  - b). A functional exercise is to be conducted once every three years, in a four-year period.
  - c). A full-scale exercise required every four years.
  - d). A constructive evaluation of exercises will be completed for the purpose of plan revisions and creating a living document. The attached forms will be utilized (when possible) to review the process and identify deficiencies.
  - e). Deficiencies will be noted on appropriate evaluation forms and re-evaluated under j.(3), (a) and (b).

### 3. Recovery

- a. Recovery exercises complete the process of exercising the St. Johns County Comprehensive Emergency Management Plan. Recovery exercises are designed to fit the format from tabletop to full-scale exercises.
- b. Individual and departmental evaluations of exercise performance are used to determine internal training requirements.
- c. Group and individual training at the Emergency Management Institute should be scheduled routinely. These courses cover natural and technological hazards, as well as event-specific courses.

## III. RESPONSIBILITIES

- A. St. Johns County Emergency Management is responsible for ensuring that the St. Johns County Emergency Operations Center staff and operational responders fully understand their procedures and responsibilities, as outlined in the St. Johns County Comprehensive Emergency Management Plan.
- B. Training and scheduling of training for Emergency Management purposes will be coordinated through St. Johns County Emergency Management.
- C. Department / Agency heads will budget for, and participate in; training activities related to emergency preparedness programs.
- D. Municipalities – The designated Emergency Contact is responsible for the training of personnel under the jurisdiction of that office. Appropriate personnel should attend training courses offered by Federal, State and local organizations whenever possible.
- E. St. Johns County Emergency Management will:
  - 1. Coordinate all disaster-related training within the County to ensure that all of the overall objectives of the CEMP are being met. As an example:
    - a. response, recovery and mitigation;
    - b. shelter management;
    - c. handling of hazardous materials;
    - d. damage assessment;
    - e. Terrorism / Civil Disturbance
  - 2. Assist County departments and agencies, municipalities, and non-governmental disaster agencies as required, in attaining coordinated training and educational objectives.
  - 3. Utilize to the fullest extent all available means to reach the maximum number of County residents to provide sufficient public information with which to develop individual plans:
    - a. website;
    - b. booklets, pamphlets, and brochures for public distribution;
    - c. lectures and seminars relating to personal disaster preparation;
    - d. local public information spots on radio and television.



4. Conduct exercises to evaluate components of the CEMP. Immediately upon completion of exercises a critique will be conducted. A report will be compiled and shared with all participants. Procedures, planning documents and training will be modified to correct the deficiencies noted as soon after the exercise as is possible.
- F.** Those agencies or departments having Primary and Support responsibilities for ESF's will establish training programs covering their respective responsibilities, in accordance with approved ESF Annexes and SOP's.

## TRAINING REQUIREMENTS

### St. Johns County Department of Emergency Management

#### Recommended Training Courses For ESF's And Other Agencies

<b>R = Recommended Training</b> <b>O = Optional Training</b>	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18	Elected Officials	
CEMP Orientation	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Local EOC Introduction	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Liaison Office Training				O																R
Local Financial Management	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
E-104 IEMC Hurricane	O	O			R															O
E-202 Debris Management	R		R		R															O
E-207 Mitigation Field Operations	O	O			R															O
E-263 Managing the Hazard Mitigation Grant Program for States					R															O
E-273 Managing Floodplain Development	R		O																	
E-278 NFIP/CRS					R															
E-279 Retrofitting Flood Prone Buildings			O																	
E-362 Multi Hazard Safety for Schools						R														
E-388 Advanced PIO		O			O									R						
E-417 CERT Train the Trainer						O														
G-120 Exercise Design	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
G-130 Exercise Evaluation	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	O
G-191 ICS/EOC Interface	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	O
G-230 Intro to Emergency Management	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	O
G-235 Emergency Planning	O	O	O	O	R	O	O	O	O	O	O	O	O	O	O	O	O	O	O	R
G-240 Leadership and Influence	O	O	O	O	R	O	O	O	O	O	O	O	O	O	O	O	O	O	O	R
G-241 Decision Making and Problem Solving	O	O	O	O	R	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
G-242 Effective Communications	O	O	O	O	R	O	O	O	O	O	O	O	O	O	R	O	O	O	O	
G-244 Developing Volunteer Resources		O			R	R									O					
G-275 EOC Management Operations					R															O
G-276 Resource Management					R	R														
G-290 Basic PIO					R									R						
G-318 Mitigation Planning for Local Governments	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
G-360 Hurricane Planning	O	O	O	O	R	O	R	O	O	O	O	O	O	O	O	O	O	O	O	R
G-377 Regional Hazard Mitigation Planning	O	O	O		O	O														
G-379 Interagency Hazard Mitigation Team Training	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
G-385 Disaster Response and Recovery	O	O	O	O	R	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
G-386 Mass Fatalities				O	R	R														
G-393 Mitigation for Emergency Managers	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
G-398 Mitigation and Recovery Exercise	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
G-601 Damage Assessment	O	O	O	O	R	R	R													O
IS-393 Introduction to Mitigation	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
IS-394 Mitigation for Homeowners	O	O	O		O	O														
First Aid/CPR	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
Shelter Management		O			R	R														
Human Need Assessment Training					O										R					
ICS 200	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R



St. Johns County  
 Department of Emergency Management  
 St. Augustine, Florida

Training Session Name  
 City | Date

Thank you for participating in this Training Session.

How would you rate this training session?

- Poor     
  Average     
  Above Average     
  Excellent

In one sentence, please describe your thoughts on this training session with respect to its value for you.

Please rate the following specific aspects:

1 – Poor
2 – Average
3 – Good
4 – Very Good
5 - Excellent

A / V	
Handouts	
Scope of Content	
Depth of Content	
Applicability of Content	
Speaker – Performance	
Speaker – Knowledge	

What could have been covered more quickly, what needed more time, and what wasn't covered?

Other feedback or comments:

**Optional** Name: \_\_\_\_\_

**Thank you for completing this evaluation**

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix D**

**Emergency Operations Center SOP**



**Emergency Operations Center (EOC)**  
*Standard Operating Procedures*

**I. PURPOSE AND SCOPE**

**A. Purpose**

The purpose of this document is to explain the concept of operations for staffing the Emergency Operations Center (EOC) 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.

**II. ESTABLISHMENT OF THE EMERGENCY OPERATIONS CENTER (EOC)**

The EOC is established for the purpose of providing overall coordination, policymaking, 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.

**III. ORGANIZATION**

St. Johns County Emergency Management will manage the EOC during activation.

**A. EOC Organization**

1. Operations Chief
2. The EOC staff organization will consist of those ESF's 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.

**IV. RESPONSIBILITIES**

- A.** As the EOC Director, the Emergency Management Director is responsible for the overall direction and guidance of emergency response activities and operations 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, the current level of activation and what activation 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 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. Establishing and maintaining communications with the State Division of Emergency Management;
  - 6. Maintaining and operating communications links with federal, state and local emergency response personnel.

## V. ACTIVATION

- A. EOC activation levels are as follows:
  - 1. Level III – 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 ESF's 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 I - Full-scale activation of the EOC with 24-hour a day staffing. All members of activated ESF's will be called for duty in the EOC. FDEM will be requested to provide a liaison in the EOC.
- B. 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. Each person will be required to sign a roster with time-in and time-out.
  - 2. Contact Management Information Systems (MIS) 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. Have ID System ready.
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 timetable for meals to be ready for EOC personnel.
7. Ensure that propane gas tanks have been filled for cooking and hot water. Fuel generator.
8. Prepare men's 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 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
  - f. Maps
  - g. Computers
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 a Press area is established for the media.
20. Request support personnel be assigned from the St. Johns County Detention Center for housekeeping and kitchen duties.
21. Turn on all weather equipment and clear rain gauges.

The County EOC is declared fully operational by the Operations Officer when all items on the above checklist have been completed.

## VI. 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.

## VII. STAFF RESPONSIBILITIES

- A. Personnel reporting to the EOC for duty will sign-in on 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.

## VIII. 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 returned to security and sign-out must be completed.

## IX. 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.

## X. TESTS AND EXERCISE

This SOP will be tested on an annual basis at a minimum, to assure adequate training of staff personnel.

## XI. 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.

## XII. ESTABLISHMENT OF SHIFTS

Initial EOC shifts will be for twelve (12) hours until the activated ESF's are able to provide sufficient qualified personnel to establish eight (8) hour shifts. (3 shifts per 24-hour period).

## XIII. 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.

#### **XIV. 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 briefings 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.

#### **XV. MESSAGE CONTROL PROCEDURE**

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.

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.

**A. 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.

**B. 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.

**XVI. RECOMMENDED CHANGES**

Any recommended changes to this SOP will be submitted to the Emergency Management Director who will discuss changes with the Operations Officers and ESF members before final action is taken.

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix C**

**Damage Assessment**



## **Damage Assessment**

### *Standard Operating Procedures*

#### **I. PURPOSE**

The purpose of this procedure is to define the specific steps to be taken in the event of a disaster for conducting damage assessment in St. Johns County.

#### **II. DEFINITIONS AND EXPLANATIONS**

The key terms used in this procedure should be understood to mean the following:

##### **A. Damage Assessment**

Damage Assessment is the process undertaken by representatives of St. Johns County, and Representatives from impacted Municipalities, to gather information for the following purposes:

- » To identify the needs of victims;
- » To describe and document the type, extent, and location of damages for emergency decision making purposes at all levels of government;
- » To establish disaster recovery priorities and the type and quantity of resources and personnel required during recovery; and,
- » To determine the need for, and type of State and Federal disaster assistance to ensure the County's short and long-term recovery needs are met.

##### **B. Initial Impact Assessment**

Initial Impact Assessment is the first step in the damage assessment process and is used to quickly evaluate the ability of the County to swiftly mobilize and sustain large-scale response operations following a disaster by assessing damages and impact to the following County infrastructure elements and private sector entities:

- » Roads and bridges, local communications, health care facilities and capabilities, water and electric power distribution systems, and other important infrastructure facilities and capabilities; and,
- » Private homes and businesses in the affected area.
- » Initial Impact Assessment information is used to support data input to the County Situation Report.

##### **C. County Situation Report**

The County Situation Report is a prescribed form, Attachment 2, which is used by the County immediately following a disaster to describe information gathered during the Initial Impact Assessment process including:

- » The type of incident and extent and location of damages;
- » The number of dead and injured;
- » The general impact of the disaster on the County's infrastructure; and,
- » The status of local response efforts.

The County Situation Report also gives the County the means to summarize detailed damage assessment data in both the private and public sectors.

#### **D. Initial Damage Assessment Reports**

Initial Damage Assessments are conducted to provide quantified estimates of damages and are performed following, or in conjunction with, the County's Initial Impact Assessment. The three Initial Damage Assessment Report forms (attached) document damages to affected housing units (goldenrod), local industry and businesses (blue), and public facilities (green).

#### **E. Emergency Management Department**

The Emergency Management Director (EMD) or his designee will serve as the liaison with the state recovery staff.

1. The local role in support of federal and state damage assessment operations will consist of providing local assistance in locating necessary work areas and storage facilities for the Damage Assessment Team, providing meals and temporary accommodations. Emergency Management will also provide necessary personnel to serve as a guide / liaison; should this need arise.
2. The roles and responsibilities of the local Damage Assessment Team are outlined in the St. Johns County Rapid Impact Assessment Team Basic Plan, Appendix \_\_\_. Data collection will be accomplished by completing the First Impression Report, which is an enclosure to the RIAT Basic Plan. The Initial Damage Assessment Reports will be consolidated by Emergency Management and forwarded to Florida DEM as necessary. The Handbook for Disaster Assistance has forms and information for this use.
  - a. Initial Damage Assessment – Public Assistance (Green Form)
  - b. Initial Damage Assessment – Housing Losses (Goldenrod Form)
  - c. Initial Damage Assessment – Business Losses (Blue Form)

3. Procedures for assessing physical damage will include drive through / walk through of the damaged area (s) and reports received by 911-services, the Sheriff's Office Communications Center, CERT Teams, EMS, Fire Departments, residents and reporters for news media.
4. Fly-overs will be conducted using the St. Johns County Sheriff's Office helicopters as soon as it is safe to fly. The helicopters are designed to carry the pilot and three additional staff members. Aerial still photos and video will be taken of the County for planning and response activities.
5. Assessing economic injury to the county will be the responsibility of the Department of Emergency Management. Information gathering regarding the severity of the disaster and the assessment of the public's needs will be accomplished in the following manner:
 

» Agricultural Ext. Service	» Public Works
» Building Inspections	» Road and Bridge
» CERT Team Members	» School District
» Facilities Maintenance	» Sheriff
» Parks and Recreation	» Social Services
» Public Health	» Utilities

#### **F. Damage Assessment Officer**

The County Damage Assessment Officer is responsible for supervising the County's damage assessment process to include pre-emergency planning, mobilization of personnel and resources, deployment of damage assessment teams into the field, compiling County-wide damage assessment information, and preparing required Initial Damage Assessment Reports. The County Damage Assessment Officer serves in the County EOC (Emergency Operations Center) when activated. St. Johns County's Damage Assessment Officer is Dottie Acosta, Property Appraiser's Office.

#### **G. Damage Assessment Teams**

The County Damage Assessment Teams are composed of trained personnel operating in the field who visibly inspect damaged and destroyed structures and other facilities, gather information for the County Situation Report, complete the Initial Damage Assessment forms, and otherwise operate at the direction of the County Damage Assessment Officer. The County's Damage Assessment Team members are able to evaluate both private and public sector damages as well as to conduct infrastructure assessments independent of, or in support of, State Initial Impact Assessment Teams.

#### **H. Damage Assessment Team Leaders**



The County Damage Assessment Team Leaders are pre-selected County employees who have been trained in damage assessment methods and procedures and who will lead the County's Damage Assessment Teams in the field.

### III. CONCEPT OF OPERATIONS

The St. Johns County Concept of Operations for Damage Assessment encompasses the following criteria:

#### A. Pre-Disaster Planning and Data Gathering

The County Damage Assessment Officer, in consultation with the Emergency Management Director, will identify sources of economic, tax, and cost estimating information likely to be needed for damage assessment purposes, as well as identify methods to access that information immediately following a disaster.

#### B. Organizational Structure

Upon activation, County damage assessment personnel are organized in accordance with the chart in Attachment 1. The County Damage Assessment Officer, under the guidance of Emergency Management, will direct the damage assessment process.

#### C. Areas of Responsibility

St. Johns County will directly conduct damage assessment activities for all unincorporated areas within the County as well as incorporated areas that have requested the assistance of the County. The incorporated municipalities of the City of St. Augustine, the City of St. Augustine Beach, and the Town of Hastings will coordinate with the County Damage Assessment Team. In the event of major destruction, these municipalities may request and receive assistance in damage assessment from the County.

#### D. Damage Assessment Activation

Activation of the County's Damage Assessment process will proceed as follows:

1. The Emergency Management Director, or designee, will contact by telephone the County Damage Assessment Officer, or alternate, advising them of the situation and request the County Damage Assessment Officer either fully, or partially, mobilize the County's Damage Assessment Teams or place them on standby status.
  - a. The term "**fully activated**" implies that all County Damage Assessment Teams have been mobilized and members have reported to the County EOC, or other facility if so directed; are fully

- equipped to perform damage assessment duties; and have been briefed by the County Damage Assessment Officer.
- b. The term **“partially activated”** implies that only selected County Damage Assessment Teams have been activated and ordered to report for damage assessment duties.
  - c. The term **“standby status”** implies that all, or part, of the County Damage Assessment Teams have been advised that the need for damage assessment is imminent.
2. The County Damage Assessment Officer will in turn contact by telephone the County's Damage Assessment Team Leaders advising them of the situation and either fully activate the County's Damage Assessment Teams or place them on standby status.
  3. Team Leaders will contact remaining Damage Assessment Team members by either telephone or by pager.
  4. Once County Damage Assessment Teams have been mobilized and have met the criteria outlined under 1(a) above, the County Damage Assessment Officer will notify the Emergency Management Director that the County's damage assessment process is fully activated and ready for deployment.

## **E. Damage Assessment Methodology**

### County Initial Impact Assessment

1. Once the County's damage assessment process has been activated, and as soon as possible following the disaster's impact, an Initial Impact Assessment of the affected areas will be completed by County Damage Assessment Team members. The purpose of the County's Initial Impact Assessment is to quickly evaluate the County's infrastructure in order to determine whether an effective response by County resources can be mounted and sustained; and to quickly determine whether victim needs can be met internally, or will require State and possibly Federal assistance. Initial Impact Assessment data can be seen in Attachment 7-9 where County Damage Assessment Team members assigned to this task will fill out the appropriate forms. The County's Critical Facility's list is on file in the Emergency Management Office. The results of the County's Initial Impact Assessment will be transmitted by radio or telephone to the County Damage Assessment Officer for compilation and inclusion into the County's overall County Situation Report.
2. During the County's Initial Impact Assessment, assessment team members will note any obviously unsafe structures or facilities, tag or

otherwise mark these structures, and report them to the EOC for transmittal to the appropriate County or municipal building inspection agencies.

3. Damages to certain pre-determined critical facilities will also be noted during the Initial Impact Assessment and included in the team's report to the County's Damage Assessment Officer.
4. Once the information is compiled by members of the Damage Assessment Team, the County's Initial Impact Assessment information will be filed with the following local government personnel:
  - » County Administrator
  - » Other appropriate County and Municipal Executives
  - » County Public Information Officer

#### County Situation Report

As soon as possible thereafter, the Emergency Management Director, in consultation with members of the County's Emergency Response Team and the County's Damage Assessment Officer, will prepare and file the County Situation Report with the Florida Division of Emergency Management, Tallahassee, Florida. Data transmission will be by email through the State EOC's Mission Tracking System or by facsimile machine to the State Warning Point, Florida Division of Emergency Management, Tallahassee.

#### Continuing Evaluation of Damage Assessment Needs

1. The Emergency Management Director will evaluate the need for further damage assessment and the point in time when it will be safe to resume the damage assessment process. The Emergency Management Director will notify the County's Damage Assessment Team Officer if further damage assessment is required.
2. The County Damage Assessment Team Officer can utilize existing resources, mobilize additional County Damage Assessment Teams, or should the situation warrant, de-mobilize the Damage Assessment Teams at this time.

#### Assigning Personnel to County Damage Assessment Teams

1. Damage Assessment Teams are composed of at least two individuals trained in the methods and procedures for damage assessment and are selected based upon their interests, training, expertise, and availability. Each Team Member is encouraged to attend the four-hour State Damage Assessment Training Class for field personnel. This class will be

scheduled as needed for new Team Members prior to Hurricane Season each year. A list of currently assigned County Damage Assessment Team members along with their fields of expertise is provided in Attachment 4. A roster of other available County and municipal personnel and their corresponding fields of expertise can be found in Attachment 5. Both attachments are reviewed and updated annually by the County's Damage Assessment Officer.

2. The County Damage Assessment Teams will be assigned to conduct damage assessments by the County's Damage Assessment Officer according to the following approach:
  - a. Plot on an appropriate County tax map the known geographical limits of the disaster's impact using the Initial Impact Assessment information and other field reports from law enforcement and fire and safety personnel.
  - b. Overlay the entire disaster stricken area with an appropriately labeled grid or quadrant system.
  - c. Assign teams according to "quadrant contents", i.e., public sector or private sector damage assessment teams. Quadrants with both public and private sector damages will be noted with "quadrant contents" assigned to specific Damage Assessment Teams as needed.
3. Damage Assessment Team members are briefed by the Emergency Management Director and the County Damage Assessment Officer on the suspected areas of impact, purposes of the assessments, and any anticipated concerns.
4. Team members are equipped with essential equipment, supplies, and transportation prior to deployment. Attachment 6 lists the equipment and supplies needed to conduct damage assessments under most conditions.
5. Damage Assessment Teams will be deployed to areas thought to be the most severely impacted, and later to areas of lesser impact. Structures deemed uninhabitable or otherwise unsafe will be tagged and the location of such structures transmitted to the EOC for referral to the proper authorities. Teams will continue inspection of designated critical facilities upon arrival in the area.

### Field Reporting

1. The Damage Assessment Team Leader will contact by radio or telephone the EOC upon the team's arrival in the designated area and when ready to begin the assessment of damages.
2. Public Sector Damage Assessment Team members will record their findings on the Initial Damage Assessment – Public Assistance Form (green), in accordance with instructions on the back of each form. Team Leaders will periodically communicate with Damage Assessment Team Officer, advising her of their progress and findings. Attachment 7 is a copy of the Initial Damage Assessment – Public Assistance Form, designated as Form A by the Florida Division of Emergency Management.
3. Private Sector Damage Assessment Team members will record their findings on the Initial Damage Assessment – Housing Losses Form and the Initial Damage Assessment – Business Losses Form, in accordance with instructions on the back of each form. Team Leaders will periodically communicate with Damage Assessment Team Officer, advising her of their progress and findings. Attachment 8 is a copy of the Damage Assessment – Housing Losses Form (goldenrod), designated as Form B by the State, while Attachment 9 is a copy of the Initial Damage Assessment – Business Losses Form (blue), so designated as Form C by the Florida Division of Emergency Management.
4. Private Sector Damage Assessment Team members conducting damage assessments specifically to determine economic injury will coordinate directly with personnel from the Florida Division of Emergency Management in completing the survey.
5. The Damage Assessment Team members will continue to assess damages until completed, or until the County Damage Assessment Team Officer asks that the team quit and return to the County EOC or other designated site, or relocate to another quadrant or area to continue assessing damages.

#### Data Gathering by the Damage Assessment Team

Members of the County's Damage Assessment Team will also obtain, compile, and analyze damage assessment and related information from the following sources:

1. Property appraisal data and other information needed to complete the damage assessment process, which is available from County, State, or Municipal records or data bases;
2. County Directors and elected officials are in charge of the following County agencies:

- |                             |                   |
|-----------------------------|-------------------|
| » Agricultural Ext. Service | » Public Works    |
| » Building Inspections      | » Road and Bridge |
| » CERT Team Members         | » Sheriff         |
| » Facilities Maintenance    | » Social Services |
| » Parks and Recreation      | » School District |
| » Public Health             | » Utilities       |

3. Municipal governments who have conducted their own damage assessments.

#### IV. INFRASTRUCTURE

1. The identification and notification of potential applicants for the Public Assistance and Hazard Mitigation Programs will be accomplished in a number of ways.
  - a. Referrals will be obtained through components of local government. People tend to request assistance through established points of contact within the community, i.e., residents and business owners contact their county commissioner, farmers contact the local county agent, low income and / or unemployed persons contact the local food stamp issuing office, etc.
  - b. Local banking institutions can be a valuable source of referrals provided they know who to refer their clients to.
  - c. Notification will also be made on the cable GTV-3 channel, the Emergency Management website and by posting flyers in prominent locations, i.e., grocery stores, county and municipal offices, churches. EOC Rumor Control hotline and business store fronts.
2. ESF-3, Public Works and Engineering is charged with the responsibility for debris removal and clearance of main entry and exit routes. Primary routes into the affected area must be cleared first, followed by routes leading to hospitals, clinics, fire stations, EMS facilities, etc.
  - a. The landfill will be the primary disposal site.
  - b. "Hold Harmless" entry procedures for debris removal from private property have not been established. The county legal staff is in the process of developing such procedures.

#### V. HUMAN SERVICES

1. Disaster Recovery Center (DRC) locations will be coordinated through the Department of Emergency Management. There are limited facilities available within the county, with the most practical locations being local school gyms. This will depend on the severity of the disaster and the amount of damage, if any to the school buildings. Actual identification of potential DRC sites will take place following the incident, when a determination can be made of the soundness and habitability of the structures.
  - a. Special populations that may require immediate outreach are residents of the various mobile home parks and special needs residents that have been identified by the Department of Emergency Management.
  - b. Geographic areas that may require immediate outreach are extremely difficult to identify. Initial damage assessments in the rural areas will be extremely important, though there may be a delay in obtaining those assessments. Based on lessons learned from previous disaster, notable Hurricane Andrew, most residents will remain with their homes and property rather than move to public shelters.
2. The EMD will identify a person to serve as liaison for coordination with the DRC Coordinator at the EOC pre-event and the DFO post-event.
3. The St. Johns County Health Department, Agriculture Agent, building inspector and Zoning department personnel are local resources that may provide information and referrals in the DRC.
4. ESF-6, Mass Care is responsible for the establishment of feeding and distribution sites. DSF-6 will work closely with ESF-15, Volunteers and Donations, for distribution of donated food, clothing and supplies to those with the most urgent need. See ESF section for details of ESF-6 and ESF-15 operations.
5. Temporary living facilities for workers during the recovery phase are very limited. It is doubtful that the schools designated as shelters could be utilized. Reopening of schools as soon as possible is a high priority as it symbolized a return to normalcy for the students and parents alike.
6. Local motels / hotels will be used to house recovery personnel if they are available.

## VI. COMPILATION AND FILING DAMAGE ASSESSMENT REPORTS

All damage assessment reports will be compiled and edited by the County EOC in accordance with the following criteria:

**A. County Damage Assessments**

1. Completed damage assessment forms along with supporting photographs, measurements, maps, etc., will be transported to the EOC by the County's Damage Assessment Teams.
2. Completed "quadrants" will be marked off on the GIS (Geographic Information System) Maps.
3. All submitted private and public sector reports will be reviewed to ensure completeness and an assurance of an appropriate level of accuracy.
4. Shortfalls or data inconsistencies will be addressed with the appropriate Team Leader (s) and an attempt will be made to expeditiously correct the shortfalls.
5. Data will be compiled in a format suitable for reporting purposes, i.e., for use in updated County Situation Reports.

**B. Municipal Damage Assessments**

1. Municipal officials assigned to complete their jurisdiction's damage assessments will utilize the County's Situation Report, and other reports as necessary, to summarize the impact of the disaster to their public and private sectors. Information contained on these reports will be faxed to the County's EOC.
2. Completed damage assessment forms along with supporting photographs, measurements, maps, etc., will remain the property of the affected municipality. However, upon request from the County's Damage Assessment Team, a suitable number of "typical forms" depicting both public and private sector damages will be copied and transported along with documents summarizing the entire scope of the municipal damages to the County's EOC by the most expeditious means possible.
3. Completed areas will be marked off on the GIS (Geographic Information System) Maps.
4. All submitted private and public sector reports by municipal governments will be reviewed to ensure completeness and an assurance of an appropriate level of accuracy.



5. Shortfalls or data inconsistencies will be addressed with the appropriate municipal damage assessment person and an attempt will be made to expeditiously correct the shortfalls.
6. Data will be compiled in a format suitable for reporting purposes, i.e., for use in updated County Situation Reports.

Both County and municipal damage assessment data will be compiled by the EOC in coordination with Emergency Management, reported in initial and subsequent County Situation Reports. Once the information is compiled, all damage assessment forms will be filed with the following personnel:

- » County Administrator
- » Other appropriate County and municipal executives
- » County Public Information Officer
- » Florida Division of Emergency Management

Data transmission to the State Warning Point, Florida Division of Emergency Management, Tallahassee, will be by email through the State EOC's Mission Tracking System or by facsimile machine through the EOC Messaging Center.

## VII. SUBSEQUENT SUPPORT ACTIVITIES

1. Following review of the County's damage assessment forms, the County Damage Assessment Officer will contact the County or municipal building inspections department and verify the location of any structures that are likely to be unsafe for entry or occupancy.
2. The EOC will also document all damage assessment related expenses incurred by the County as a result of the disaster, and will notify municipalities conducting their own damage assessments to do the same.
3. The Damage Assessment Team will remain on standby status to provide information and support to the following individuals or entities:
  - a. Escort FEMA / State Teams to Damaged Areas;
  - b. State and Federal Damage Assessment Teams;
  - c. County Public Information Officer;
  - d. County Administration;
  - e. State Rapid Impact Assessment Team members; and,
  - f. County, State and Federal Hazard Mitigation evaluation team members.
4. Upon direction of the County Damage Assessment Team Officer, the EOC will review the reports and findings of any joint Federal-State Preliminary

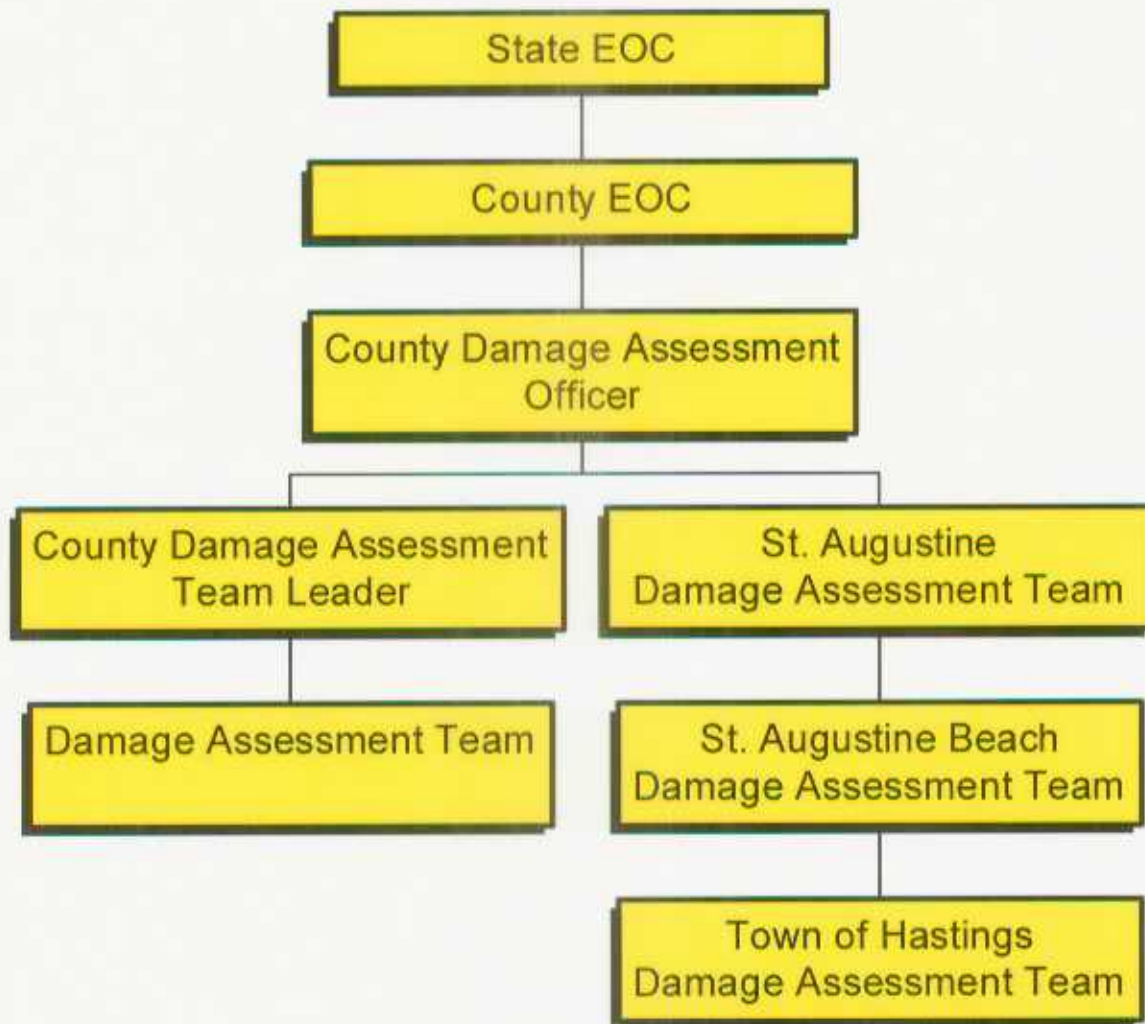
Damage Assessment conducted in the County to assure the County's assessments and interests have been represented.

### **VIII. MAINTENANCE OF PROCEDURES AND CAPABILITIES**

The Emergency Management Director is responsible for assuring that a sufficient number of County and municipal personnel are fully trained in damage assessment methods and procedures. The Department of Emergency Management will update this procedure at least annually to assure its accuracy and consistency with the County Emergency Operations Plan and State requirements

**ATTACHMENT 1**

Organizational Chart  
County Damage Assessment



**ATTACHMENT 2**

**County Situation Report**

Nine (9) pages under Attachment 2.

**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

DATE:		TIME:		COUNTY:		AREA #:	
LINE	INFORMATION ELEMENT	RESPONSE					
1	<b>County EOC Activated:</b>	YES:		NO:		LEVEL:	
2	<b>Local Declaration Issued:</b>	YES:		NO:			
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>	YES:		NO:			
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:	YES:		NO:			
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>		
23	Number of Shelters Open:						

DATE:		TIME:		COUNTY:		AREA #:	
LINE	INFORMATION ELEMENT			RESPONSE			
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>			<u>Shelter Name &amp; Address</u>			<u>Population</u>
				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>			<u>Shelter Name &amp; Address</u>			<u>Population</u>
				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:			
				<u>Facility Name &amp; Address</u>			
				1.			
35	ALF Closures: <i>(Type in the box to add additional site information)</i>			Date & Time of Closure:			
				<u>Facility Name &amp; Address</u>			
				1.			
36	Primary Care Facility Closures: <i>(Type in the box to add additional site information)</i>			Date & Time of Closure:			
				<u>Facility Name &amp; Address</u>			
				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:			
41	<b>Government Office Closures:</b>			<b>YES:</b>		<b>NO:</b>	

DATE:		TIME:		COUNTY:		AREA #:	
LINE	INFORMATION ELEMENT			RESPONSE			
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>						

**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

DATE:		TIME:		COUNTY:		AREA #:	
<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>				<u>Population</u>	
		1.					
		2.					
		3.					
		4.					
		5.					
		6.					
16	<b>MASS CARE (Special Needs):</b> Names of Special Needs Shelters and Populations:	<u>Shelter Name &amp; Address</u>				<u>Population</u>	
		1.					
		2.					
		3.					
		4.					
		5.					
		6.					
17	Mass Care Unmet Needs:						
18	Shelter Staff Shortages: <i>(List specific positions needing to be filled)</i>						
19	Percentage of hotel / motel capacity available:					%	
20							



DATE:		TIME:		COUNTY:		AREA #:	
LINE	INFORMATION ELEMENT	RESPONSE					
	<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:					
		1. <u>Facility Name &amp; Address</u>					
23	Nursing Home Closures: <i>(Type in the box to add additional site information)</i>	Date & Time of Closure:					
		1. <u>Facility Name &amp; Address</u>					
24	ALF Closures: <i>(Type in the box to add additional site information)</i>	Date & Time of Closure:					
		1. <u>Facility Name &amp; Address</u>					
25	Primary Care Facilities Closures: <i>(Type in the box to add additional site information)</i>	Date & Time of Closure:					
		1. <u>Facility Name &amp; Address</u>					
25	Pharmacy Closures: <i>(Type in the box to add additional site information)</i>	Date & Time of Closure:					
		1. <u>Facility Name &amp; Address</u>					
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:						
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:	

DATE:		TIME:		COUNTY:		AREA #:	
LINE	INFORMATION ELEMENT	RESPONSE					
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>						
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.**

## State Emergency Response Team Essential Elements of Information

<b>Event Information Form</b>	<b>Event:</b>
-------------------------------	---------------

County:	County Contact:		
Completed By:	Phone Number:		
E-mail Address:	Date and Time:		
SERT Liaison:	Report #:	Pre-Event	Post Event

1. EOC Activation Level:	2. Local State of Emergency Date and Time:
--------------------------	--

3. PIO Activated:	Media Releases:
4. Rumor Control / Hotline Phone Number:	Date and Time:

5. Confirmed Fatalities:	Confirmed Injured:	Confirmed Missing:
--------------------------	--------------------	--------------------

6. Incident Command Post Location:	Latitude	Longitude
7. Staging Area Location:	Latitude	Longitude

8. Evacuation Order:	Date and Time:	Est. Number Evacuated:
9. Curfew Orders:	Date and Time:	

10. Local Government Office Closing Date:	
11. School Closing Date:	
12. Boil Water Order (ESF 8):	
13. Other Health Orders (ESF 8):	
14. Hospital Closed (ESF 8):	

15. Animal Issues:
--------------------

Homes and Businesses	Destroyed	Major Damages (>50%)	Minor Damages (<50%)
16. Single Family Dwellings:			
17. Multi-Family Dwellings:			
18. Businesses Impacted:			
19. Total Homes and Businesses:			

<b>Public Assistance</b>	
20. Critical Facilities Impacted:	
21. Water and Sewer Structures Impacted (ESF 3):	
22. Other Structures Impacted (ESF 3):	
23. Vehicles Impacted:	
24. Communications Impacted (ESF 2):	

25. Hotel / Motel Sheltering Status:
--------------------------------------

Additional Comments:
----------------------

## Data Entry Protocol for Completion of the Post-Impact EEI Form

Date Field	Description
Event:	Enter the name of the disaster event for which the EEI is being developed.
County:	Enter the name of the County the report is about.
County Contact:	Enter the name of the County Contact person.
Completed By:	Enter the name of the person completing this report. In case follow up is needed during the disaster operations.
Phone Number:	Enter the phone number of the person completing this form.
E-mail Address:	Enter the E-mail address of the person completing this report. In case follow up is needed during the disaster operations.
Date and Time:	Enter the Date and Time this form is completed and submitted to the State EOC or A-Team or F-SERT, whichever is applicable.
SERT Liaison:	If applicable, enter the name of the SERT Liaison located in the County EOC.
Report #:	Enter the number of the report being submitted.
Pre-Event / Post Event	Enter "Yes" for the appropriate time frame in the disaster operations.
1. EOC Activation Level:	Enter the activation level of the County EOC; use " <b>Monitoring</b> " (limited staff monitoring the event), " <b>Partial</b> " (partial staffing of the County EOC by other County Agencies) or " <b>Full</b> " (full staffing by all County Agencies involved with emergency/disaster operations).
2. Local State of Emergency Date and Time:	Enter the date and time the local state of emergency goes into effect. Otherwise leave blank.
3. PIO Activated	Enter the name and phone number of the PIO activated. Otherwise leave blank.
Media Releases	Enter the number of media releases published by the county up to that point (time of submission of the report) in the emergency / disaster event. Otherwise leave blank.
4. Rumor Control / Hotline Phone Date and Time	Enter the date and time the Rumor Control/Hotline goes into effect. Otherwise leave blank.
Number	Enter the phone number for Rumor Control or Hotline. Otherwise leave blank.
5. Confirmed Fatalities	Enter the number of confirmed disaster related fatalities. Otherwise leave blank.
Confirmed Injured	Enter the number of confirmed disaster related injuries. Otherwise leave blank.
Confirmed Missing	Enter the number of confirmed disaster related missing persons. Otherwise leave blank.
6. Incident Command Post Location	If applicable, enter the location of the County's Incident Command Post. Otherwise leave blank.
Latitude Longitude	If available, enter the latitude and longitude location of the Incident Command Post.
7. Staging Area Location	If applicable, enter the location of the County's Staging Area. Otherwise leave blank.
Latitude Longitude	If available, enter the latitude and longitude location of the Incident Command Post.
8. Evacuation Order:	Enter " <b>Mandatory</b> " if a mandatory evacuation order has been issued. Enter " <b>Voluntary</b> " if a voluntary evacuation has been issued. Enter " <b>Mandatory &amp; Voluntary</b> " if both a mandatory and voluntary evacuations orders have been issued for different sections of the county. Use the "Additional Comments" field below to describe the areas being evacuated. Otherwise leave blank.
Date and Time:	Enter the Date and Time the Evacuation Order goes into effect. Otherwise leave blank.
Est. Number Evacuated:	Enter the estimated number of people to be evacuated. Otherwise leave blank.
9. Curfew Orders	Enter "Yes" if local curfew orders been issued. Otherwise, leave blank. Use the "Additional Comments" field below to describe the areas under curfew order. Otherwise leave blank.
Date and Time	Enter the date and time the curfew order goes into effect. Otherwise leave blank.
10. Local Government Office Closing Date	Enter the date that local government offices will be closed. Otherwise leave blank.
11. School Closing Date	Enter the date that schools will be closed. Otherwise leave blank.

12. Boil Water Order	Enter the date and time the Boil Water Orders will be or has been issued. Use the "Additional Comments" field below to describe the areas under Boil Water Order. Otherwise leave blank.
13. Other Health Orders	Enter Name of Other Health Orders and the date issued. Use the "Additional Comments" field below to describe the areas under Other Health Order. Otherwise leave blank.
14. Hospital Closed	Enter the name or names of hospitals closed as a result of the emergency/disaster event. Otherwise leave blank.
15. Animal Issues	Enter the types of issues related to animal protection. Describe the areas of the County affected by animal issues. Otherwise leave blank.
16. Single Family Dwellings	In the first cell of this row enter the <b>estimated</b> number of Single Family Dwellings destroyed; in the second cell enter the <b>estimated</b> number Dwellings with major damage (50% or greater damage to the structure), and in the third cell enter the <b>estimated</b> number of Dwellings with minor damage (less than 50% damage to the structure). Otherwise leave blank.
17. Multi-Family Dwellings	In the first cell in this row enter the <b>estimated</b> number of Multi-Family Dwellings destroyed; in the second cell enter the <b>estimated</b> number Dwellings with major damage (50% or greater damage to the structure), and in the third cell enter the <b>estimated</b> number of Dwellings with minor damage (less than 50% damage to the structure). Otherwise leave blank.
18. Businesses Impacted	In the first cell in this row enter the <b>estimated</b> number of Businesses destroyed; in the second cell enter the <b>estimated</b> number Businesses with major damage (50% or greater damage to the structure), and in the third cell enter the <b>estimated</b> number of Businesses with minor damage (less than 50% damage to the structure). Otherwise leave blank.
19. Total Homes and Businesses:	In the first cell in this row enter the total <b>estimated</b> number of Single Family Dwellings, Multi-Family Dwellings and Businesses destroyed; in the second cell enter the total <b>estimated</b> number Single Family Dwellings, Multi-Family Dwellings, and Businesses with major damage (50% or greater damage to the structure), and in the third cell enter the total <b>estimated</b> number of Single Family Dwellings, Multi-Family Dwellings and Businesses with minor damage (less than 50% damage to the structure). Otherwise leave blank.
20. Critical Facilities Impacted	Enter the names of the Critical Facilities Impacted. Otherwise leave blank.
21. Water and Sewer Structures Impacted	Enter the names of the Water and Sewer Structures Impacted. Otherwise leave blank. Otherwise leave blank.
22. Other Structures Impacted	Enter the names of Other Structures Impacted. Otherwise leave blank.
23. Vehicles Impacted	Enter the number of vehicles Impacted. Otherwise leave blank.
24. Communications Impacted:	Enter the communications systems Impacted. Otherwise leave blank.
25. Hotel Motel Sheltering Status	The information to be entered in this cell is not related to damages to Hotels or Motels. Enter " <b>High</b> " if a majority of the motel/hotel units in the County may be used for "shelters of last resort" or for emergency workers from outside the county. Enter " <b>Medium</b> " if at least half of the hotel/motel units may be used for "shelters of last resort" or for emergency workers from outside the county. Enter " <b>Low</b> " if less than a quarter of the hotel/motel units may be used for "shelters of last resort" or for emergency workers from outside the county. Otherwise leave blank.
Additional Comments	Enter narrative information descriptive of the current status of the emergency / disaster event. Enter anticipated resource needs.

**ATTACHMENT 3**

Critical Facilities Inventory

St. Johns County's Critical Facilities Inventory is on file in the Department of Emergency Management office.

**ATTACHMENT 4**

**Damage Assessment Teams**

**Department**

- » St. Johns County Agricultural Agent
- » St. Johns County Building Department
- » St. Johns County Code Enforcement
- » St. Johns County Emergency Management
- » St. Johns County Property Appraiser's Office
- » St. Johns County Road & Bridge
- » St. Johns County Sheriff's Office

**Community**

- » Coquina Crossing CERT

**Municipality**

- » City of St. Augustine
- » City of St. Augustine Beach
- » Town of Hastings

**ATTACHMENT 5****Roster of Trained and Available  
Damage Assessment Personnel**

**Team Leader:** Dottie Acosta  
Property Appraiser's Office

Department / Agency	Team Member	Office Phone
Building Department 4020 Lewis Speedway St. Augustine, FL 32084	Stan DeAngelis David Williams	904-827-6802 904-827-6830
Code Enforcement 4020 Lewis Speedway St. Augustine, FL 32084	James Acosta Karen Bruner Golda Kelly Steve Wyland	904-823-2792 904-823-2486 904-823-2595 904-823-2754
Emergency Management 4455 Avenue A   Suite 102 St. Augustine, FL 32095	Ray Ashton Jody Pfannkuche Linda Stoughton	904-824-5550 904-824-5550 904-823-2345
Property Appraiser's Office 4030 Lewis Speedway   Suite 203 St. Augustine, FL 32084	Dottie Acosta Tony Augustine Glenn Brown Barbara Crawford Robert Crowe Dave Darty Richard Hall, Jr.	904-823-2209 904-823-2208 904-823-2208 904-280-1100 904-823-2208 904-823-2208 904-823-2208
Town of Hastings 409 North Main Street Hastings, FL 32145	Deborah Cata	904-692-1420



**ATTACHMENT 6****Equipment and Supplies Needed by  
County Damage Assessment Teams****Suggested Personal Equipment**

- » Appropriate personal clothing (for prevailing weather conditions)
- » Work Boots
- » Gloves, coveralls, rubber boots
- » Raincoat or poncho
- » Flashlight, with extra batteries
- » Extra pair of eyeglasses, as needed
- » Personal medications, as needed
- » Insect repellent
- » Official identification and authorization documents or cards

**Damage Assessment Issued Equipment**

- » Copy of this procedure
- » Paper, pencils, clipboards, etc.
- » Multiple copies of pertinent County Situation Reports (page 1 only)
- » Multiple copies of Initial Damage Assessment Reports
- » Written instructions, maps, etc., pertinent to the survey areas (s)
- » Camera and film, as needed, batteries, disks
- » Measuring tapes
- » Emergency telephone listing of appropriate County officials
- » Transportation to the impacted areas
- » Communication equipment (cellular telephone, radio, other)
- » Paper towels
- » Calculator
- » Map books
- » Telephone books
- » Magnetic Signs
- » Vests

**ATTACHMENT 7**

**Initial Damage Assessment  
Public Assistance Form A**

One (1) page under Attachment 7.



**ATTACHMENT 8**

Initial Damage Assessment  
**Housing Losses Form B**

One (1) page under Attachment 8.



**ATTACHMENT 9**

Initial Damage Assessment  
**Business Losses Form C**

One (1) page under Attachment 9.

**INITIAL DAMAGE ASSESSMENT -- BUSINESS LOSSES**

(1) COUNTY \_\_\_\_\_ (3) INCIDENT (  ) FLOOD ( ) HURRICANE ( ) TORNADO ( ) OTHER \_\_\_\_\_

(2) MUNICIPALITY \_\_\_\_\_ (4) ASSESSMENT TEAM: \_\_\_\_\_

(5) INCIDENT PERIOD: \_\_\_\_\_ (6) DATE OF SURVEY: \_\_\_\_\_

(7) PAGE \_\_\_\_\_ OF \_\_\_\_\_

(8) REF NO.	(9) NAME OF BUSINESS/ SITE LOCATION/ TELEPHONE NO.	(10) TENANT/ OWNER & TYPE BUS.	(11) ESTIMATED DAYS OUT OF OPERATION	(12) EMPLOYEES		(14) REPLACEMENT COST OR FAIR MARKET VALUE	(15) ESTIMATED DOLLAR LOSS	(16) DOLLAR AMOUNT INSURANCE COVERAGE	(17) % Unins. Loss Bus. Value (Foot. 15) - (col. 16) (col. 14) x 100%	(18) IF COL. 17 IS:		
				NUMBER	COVERED BY U.I.					<40% (✓) MHI	40-75% (✓) MAJ	>75% (✓) DEBT
		T O				LAND: \$ STRUCTURE: \$ CONTENTS: \$	\$ \$ \$	\$ \$ \$	(18) (19) (20)			
		T O				LAND: \$ STRUCTURE: \$ CONTENTS: \$	\$ \$ \$	\$ \$ \$				
		T O				LAND: \$ STRUCTURE: \$ CONTENTS: \$	\$ \$ \$	\$ \$ \$				
		T O				LAND: \$ STRUCTURE: \$ CONTENTS: \$	\$ \$ \$	\$ \$ \$				
		T O				LAND: \$ STRUCTURE: \$ CONTENTS: \$	\$ \$ \$	\$ \$ \$				
		T O				LAND: \$ STRUCTURE: \$ CONTENTS: \$	\$ \$ \$	\$ \$ \$				
		T O				LAND: \$ STRUCTURE: \$ CONTENTS: \$	\$ \$ \$	\$ \$ \$				
	<b>SUBTOTALS</b>					\$	\$	\$				

**ATTACHMENT 10**

Damage Assessment Level Guide

One (1) page under Attachment 10.



ATTACHMENT IDA-B1, DAMAGE ASSESSMENT LEVEL GUIDE

Damage Level	General Description	FEMA DL Description	FEMA SF, MF, MH	Things to Look For	Water Levels	ARC DL Description	ARC SF & MH
10	Structure leveled, foundation, basement damaged. Water above the eaves.	<b>DESTROYED to 100%</b> Structure is total loss or permanently uninhabitable. Not economically feasible to rebuild	<b>DESTROYED to 100%</b> More than 5 feet on first floor More than 2 feet in mobile home	<b>DESTROYED to 100%</b> Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone with noticeable distortion to walls.	More than 8 feet	<b>(1) DESTROYED to 100%</b> Structure permanently uninhabitable, can not be repaired	<b>(1) DESTROYED to 100%</b> More than 8 feet in structure. More than 3 feet in mobile home
9	Structure leveled above the foundation. Second floor is gone.				6 to 8 feet		<b>(2) MAJOR</b> Home or Apt 24 inches to 8 feet in structure first floor.
8	Water above first floor. Structure moved off foundation. Walls collapsed.				5 to 7 feet		
7	Exterior frame damage. Roof off or collapsed. Accessory service outbuildings damaged.	<b>MAJOR to 74%</b> Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. Will take more than 30 days to repair	<b>MAJOR to 74%</b> 3 to 5 feet in first floor 6 inches to 2 feet in mobile home with plywood floors 1 inch to 2 feet in mobile home with particle board floors	<b>MAJOR to 74%</b> Portions of the roof and decking missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as tree. Damaged foundation.	5 to 6 feet		
6	Foundation damaged. Insulation damaged. Exterior wall(s) damaged. Production equipment office equipment damaged.				4 to 5 feet		
5	One room destroyed. Exits blocked. Utilities damaged: furnace, water heater, well, septic system.				3 to 4 feet		<b>(2) MAJOR</b> Mobile Home 6 inches to 3 feet
4	Interior flooring/exterior walls with minor damage. Trees(s) fallen on structure. Business inventory destroyed.				2 to 3 feet		
3	Smoke damage. Fire escape inoperable. Shingles/roof tiles moved or missing. Fleet/vehicles damaged.				6" to 2 feet	<b>(3) MINOR</b> Structure currently habitable or requires minor repairs or cleaning to be habitable	<b>(3) MINOR</b> Home or Apt Less than 24" in structure. First floor
2	Chimney damaged. Porch damaged. Carpet on first floor soaked. Parking lot damaged.				3" to 6"		
1	Broken windows. Damage to landscaping. Business signs damaged.	<b>MINOR to 10%</b> Structure damaged, but habitable, needs minor repairs & take less than 30 days to repair. Or minimal structure damage & habitable without repairs.	<b>MINOR to 10%</b> 2" - 3" first floor Or in crawl space & reached insulation. Sewage 1ft or more Mobile Home BB to 6 inches	<b>MINOR to 10%</b> Missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Attached garage damaged. Damaged septic system.	0 to 3"		<b>(3) MINOR</b> Mobile Home Less than 6 inches

Adapted from FEMA, ARC, various state and county EOPs, private agencies

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix B**

**Impact Assessment**



## **Impact Assessment**

### *Standard Operating Procedures*

#### **I. PURPOSE**

The purpose of these guidelines is to delineate the specific steps to be taken for conducting impact assessment in St. Johns County, Florida in the event of a disaster, and identify the roles and responsibilities of agencies assigned to this function.

#### **II. DEFINITIONS AND EXPLANATIONS**

The term, Impact Assessment, used in these guidelines, should be understood to mean the following:

**A.** Impact Assessment is the process undertaken by representatives of St. Johns County to gather information for the following purposes:

1. To provide immediate information regarding the impact to human life;
2. To describe and document the type, extent, and location of impact for emergency decision making purposes at all levels of government;
3. To establish damage assessment and disaster recovery priorities and the type and quantity of resources and personnel required during recovery; and,
4. To gain immediate information on the extent of the impact of a disaster in the event State and / or Federal disaster assistance resources are needed to protect the lives of St. Johns County citizens and prevent additional impact to public infrastructure.

#### **III. INITIAL IMPACT ASSESSMENT**

One of the most important functions for emergency service personnel following a disaster is the need to evaluate the impact that the disaster has had upon departmental resources and jurisdictional responsibilities. This assessment may include:

- » Observations of structural damages;
- » Identification of injuries (both to emergency personnel and citizens);
- » Status of critical infrastructure such as roads and electrical systems;
- » Status of critical facilities such as hospitals;
- » Status of operational capabilities of emergency departments and other county resources; and,
- » If needed, assistance in emergency life-saving response to citizens.

Initial Impact Assessment is the first step in the damage assessment process and is used to quickly evaluate the ability of the county to swiftly mobilize and sustain large-scale response operations following a disaster by assessing impact to the following county infrastructure elements and private sector entities:

- » Roads and bridges, local communications, health care facilities, water and electric power distribution systems, and other important infrastructure facilities and capabilities; and,
- » Private homes and businesses in the affected area.

Initial Impact Assessment information is used to direct data input to the County Situation Report.<sup>1</sup>

#### IV. IMPACT REPORT FORM

- A. The Impact Assessment Checklist (**Attachment 1**) shall be used by the county immediately following a disaster to describe information gathered during the initial Impact Assessment process including:
1. The type incident and extent and location of damages;
  2. The number of dead and/or injured;
  3. The general impact of the disaster on the county's infrastructure; and,
  4. The status of local response efforts.
- B. The Impact Report Form also gives the county the means to prioritize later detailed damage assessment data in both the private and public sectors.

#### V. ORGANIZATION

##### A. Roles and Responsibilities

1. The Emergency Management Director (EMD) is responsible for the direction and control of the Impact Assessment process. The EMD will activate the process by direction to the Incident Commander (IC) on site, or Unified Command.
2. The IC or Fire Chief (Fire Command) will coordinate pre-assignment of St. Johns County Fire Department personnel to specific geographic areas, if possible prior to the event. If event is unexpected, Fire Command will assign Fire / Rescue personnel to specific geographic areas, and coordinate deployment and communication with the teams while in the impacted area, according to department protocols.

<sup>1</sup> See St. Johns County Standard Operating Procedures for Damage Assessment.

3. Dispatch personnel (St. Johns County Fire / Rescue Communications) will coordinate communications either from the Communications Center or the Mobile Communications Unit in the field. Other personnel activated to assist with communications will work under the direction of Dispatch staff. Fire Control will convey vital information to ESF 5.
4. ESF 5 - Information and Planning will coordinate information related to the area of impact, number of deaths / injuries, impact to critical infrastructure, and requests for resources. This information will be directed to through the Duty Officer in the EOC to the appropriate ESF's for response, if necessary.

## VI. OPERATIONS

### A. Response

If possible, Impact Assessment personnel shall be pre-assigned to specific geographic areas and pre-staged prior to the event. The Impact Assessment process shall be activated as quickly as crews can arrive in the field from their pre-assigned staging areas. Critical infrastructure is assessed based on the priority established in **Attachment 2**.

1. Personnel – Impact Assessment will be accomplished by St. Johns County Sheriff's Office, St. Johns County Fire / Rescue and St. Johns County Road & Bridge personnel. However, it must be accomplished before responding or while en-route to emergency incidents. Other trained individuals from county departments and / or volunteers may be assigned with impact assessment should emergency response personnel be unavailable or overwhelmed with response priorities.
2. Equipment – Appropriate personal protective equipment will be used at all times. Personal and department-issued equipment requirements are listed in **Attachment 3**.
3. Communications – St. Johns County's VHF radio system will be the primary means of communications. Backup systems will include UHF radio, cell phone, tones and pagers and / or assistance from emergency amateur radio operators, if assigned to Impact Assessment Team. If the Mobile Communications Unit is deployed, personnel staffing the Unit will be the point of contact for Impact Assessment reports. If the MCU is not deployed, reports will be relayed to St. Johns County Fire / Rescue.

Under emergency conditions during a disaster, all radio communications must provide only essential information. Airtime becomes a valuable commodity and must be respected.

4. Assigned Territory – Impact Assessment Teams will be pre-assigned to a specific geographic district, if possible, and pre-staged to facilitate quick activation following an event. Maps (highway and topographic) of the assigned district are provided in each Team's equipment. Following a major event, recognizable landmarks may be gone and locations may be identifiable only by GPS unit.

5. Dispatch

- a. Dispatch Through Fire Control

When activated by the EMD through the IC, the primary response method, unless otherwise indicated, will be by dispatch from the Fire / Rescue Communications Center via tone activated paging receivers. Units responding to requests from Dispatch must advise that office of any problems encountered during dispatch, or any changes of assignment necessitated by personal observations.

- b. Self-Dispatch Based on Assessment

It may be necessary for units to dispatch themselves due to lack of communications with other stations or the Sheriff's Office. The Officer In Charge should do this based on the assessment of the situation at the time. Consideration must be given to performing additional assessment objectives similar to triage during multi-casualty incidents. With the exception of providing life-saving assistance, a search will be conducted as soon as possible of pre-determined priority areas (i.e., public shelters, mobile home parks, nursing homes, etc.)

6. Light Search and Rescue – Light search and rescue may be implemented to support emergency response. This would be limited primarily to rescue of lightly trapped victims. Appropriate decisions must be made as to the priority of responsibility during this time period.
7. Safety and Hazard Identification – Personnel conducting emergency operations must realize that their own safety and well-being is their first priority. Many hazards will be encountered during the first 72-hours after an event. These include, but are not limited to:

- » wires down;
- » gas leaks;
- » fires;
- » unsafe structures;
- » flooding;
- » hazardous material incidents;
- » traumatized animals; and
- » heat stress

Every attempt should be made to abate these hazards, if it can be done safely and quickly. As with other incidents, personnel should keep themselves well hydrated.

8. On-going Territory Assessment – During all emergency response operations, continued territory assessment is vital. This information must be transferred to fire department command locations as quickly as possible.

## **VII. Demobilization**

### **A. Relief Crews**

Crews will be released with consideration being given to length of service, amount of work performed, and mental stress encountered. Unified Command must be advised of the need for replacement crews as soon as the need arises.

### **B. Mutual Aid Companies**

Priority should be given to releasing mutual aid or other resources from outside agencies. The first-in / first-out concept should be used in determining a resource release schedule. The release of any resource should be cleared through Unified Command.

### **C. Critical Incident Stress Management (CISM)**

Prior to releasing resources from the incident, the need for critical incident debriefing for the response personnel will be determined by the Operations Chief. Personnel who may require CISM should be identified and contacted prior to being released.

## **VIII. Normal Operations**

Normal operations and scheduling will resume at the direction of Unified Command.

**Attachment 1**  
County Impact Report Form

<b>Impact Assessment Checklist</b>			
<b>Control Number Issued:</b> _____ <b>Date:</b> _____ <b>Time Assigned:</b> _____ <b>Time Reported:</b> _____ <b>Type of Incident:</b> _____ <b>Sector:</b> _____ <b>Assessment Target:</b> _____ <b>Reported By:</b> _____			
<b>Life Safety:</b>	<u>Count</u>	<u>Recovered</u>	<b><u>Location:</u></b>
Trapped	_____	_____	
Dead	_____	_____	
Injured	_____	_____	
Evacuations	_____	_____	
Need / Status	_____	_____	
<b>Life Lines:</b>	<u>Found</u>	<u>Need</u>	<b><u>Location:</u></b>
Electricity	_____	_____	
Gas	_____	_____	
Sewer	_____	_____	
Water	_____	_____	
<b>Status of Transportation System:</b> (roads, signage, signals, etc.)			
<b>Description of Imminent Hazards:</b>			
<b>Other Major Problems</b> (housing, structures, etc.)			
<b>Resources Required:</b>			



**Attachment 2****St. Johns County Critical Facilities**

Critical Facilities<sup>2</sup> which are designated as being vital to victim survival, and disaster response and recovery operations shall be prioritized in the following order and immediately assessed for damages following a disaster:

1. Transportation infrastructure (roads, bridges, rail lines, etc.)
2. Communications infrastructure (towers, transmission lines, etc.)
3. Electric power infrastructure (substations, transmission lines, etc.)
4. Response facilities (fire stations, sheriff's office, etc.)
5. Medical facilities (hospitals, urgent care centers, etc.)

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<sup>2</sup> **St. Johns County Critical Facilities Database is updated regularly and is on file at St. Johns County Department of Emergency Management, and will be provided at the time of the event.**

**Attachment 3****Equipment and Supplies Needed by County Impact Assessment Teams****Personal Equipment**

- Appropriate personal clothing | for prevailing weather conditions
- Boots | steel-toed, safety boots
- Gloves, coveralls, rubber boots
- Hard hat
- Safety vest
- Raincoat or poncho
- Flashlight, with extra batteries
- Extra pair of eyeglasses, as needed
- Personal medications, as needed
- Insect repellent
- Official identification and authorization documents or cards

**Impact Assessment Issued Equipment**

- Copy of this procedure
- Paper, pencils, clipboard, etc.
- Multiple copies of Impact Report Forms
- Written instructions, maps, etc., pertinent to the survey area(s)
- Communication equipment | cellular telephone, radio, other
- Spray paint | multiple colors
- Gas can and fuel supply
- Danger tape
- Blankets
- Binoculars
- Global Positioning System (GPS) unit or compass
- Tire patch kit | if available
- Heavy ropes
- Water
- Portable lights

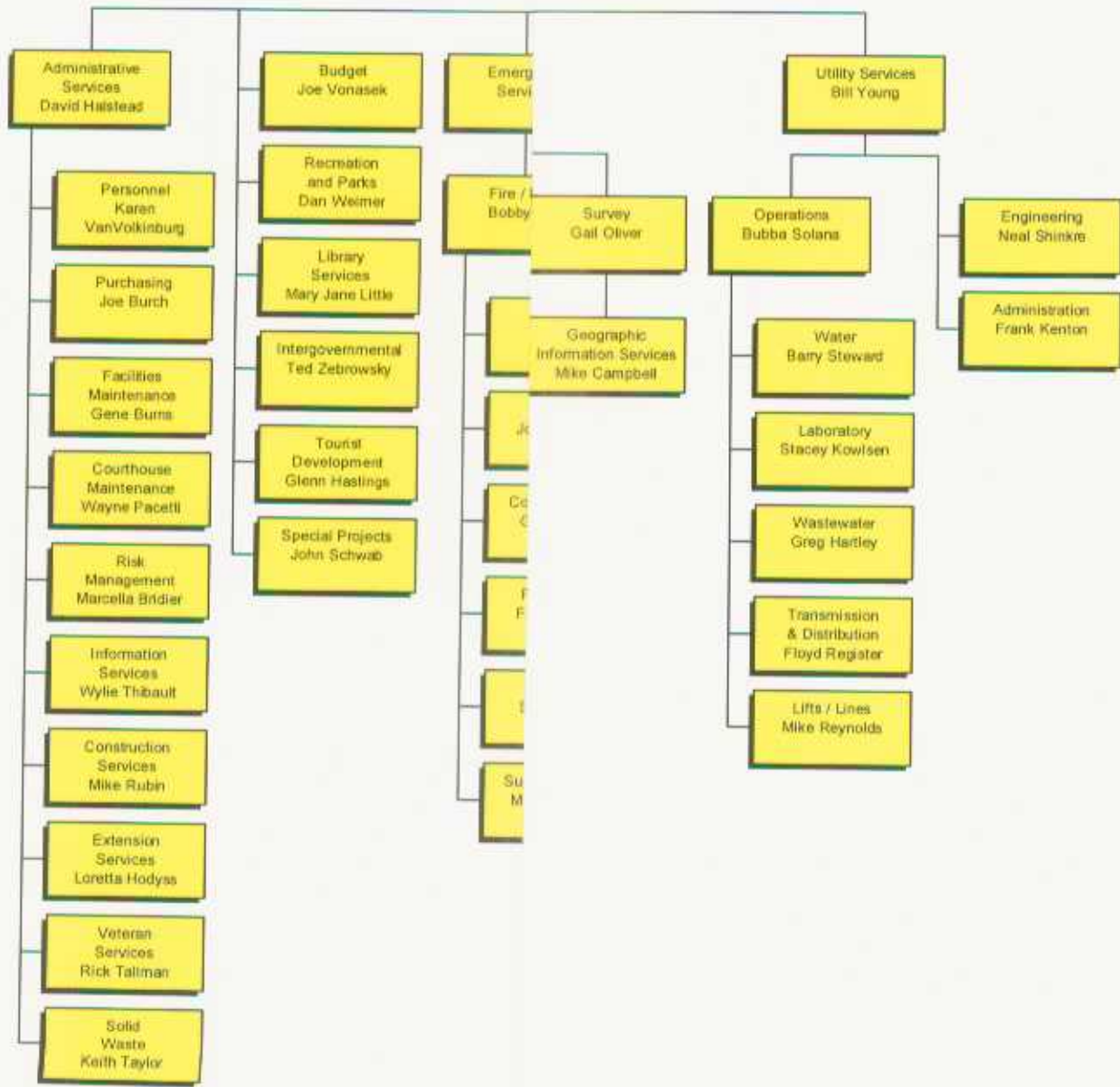
ST. JOHNS COUNTY  
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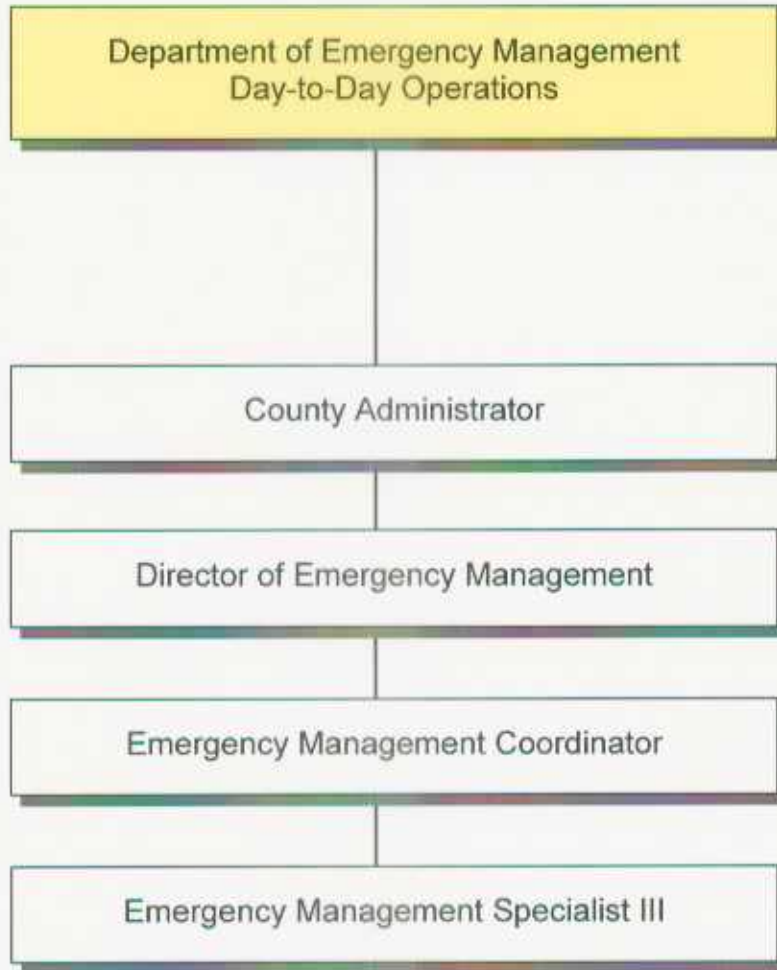
**Appendix A**

**Organizational Charts**

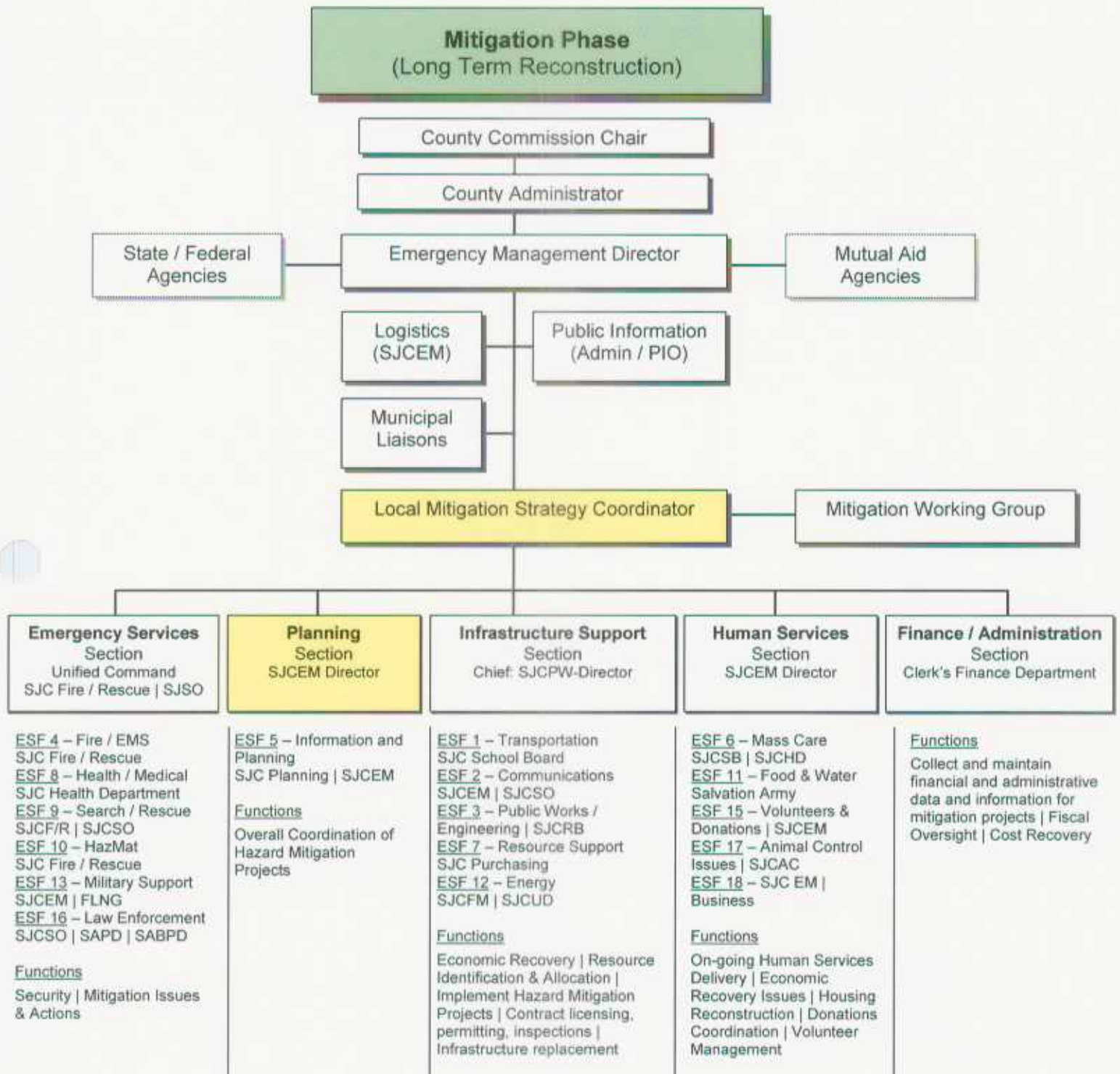




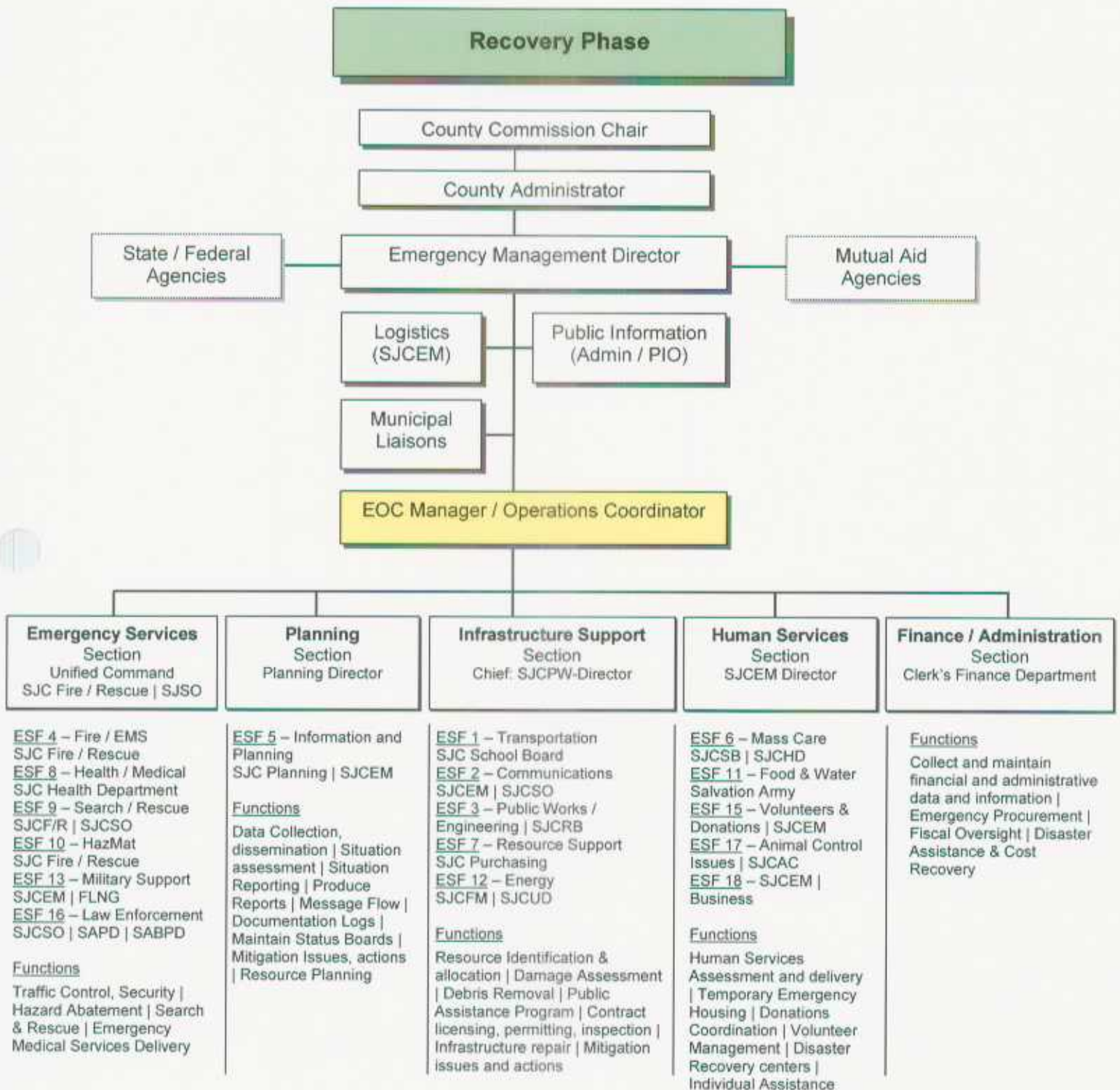
**Organizational Structure  
Emergency Management Daily Operations**



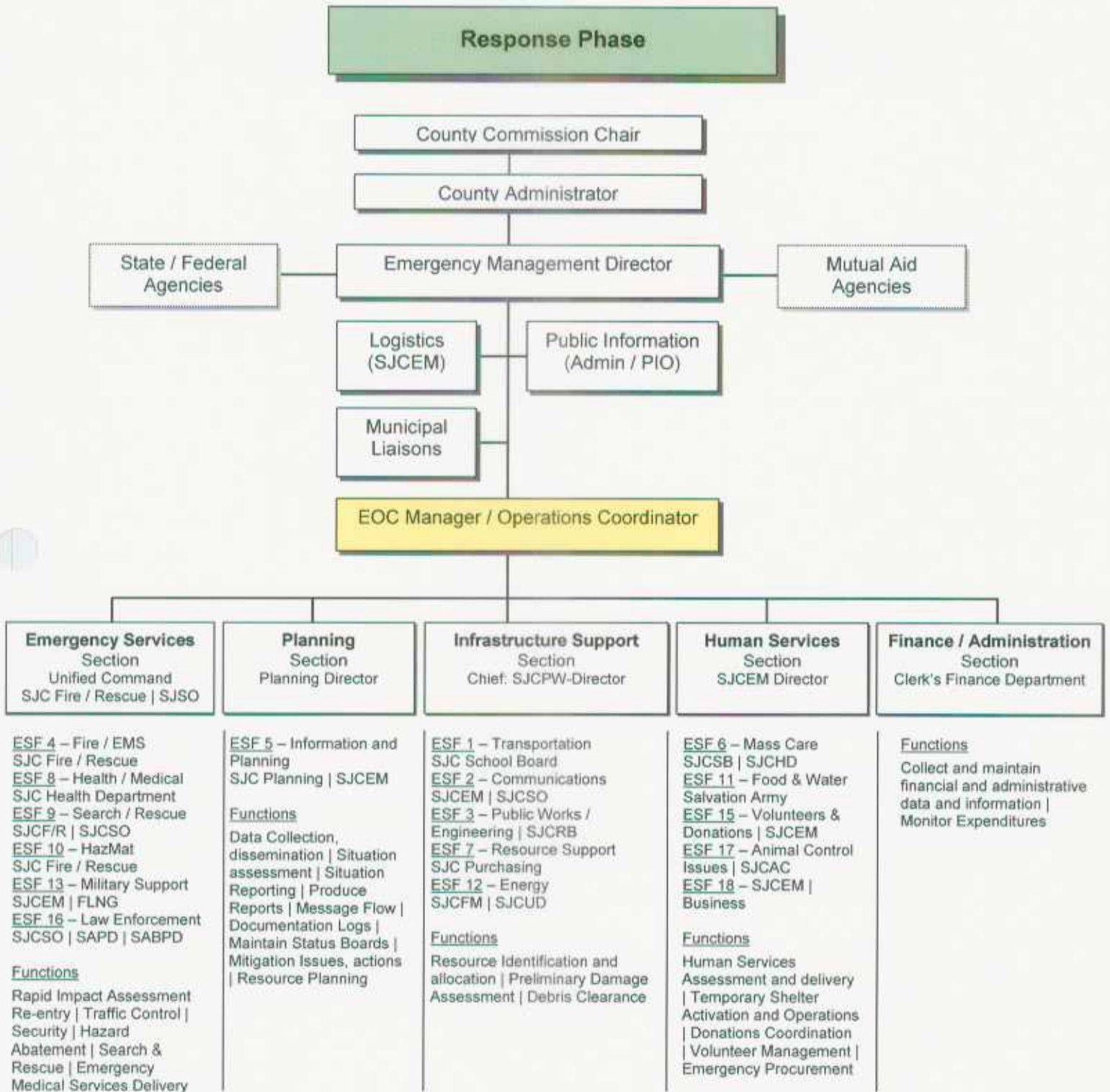
### Emergency Management Organization – All Hazards



### Emergency Management Organization – All Hazards



### Emergency Management Organization – All Hazards





ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

IMS | ESF Emergency Support Functions

**Public Information**



## INCIDENT MANAGEMENT SYSTEM FUNCTIONS

**IMS Function:** **PUBLIC INFORMATION**  
*Emergency Support Function 14*

### I. GENERAL

- A. Primary Agency:** St. Johns County Administration
- B. Support Agencies:** St. Johns County Sheriff's Office  
GTV3  
All County ESF's / supporting agencies

### II. INTRODUCTION

#### A. Purpose

This plan provides procedures for the timely and accurate collection, coordination, and dissemination of emergency information to the public. St. Johns County Administration / Public Information Office (PIO) is responsible for coordination of emergency information and the Emergency Management Director is responsible for public education in the County. The County Public Information Officers (PIO) will be responsible for authorizing the release of public information. The Emergency Management Director will assure that educational material regarding emergency preparedness is distributed to the public.

#### B. Public Information

Emergency Support Function 14 – Public Information, coordinates Emergency Public Information (EPI) and Rumor Control. The PIO will establish a Joint Information Center (JIC) when the County EOC is activated and / or when a "State of Emergency" has been declared for the County. The JIC will be under the direction of ESF-14 (SJC Administration / PIO). The County's PIO will double as Rumor Control Officer.

#### C. Media Area

The area available for mass media, within the County EOC, is the front meeting room that is located at the main EOC entrance.

### III. PUBLIC INFORMATION OFFICER

- A.** A St. Johns County Administration staff member will perform the duties as Public Information Officer (PIO) and will have responsibilities to release news and background information to the media, monitor events and

summarize information for distribution to responders and the media, coordinate and verify information from and with all entities, assure support with regard to timely notification to the public. Specific duties to be performed by PIO's include the following:

1. Collect, edit, and release information and instructions to the media.
  2. Establish contact with the media.
  3. Assist new media personnel in the performance of their functions, including accreditation and identification.
  4. Coordinate the release of information with agency representatives.
  5. Brief the news media as conditions warrant.
  6. Keep CERT and other staff informed through "in-house" news summary bulletins and / or briefings.
  7. Before the release of information to the public relative to energy needs and shortfalls, ESF-14 will coordinate with ESF-12, energy suppliers, State and Federal authorities.
  8. Establish a Joint Information Center with other key agencies involved in the disaster.
  9. Supervise the Citizens Information Center / Rumor Control for accuracy and needed manpower.
  10. Escort media representatives into the EOC or disaster sites on informational tours.
- B.** The County's Public Information Officer (PIO) will coordinate the release of information to the news media in the event of a Local State of Emergency.

#### **IV. JOINT PUBLIC INFORMATION CENTER**

- A.** The County Joint Information Center (JIC) serves as the focal point for news and information releases during a state of emergency. From this location, public information staff will provide news releases. Spokespersons from each organization will conduct periodic press conferences as conditions warrant. The Public Information Officer will activate the JIC during a declared "State of Emergency". The County PIO will be responsible for the overall management and coordination of media activities.
- B.** The County PIO will assure adequate physical accommodations (including space and equipment), schedules for briefings, provision of background information (including press kits), notice of events such as evacuations or other noteworthy occurrences, security (to include identification procedures), and periodic update releases to wire services. The location of the JIC will be determined at the time of activation if a building is available, or the SJSO Mobile Command Unit will be used.

## V. COORDINATION OF MEDIA RELEASES

The PIO will be the focal point for all news releases during a state of emergency. The dissemination of information to the news media and public will be coordinated by the PIO who will collect from the respective response personnel their emergency response action and recommended course of action to recover from the emergency as quickly as possible. From the verified information from the response personnel, the PIO will develop a coordinated news release. The Chairman of the Board of County Commissioners will be kept informed of all news releases. The following guidelines will be followed by the PIO's in the release of information to the public:

**A.** Initial or pre-hazard strike press releases will appropriately cover information shown below:

1. Identification of vulnerable or potentially vulnerable areas for each hazard;
2. Pre-disaster measures to alleviate loss;
3. Preparedness tips;
4. Response information, especially evacuation and sheltering;
5. Information on what to bring to a shelter.

**NOTE** – The above information will also be included in the ongoing public information program, which is accomplished by the Emergency Management Director.

**B.** Post-hazard strike press releases will appropriately cover the following:

1. Recovery information to include where to go and who to contact for assistance;
2. Safety tips and information for use during clean up and debris removal;
3. Information on re-entry;
4. Status of Government offices, schools, electricity and road closures.

## VI. CITIZENS' INFORMATION CENTER

**A.** ESF-14 members will operate a Citizens' Information Center (CIC) for rumor control that will be activated to answer public inquiries during an emergency. County personnel and / or volunteers will staff these phones. These telephone numbers will be released to the general public upon activation of the EOC.

**B.** The CIC will also assist in providing information to and notifying families of victims (injured or missing) as to their status. This service may also be used for the reuniting of separated families.

**C.** The telephone for the CIC (Rumor Control) will be located in the EOC.

**VII. PUBLIC INFORMATION AND EDUCATION ON YEAR ROUND BASIS**

- A.** The Department of Emergency Management will accomplish the task of providing information and materials to advise residents, seasonal visitors and transients of appropriate protective measures during a disaster.
- B.** Emergency Public Information (EPI) materials which are designed to educate the public on emergency preparedness measures and what protective actions to take (EAS Stations to tune to, Disaster Check List, etc.), vulnerable areas within the County (flood plains), shelter and evacuation information including maps and directions, recovery information (Disaster Assistance Centers, Red Cross, other local relief agencies), and local contacts for additional information will be made available to the public each year. These materials will address all hazards affecting County residents and will be disseminated through local newspaper, radio and television stations, special mail-outs, and other means.
- C.** People with Special Needs (PSN) Emergency Public Information will be developed by Emergency Management to include:
1. Identification of target groups – Elderly, handicapped, non-English speaking populations through social service agencies and census information.
  2. Utilize the St. Johns County Economic Council and Council on Aging and other community organizations to provide information on potential PSN and assistance in preparing EPI materials.
  3. All EPI materials will include this number where PSN can contact the Department of Emergency Management, (904) 824-5550.
  4. Currently less than 7% of the County's Population are non-English speaking. No specific programs have been developed for this population. However, some EPI materials are available in Spanish.
- D.** The hearing impaired will be kept current through the use of visual aids and the TDD. The visually impaired populations will be kept informed through the use of radio and TV emergency announcement. In addition, home health care agencies and social service organizations, and Florida Deaf Relay, will be asked to assist in keeping the hearing and visually impaired populations informed.
- E.** Mobile Home occupants are addressed in EPI on the risk of high wind events such as tornadoes and hurricanes as well as HAZMAT spill.

- F. In addition to educating the public, Emergency Management will undertake efforts to educate the media by conducting, at least annually, media briefings advising the media of emergency plans and procedures, of the flow of information, role of the media during an emergency, and the names of emergency contact persons. This will be accomplished through the use of PowerPoint and video presentations and distribution of press packets by the Emergency Management Director.

## VIII. MEDIA RESOURCES

Area television stations, St. Johns County radio stations and print media as well as the Emergency Alert System (EAS) primary locals (LP1 and LP2, and GTV3) will be requested to support and air local emergency messages and announcements that are generated by the EOC. Press releases will be posted on the St. Johns County Emergency Management website at [www.sjcemergencymanagement.com](http://www.sjcemergencymanagement.com) or [www.sjcemergencymanagement.org](http://www.sjcemergencymanagement.org) and Blast-Faxed to all critical facilities.

### A. Area Radio and Television Stations

Television Stations	Contact Person	Telephone / Fax
GTV3 4020 Lewis Speedway St. Augustine 32084	Margarete Laidlaw	904-823-2496   phone 904-823-2543   fax
Channel 4   WJX-TV 4 Broadcast Place Jacksonville 32207	Frank Powers   Assignment Manager Mal Reddington   Assist News Director	904-393-9844   phone 904-393-9822   fax
First Coast News NBC 12   ABC 25 1070 East Adams Street Jacksonville 32202	Kim Romano   Assignment Mgr. Alan Gionet   Anchor	904-633-8808   phone 904-633-2442   phone 904-633-8899   fax
Clear Channel Fox 30   UPN 47 11700 Central Parkway Jacksonville 32224	John Turner   Assignment Manager Jeff Houston   Asst News Director	904-564-1599   phone 904-642-5665   fax

Information updated March 2004

Radio Stations	Contact Person	Telephone / Fax
Smooth Jazz 105.5 9090 Hogan Road Jacksonville 32225	Joel Widdows Operations / Program Director	904-680-1050   phone 904-680-1051   fax
WIOJ Radio 10055 Beach Blvd Jacksonville 32246	Marion Luther Station Manager	904-641-1010   phone 904-641-1022   fax

Information updated March 2004

Local Radio Stations	Contact Person	Telephone / Fax
Flagler College Radio 31 Cordova Street St. Augustine 32084	Dan McCook	904-819-6313   phone 904-826-3471   fax
WAOB   WFOY 567 Lewis Point Road Ext. St. Augustine 32086	Al Brennan   WFOY Doug Schull   WAOB	904-797-4444   phone 904-797-3446   fax
WAYL   91.9 FM "The River" 1485 US-1 South St. Augustine 32086	David Oglesby Jacksonville   Sales St. Augustine   Station Manager	904-829-9200   phone 904-829-9202   fax 904-645-9626   fax-2
WSOS   94.1 FM 2715 Stratton Blvd. St. Augustine 32084	Don Runk News Director / General Manager	904-824-0833   phone 904-825-0105   fax

Information updated March 2004

## B. Emergency Alert System (EAS) Radio Stations Serving St. Johns County

St. Johns County Emergency Operations Center (EOC) is capable of direct EAS input. Additional emergency information and contacts are located in the Emergency Management Office.<sup>1</sup>

**Primary 1:** WFOY-AM | 1240 AM  
567 Lewis Point Road Ext.  
St. Augustine 32086  
904-797-4444 | phone  
904-797-3446 | fax

<sup>1</sup> The "Quick Reference Guide—Emergency Procedures of St. Johns County" and the "Department of Emergency Management—Emergency Contact List" are separate reference documents prepared by the Department of Emergency Management. These are on file in the Emergency Management Office.

**Primary 2:** WROO-FM | 107.3  
8386 Baymeadows Road  
Jacksonville  
904-636-0507 | phone  
904-636-0522 | fax

**Secondary:** WMXQ-FM | 103  
6869 Lenox Avenue  
Jacksonville  
904-783-3711 | phone  
904-786-1529 | fax

### C. Other Available Media Resources

The following list of organizations will be contacted and requested to provide alert, warning and other emergency information to all the members of their particular group:

1. St. Johns County Chamber of Commerce
2. Local Primary Radio Stations

The EOC is capable of EAS input through LPS to County Relay Stations.

### D. Pre-written Public Service Announcements (PSA)

Emergency Management has pre-written PSA's on all phases of the emergency management cycle, for various special interest groups within the community. They are written in English.

### E. Printed Media

<u>Florida Times Union</u> <i>Jacksonville</i>	1 Riverside Avenue Jacksonville 904 359-4111   phone 904-359-4478   fax
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<u>Florida Times Union</u> <i>St. Augustine</i>	One News Place St. Augustine 32086 904-819-3546   phone 904-819-3545   fax
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<u>Mandarin News</u>	3033-1 Hartley Road Jacksonville 32257 (POB 24541   32241-4541) 904-262-5076   phone 904-262-7778   fax
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Ponte Vedra Recorder

100 Executive Way  
Ponte Vedra Beach 32082  
904-285-8831 | phone  
904-285-7232 | fax

St. Augustine Record

One News Place  
St. Augustine 32086  
904-829-6562 | phone  
904-819-3558 | fax

The Beaches Leader

1114 Beach Boulevard  
Jacksonville Beach 32250  
904-249-9033 | phone  
904-249-1501 | fax

**IX. PRESCRIPT PUBLIC SERVICE ANNOUNCEMENTS**

See pre-scripted announcements in PSA Appendix.

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

IMS | ESF Emergency Support Functions

**Finance / Administration**



## INCIDENT MANAGEMENT SYSTEM FUNCTIONS

### IMS Function: FINANCE / ADMINISTRATION SECTION

#### I. GENERAL

- A. Primary Agency:** SJC Clerk of the Court  
Finance Department  
Section Chief: Finance Officer
- B. Support Agencies:** SJC Emergency Management  
City of St. Augustine Finance  
City of St. Augustine Beach Finance  
Town of Hastings Clerk

#### II. ORGANIZATION

The Finance / Administration Section works under the direct supervision of the Emergency Operations Coordinator in the Emergency Operations Center, and coordinates with all Sections and ESF's.

#### III. INTRODUCTION

##### A. Purpose

The purpose of this Section is to provide guidance for basic financial management to all departments and agencies responding under the provision of this plan, to ensure that funds are provided expeditiously, and the financial operations are conducted in accordance with appropriate policies, regulations and standards.

##### B. Scope

1. Due to the nature of most emergency events, finance operations will often be carried out within compressed time frames and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirement of sound financial management and accountability by all agencies and personnel involved in the event.
2. A Presidential Disaster or Emergency Declaration will permit funding from the Federal Disaster Relief Fund, under the provisions of the Stafford Act, in addition to financial resources initiated at the local and state levels. It is therefore imperative that all agencies and personnel follow emergency finance and accounting

procedures prescribed by the Finance Section.

### **C. Planning Assumptions**

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

### **D. Administrative Authorities and Fiscal Procedures**

1. During a disaster, emergency-purchasing procedures will be followed as established in the St. Johns County Clerk's Office.
2. All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in compliance with:
  - a. The Code of Federal Regulations - Title 44: Emergency Management and Assistance (CRF44); relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act;
  - b. Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities of local government;
  - c. St. Johns County, City of St. Augustine, City of St. Augustine Beach, Town of Hastings;
  - d. The Handbook for Disaster Assistance, Department of Community Affairs, Division of Emergency Management. (This handbook has been prepared to provide basic information and instructions and can be obtained from the St. Johns County Emergency Management Agency.)

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

1. During an emergency or disaster, the Finance Officer or designee is Section Chief. The Emergency Operations Coordinator is the overall coordinator for all Sections and ESF's. The Finance Section will be responsible for the overall financial and administrative process of the emergency response and recovery

operation.

2. The Finance / Administration Section will operate under the provisions relating to expenditure of public funds during the response and recovery phases of the disaster.
3. All ESF primary and support agencies will coordinate funds expenditures through the Finance / Administration Section.
4. Agencies and personnel will complete all reporting tasks and deadlines as established by the Finance / Administration Section.
5. Procedures have been established for maintaining records of all expenditures and obligations for manpower, equipment and financial resources and are maintained by the St. Johns County Clerk's Office Finance Department.

#### **B. Expenditure of Funds**

1. In concert with federal guidelines, officials of the primary and support agencies will give approval for expenditure of funds for response operations. Each agency is responsible for establishing effective administrative controls, and to ensure that actions taken and costs incurred are consistent with the missions identified in this plan.
2. Extreme care and attention to detail will be taken throughout the emergency response period to maintain logs, formal records and file copies of all expenditures (including personnel time sheets and ICS Forms) in order to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement is NOT an automatic "given", so as much deliberative prudence as time and circumstances allow should be used.

#### **C. Training**

The Section Chief will coordinate a training schedule for emergency event financial reporting and records maintenance requirements to coincide with the Emergency Management annual training and exercise schedule.

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

IMS | ESF Emergency Support Functions

**Human Services**



## INCIDENT MANAGEMENT SYSTEM FUNCTIONS

**IMS Function:**

### HUMAN SERVICES SECTION

*Emergency Support Functions 6, 8, 11, 15, 17, 18*

#### I. GENERAL

**A. Coordinating Agency:** St. Johns County Emergency Management  
Section Chief: EMD or Designee

**B. Primary Agencies:**

ESF 6 .... St. Johns County School Board  
ESF 8 .... St. Johns County Health Department  
ESF 11 ... Salvation Army  
ESF 15 .. St. Johns County Emergency Management  
ESF 17 .. St. Johns County Animal Control  
ESF 18... St. Johns County Emergency Management

**C. Support Agencies:**

- |  |                                       |
|--|---------------------------------------|
| - American Red Cross                       | - St. Johns County Extension Agency   |
| - Flagler Hospital                         | - St. Johns County Fire / Rescue      |
| - H.A.W.K.E.                               | - St. Johns County Horse Council      |
| - Home Health Agencies                     | - St. Johns County Lifeguard          |
| - Medical Supply Companies                 | - St. Johns County Medical Examiner   |
| - Private Businesses                       | - St. Johns County Mental Health      |
| - Salvation Army                           | - St. Johns County Public Health      |
| - St. Augustine Humane Society             | - St. Johns County School Board       |
| - St. Johns County Beach Management        | - St. Johns County Sheriff's Office   |
| - St. Johns County Cattlemen's Association | - St. Johns County Veterinary Society |
| - St. Johns County Council on Aging        | - St. Johns Wildlife                  |
| - St. Johns County Economic Council        | - VA Medical Center                   |
| - St. Johns County Emergency Management    | - Volunteer Organizations             |

#### II. ORGANIZATION

The Human Services Section includes the following Emergency Support Functions (ESF's), and assigns coordinating responsibilities to the following primary agencies:

ESFPrimary Agency

ESF 6 – Mass Care

St. Johns County School Board

ESF 11 – Food and Water

Salvation Army

ESF 15 – Volunteers and Donations

St. Johns County Emergency Management

ESF 17 – Animal Issues

St. Johns County Animal Control

ESF 18 – Business

St. Johns County Emergency Management

**III. INTRODUCTION****A. Purpose**

The purpose of the Human Services Section is to coordinate emergency response actions and the use of resources to support the needs of disaster victims before, during and after a disaster. Primary activities relate to mass care, emergency food and water, volunteers and donations, animals, public health and special needs.

**B. Scope**

The scope of this Section applies to natural or manmade disasters or emergencies whenever victim support is required, in either a declared or undeclared emergency. The scope includes, but is not limited to performing the necessary actions to:

- Coordinate all shelter operations including Special Needs.
- Coordinate the operation of mass feeding facilities in areas affected by disaster.
- Coordinate relief efforts provided by volunteer organizations performing mass care functions.
- Coordinate the donation of all materials to disaster response and recovery.
- Provide resources and support to provide for victims' needs and welfare in disaster, and/or coordinate deployment of state victim services support resources.
- Coordinate local resources in response to pet, farm and wild animal emergency needs.
- Provide for the health and medical needs of the County's citizens before, during and after a significant disaster.



### C. Policies

1. The authorized representative for St. Johns County and / or requests for assistance from the Florida Division of Emergency Management prior to / or following a disaster will activate the Human Services Section; including mass care, emergency feeding, animal control and public health.
2. Shelter operations are conducted by verbal agreement with St. Johns County School Board. School Board employees including Principals, Maintenance Supervisors and Cafeteria Staff have received Shelter Manager Training.

Volunteers from the American Red Cross, HAM Radio Operators and members of the Community Crisis Response Team will augment the shelter staff.

3. Human services operations and activities will be coordinated within the operational protocols of its functional agencies and the primary functional agencies in the State Emergency Operations Center (SEOC).
4. St. Johns County Health Department under ESF-8, Health and Medical Services, will coordinate public health and the special needs shelter operation. They will also coordinate with State ESF-8.
5. St. Johns County is a signatory to the Statewide Mutual Aid Agreement and may request assistance through this agreement.
6. All functional agencies will maintain properly trained and certified disaster response personnel regardless of pay or volunteer status.
7. Each primary and support agency representative will prepare an inventory of resources to include personnel, equipment and vehicles and have it on file by the first of May annually.

### D. Planning Assumptions

1. A significant natural disaster, emergency condition or other major incident will be of such severity and magnitude as to require all local resources and state resources, including the Florida Department of Health, Florida Department of Agriculture and Consumer Services, Florida Commission on Community Service, Florida Department of Children and Families, Florida Department of Elder Affairs, American Red Cross, Salvation Army and other public

- and private agencies and organizations to supplement local human services response efforts to save lives.
2. Response requirements of the disaster or emergency incident will cause an immediate and continuous demand for these resources, which will eventually exceed the capabilities of the affected local agency to respond.
  3. A major disaster will have an immediate impact on the ability of the local community to provide for victims. Most likely incidents include transportation and / or hazardous material accidents due to rail, air, water and roadway transportation; and weather-related incidents such as storm surge and / or flooding due to hurricane activity, or a tornado. Such incidents would potentially require human services dealing with large numbers of victims with mass care needs, identification issues, death notices, mass medical and morgue requirements, and post-incident mental health counseling. The ability to provide these services may be disrupted by widespread damage to the infrastructure and distribution networks, and contaminated water sources and food. Local emergency facilities could be over-extended and field hospital or medical treatment facilities might be required on short notice.
  4. Initial response during the first 72 hours after impact will be the responsibility of local agencies. Once local resources have been expended, agencies may request assistance by utilizing the Statewide Mutual Aid Agreement, to which St. Johns County and all its municipalities are signatories.
  5. State mass care, health and safety resources may be sought by the affected local emergency response agency in addition to other requested assistance. When the Governor declares an emergency, assistance may be obtained from any city or county emergency response agency throughout the state, pursuant to Florida Statute 23.1225 (5(a)).
  6. Coordination and direction of local efforts, including volunteers, will be required.
  7. Damaged areas may initially be inaccessible except, in some cases, by air, and may require extraordinary methods to provide for victims' immediate health and welfare needs.
  8. Emergency responders, as well as civilians, may become disaster victims, and increase the number of volunteers needed to assist in mass care, health and safety issues.

9. Once the immediate impact has subsided, individuals and relief organizations from outside the disaster area will respond to the perceived need for materials, supplies and personnel to assist in the impacted area.

#### IV. CONCEPT OF OPERATIONS

##### A. General

1. The Incident Management System will be the organizing structure for disaster operations, with the Coordinating Agency Representative designated as Section Chief. If appropriate, a Unified Command structure may be initiated by the Emergency Management Director (EMD).
2. The Primary Agency for each ESF will coordinate the provisions of supporting agencies' disaster response resources, including personnel, supplies and equipment.
3. Each Primary Agency will assign a representative capable of committing and coordinating their agency's resources to the Human Services Section at the EOC. Agency personnel will be assigned to cover 24-hour operation, if requested.
4. The Section Chief will report to the EOC Operations Coordinator or EMD / designee, and will be the point of contact for coordination with other IMS Functional Sections, including Planning, Infrastructure Support, Emergency Services and Finance / Administration.
5. Each ESF within the Human Services Section will coordinate with other agencies through the Section Chief.
6. The Section Chief will plan and coordinate all State resources of support agencies through the State Emergency Operations Center.
7. Public information and press releases will be coordinated with the Planning Section and issued by the EOC Public Information Officer with information provided to the Section Chief by Primary and Support Agencies.

##### B. Notification

1. Advance Warning – In the case of hurricanes, ample time would be available for response agencies to alert personnel in anticipation of the occurrence. Equipment and supplies may be reallocated and

pre-positioned at appropriate locations. Resources should be located in storm-protected facilities during the height of the storm to be ready to respond as soon as conditions allow.

**Action** – Initiate Level II activation procedure.

2. No-Notice Occurrence – St. Johns County Fire / Rescue Dispatch Center personnel will initiate the response protocol appropriate to the incident. The EMD or designee will be notified and initiate EOC activation, depending upon available information regarding the severity and magnitude of impact. Upon direction by the ranking officer or Emergency Management Director, St. Johns County Fire / Rescue Dispatch Center will initiate additional notification of appropriate agency personnel under prescribed communication protocols.

**Action** – Initiate Level II or I activation procedure.

3. Upon notification by the State Warning Point (SWP) of a potential or actual event requiring response, the on-duty Communications personnel will notify the EMD. The EMD will authorize notification of appropriate Primary and Support Agencies by telephone or through the Communications Center protocols.
4. Upon notification by St. Johns County Fire / Rescue Dispatch Center, Primary and / or Support Agency representatives will report to the EOC or other designated location.
5. Pre-incident and ongoing activities will be monitored by each Primary Agency and coordinated with St. Johns County EOC and other local and State agencies, as appropriate.

## V. IMS FUNCTIONS

1. Referenced ESF's will follow this management plan.

**MASS CARE***Emergency Support Function 6 (ESF-6)***I. GENERAL**

- A. Primary Agency:** St. Johns County School Board
- B. Support Agencies:** American Red Cross  
Community Crisis Response Team  
HAM Radio Operators  
Private Businesses  
Salvation Army  
Service Organizations  
St. Johns County Beach Management  
St. Johns County Fire / Rescue  
St. Johns County Health Department  
St. Johns County Mental Health  
St. Johns County Public Library

**II. TASKING OF SHELTERING OPERATIONS**

Once a local state of Emergency is declared by the Chairman of the Board of County Commissioners or County Administrator, as outlined in Ordinance 94-25, and the decision to order an evacuation and open shelters is made, the Emergency Management Director and / or Operations Officer will coordinate with the St. Johns County School Board will contact their trained shelter managers and begin to open shelters as soon as possible. Information of the evacuation and the opening of shelters will be provided to the media by the PIO through the Emergency Alert System (EAS), Emergency Management Website, GTV-3 and Blastfax.

**III. ESTABLISHMENT OF MASS FEEDING**

St. Johns County School Board has responsibility for establishing mass feedings at each of the shelters. If it is determined that a requirement exists for establishing other mass feeding sites, recommendation will be made to the Emergency Management Director. After consideration of the recommendation, the Emergency Management Director will make the decision whether or not to establish additional mass feeding sites. The American Red Cross and the Salvation Army has made contact with local restaurants to provide meals to emergency workers in the field, EOC, if necessary, and the general public.

**IV. COORDINATION AND MANAGEMENT OF RELIEF EFFORT RESOURCES**

ESF-6 will coordinate with ESF-15 who will be operating the Disaster Relief Center to ensure the proper receipt and distribution of relief goods and services. ESF-6 in coordination with other ESF's, Operations Officer and Emergency Management will

determine where such goods and services are needed. After coordination between ESF-6 and ESF-15 is accomplished, ESF-15 will be responsible for implementing the disaster relief plan by ensuring timely and proper distribution of relief effort resources.

#### **V. EMERGENCY FIRST AID IN SHELTERS AND EMERGENCY STATIONS**

ESF-6 will provide first aid support to shelters, feeding sites, comfort stations and other emergency stations within their available resources. Additional first aid resources will be coordinated with and provided by ESF-8 from their available resources and / or through mutual aid agreements. St. Johns County Lifeguards will be assigned to shelters to provide basic first aid.

#### **VI. INFORMATION ON MASS CARE ACTIVITIES**

Information concerning mass care activities and requirements will be determined from the needs assessment that is accomplished as early as possible in the recovery phase. ESF-6 will collect the requirements information and will coordinate with ESF-5, ESF-7, ESF-8 and ESF-15 on securing necessary resources as well as determining where and how the relief goods and services will be provided.

#### **VII. STAFFING PATTERN FOR SHELTER OPERATIONS**

St. Johns County School Board representatives will develop a staffing pattern for 24-hour medical operation of all shelters. (ESF-8 is responsible for ensuring staffing patterns for 24-hour medical operation of the Special Needs Shelter). It is anticipated that home health care organizations will not be making house calls during emergencies since their patients will be in shelters so they will provide medical service support at the shelters. If the emergency is of a lengthy duration, consideration will be given to contracting out shelter first aid to a home health agency.

#### **VIII. REUNITING SEPARATED FAMILIES**

Shelter managers will be very pro-active in assisting separated family members in re-joining their families. This will be accomplished by use of public address systems at each shelter and other communications means available. If these measures fail, ESF-6 will request the assistance of ESF-16 in locating and reuniting of all family members. In addition, each shelter will exchange registration lists between shelters (by fax, or if there is telephone outage, etc., ESF-1 will provide transportation between shelters to exchange this information). Also, a copy of each shelter registration list will be provided to ESF-6 in the EOC, who will act as a central clearinghouse. A volunteer worker or a County staff member will be tasked to coordinate this action. See Shelters, Appendix S, for a copy of the Shelter Registration Forms.

#### **IX. EMERGENCY POWER FOR SHELTERS**

At the present time all shelters in St. Johns County do not have emergency power

generation capability. Requirements for the other possible shelters have been identified in the annual shelter retrofit report submitted to Florida DEM. If shelters are without commercial power, emergency power mass feeding will be accomplished by using "cold cuts" and / or canned food items until power can be secured. In addition, local restaurants will be used to provide meals to supplement other means of feeding until generators are secured or until commercial power is restored.

#### **X. OPENING AND CLOSING OF SHELTERS**

The opening and closing of shelters will be accomplished by the St. Johns County School Board after the decision is made in conjunction with the Emergency Management Director.

#### **XI. RESPONSIBILITY FOR SHELTER OPERATION**

The St. Johns County School Board is assigned responsibility for registration, staffing, feeding, medical care and other logistical activities and support involved in shelter operations. Volunteers from among shelter occupants will be requested to assist with registration, custodial concerns and feeding. It is anticipated that these volunteers can be secured from shelter occupants who do not have young children to care for.

#### **XII. SECURITY AND COMMUNICATIONS AT THE SHELTERS**

ESF-16 is assigned responsibility for security at each shelter. Communications from the shelter to the EOC is assigned to the St. Johns County School Board using assigned radio equipment. If additional security resources are required and cannot be provided by supporting agencies, contract with private security contractors can be accomplished. HAM Radio operators have been assigned to each shelter. Antenna, coax and mast have been stored at each facility.

#### **XIII. ASSIGNMENT AND TRAINING OF SHELTER**

The St. Johns County School Board will designate shelter managers and other shelter workers.

#### **XIV. DESIGNATION OF SHORT-TERM SHELTER**

St. Johns County will use the public schools as a short-term shelter in the event of a hazmat spill or other emergency event that requires only short-term sheltering. Coordination will be completed with the St. Johns County School Board and shelter space will be limited to multi purpose rooms or cafeterias.

This procedure was tested several years ago during a condominium fire where the residents were transported by bus to Gamble Rogers Middle School's multi-purpose room until the "All Clear" was given.

## **XV. SHELTERING RESIDENTS OUTSIDE THE LOCAL AREA**

Under the State of Florida DEM Coordinated Hurricane Protective Action Plan, St. Johns County may be designed as a Host County in the event a hurricane or other disaster should occur in other sections of the State. Under this plan, St. Johns County could be tasked to provide shelters for a large number of residents from the impacted counties. The State EOC will coordinate the actions through a series of teleconferences prior to landfall of the storm. Once the tasking is anticipated or received the County EOC will be activated and the required staff members will report to the EOC for duty. Appropriate action will be taken by ESF-6 (School Board) to open the required number of shelters in the County. ESF-16 will coordinate the traffic flow of incoming evacuees with road checkpoints directing them to the appropriate shelter.

## **XVI. LOGISTICAL PROCEDURES FOR MEETING FOOD, WATER AND SANITATION NEEDS AT PUBLIC SHELTERS**

ESF-8 in coordination with the County Health Department and Environmental Health Unit will ensure that sanitation conditions at each shelter are maintained. Inspection of each shelter facility will be accomplished every 8 hours during each day.

## **XVII. TEMPORARY HOUSING**

See Section Below

## **XVIII. WELFARE SERVICES**

See Section Below

## **XIX. LOGISTICAL SUPPORT FOR SHELTERS**

The School Board will provide food for the shelters from their bulk food stocks. Re-supply will be accomplished through local purchases from the County area food stores (See list of Major Food Suppliers below). Water will be provided from local sources if determined to be potable. If water is not potable, ESF-6 will coordinate with ESF-7 on securing water from commercial or other outside sources. Sanitation needs at the shelters is the responsibility of the School Board in coordination with ESF-8 as identified above. If additional sanitation equipment support is needed, i.e. port-o-lets, ESF-6 will coordinate requirements with ESF-7 for commercial contacts.

## **XX. ESTABLISHMENT OF FOOD/WATER / ICE DISTRIBUTION SITES**

A basic human needs assessment will be made early on in the recovery phase to determine if and where congregate feeding sites will be established throughout the County. One option will be to establish such sites at or near each shelter and will include the feeding site and a comfort station, if necessary, to provide shower facilities, ice and water distribution. The congregate feeding sites and comfort stations would be



for the use of the general public who do not require sheltering and for relief workers in the area. It is not anticipated that these additional functions would interfere with the shelter operations. (See potential Congregate Feeding and Comfort Station Sites).

## XXI. MAJOR FOOD SUPPLIERS

The following is a list of major food suppliers in the County:

Albertson's Food & Drug	Publix Stores	
220 State Road 312 St. Augustine, FL 32086 Phone: (904) 825-0097	1033 A1A / Beach Blvd. 4255 US-1 South 125 Jenkins Street 455 West Town Place	461-0231 794-1100 808-0514 940-0671
St. Johns Food Service	Winn Dixie Stores	
4 Louise Street St. Augustine, FL Phone: (904) 824-0493	1010 S. Ponce De Leon 3551 N. Ponce De Leon 3905 A1A South 2220 CR-210 West	829-5509 824-6233 471-5115 823-2122
Wal-Mart Super Center		
2355 US-1 South St. Augustine, FL Phone: (904) 797-3309		

## **POTENTIAL CONGREGATE FEEDING AND COMFORT STATION SITES**

### **I. RESPONSIBILITY**

ESF-6 Mass Care will be responsible for establishing Congregate Feeding Sites and Comfort Stations in St. Johns County during an emergency / disaster as required:

#### **A. Potential Congregate Feeding Sites and comfort Station Sites:**

- Council on Aging
- Davis Park
- Mills Field
- St. Johns County Convention Center
- St. Johns County Libraries
- Trout Creek Park

### **II. SELECTION OF SITES**

Site selection will be based on requirements that are identified in the basic human needs assessment and coordination with local residents in the potential site areas.

### **III. NOTIFICATION OF SITES SELECTED**

Notification will be made to the public by the PIO of the location(s) of the sites selected. In addition, the State EOC will be notified by the ESF-6 representative in the EOC of activated sites and upon the closing of such sites.

## **TEMPORARY HOUSING**

### **I. GENERAL**

The American Red Cross is primarily responsible for emergency sheltering of natural disaster victims regardless of the scale of the disaster. In accordance with ESF-6 (Mass Care), this service may be in the form of mass shelters (i.e., schools, etc.) for large groups of victims or an individual shelter for a single individual family. Once the emergency needs of the disaster victim(s) have been satisfied it may be necessary to secure temporary housing for them. This addresses the procedures for providing this temporary housing.

### **II. TASKS**

- A. Small Scale Disasters** – Small-scale disasters are defined as those operations where the federal government has not initiated a formal declaration of a disaster area. Federal funds are not usually available to victim assistance if a disaster declaration has not been issued. The American Red Cross has primary responsibility for temporary housing needs for disaster victims in such a small-scale disaster. This aid is provided as “Additional Assistance” per American Red Cross Procedure 3046. An American Red Cross caseworker will interview each disaster victim at the designated Disaster Assistance Center and will provide for those housing needs that are beyond the resources of the family.
- B. Large Scale Disaster** – When the Federal government declares a site to be a disaster area, federal disaster relief legislation goes into effect and the resources of the various government agencies are placed at the disposal of the EOC. Primary local responsibility for the administration of temporary housing needs during a large scale disaster will be the St. Johns County State Housing Initiatives Partnership Program (SHIP) Office in coordination with the Department of Emergency Management.
1. The SHIP liaison is responsible for developing, coordinating, and maintain local plans for temporary housing assistance.
  2. The SHIP liaison will work with the American Red Cross to determine if and when temporary housing will be needed, such as when loss of primary dwellings exceeds available rental units. Sources of information pertaining to temporary housing requirements can be obtained from the needs assessment and damage assessment reports.
  3. If local resources are unable to meet the housing needs, state assistance will be requested.
  4. St. Johns County Real Estate Division may assist in acquiring temporary housing.

### III. PROCEDURES

- A.** When the need for temporary housing is identified, the SHIP liaison will designate an area for victim interview. (The area will normally be the Disaster Field Office (DFO)). The location of DFO's will be broadcast on local radio and publicized by whatever means that may be necessary. Needs such as transportation, schools, family size, employment location, etc. will be considered when assigning temporary housing.
- B.** Although American Red Cross “Additional Assistance” funds are not normally available for large scale disasters where federal aid is provided,

American Red Cross case workers will be available to assist the SHIP Office during the victim interview and referral activities.

- C. It should also be noted that the American Red Cross will provide temporary housing on an as needed basis during a large scale disaster until federal resources become available in the area, and for any family which is declared ineligible for federal assistance.

## EMERGENCY WELFARE SERVICES

### **I. GENERAL**

- A.** The purpose of this appendix is to provide the effective coordination of all public and private emergency relief agencies activities in major emergencies or disasters.
- B.** The goal of welfare services is to provide for the immediate needs of people during an emergency within St. Johns County. The following services should be provided:
  - 1. Clothing, food (mass and shelter feeding)
  - 2. Shelter (temporary, emergency)
  - 3. Social services (homes welfare, support)
  - 4. Basic medical
  - 5. First aid assistance
  - 6. Post-disaster assistance
- C.** The American Red Cross has responsibility for welfare services under ESF-6 Mass Care.
- D.** ESF-15 Donations and Volunteers representatives will coordinate with and assist ESF-6 on providing donated goods to the public.

### **II. CONCEPT OF OPERATIONS**

#### **A. Coordination**

- 1. The Red Cross will be the designated coordinator of Welfare Services for St. Johns County. This person will coordinate with the supporting agencies and will manage the activities in emergencies related to:
  - a. Clothing (emergency receipt and distribution)
  - b. Feeding (in shelters and mass feeding)
  - c. Lodging (temporary housing, both short-term and long-term)
  - d. Social Services (welfare and related assistance delivered in home environments)
  - e. Inquiry (development of information to satisfy inquiries of relatives concerning the safety of families)
- 2. The Salvation Army will be requested to coordinate their relief effort and support with the Department of Emergency Management and other volunteer agencies.

**B. Records**

1. All plans, lists of resources and assignment of personnel shall be made in at least two copies, one to remain with the Coordinator of Welfare Services, and one to remain with the initiating agency.
2. The Department of Emergency Management will accomplish distribution of plans to the State or to all agencies receiving information of County plans.
3. Records of emergency actions, logs, registered lists, etc. shall be deposited with the Coordinator of Welfare Services within 48-hours of the conclusion of the emergency, or upon call of the coordinator.

**C. Shelters**

See the Shelter Appendix.

**D. Disaster Field Office (DFO)**

1. This center is manned by several State, Federal and County agencies.
2. Management of registration and exit interviewing will be offered by the Red Cross to the Federal Disaster Team.
3. Staffing of registration teams for the center will be a responsibility of Emergency Management. Training the registration teams will be the responsibility of the Red Cross Disaster Chairman, upon request of the Emergency Management Director.
4. Staffing the exit-interviewing section will be the responsibility of the Red Cross, when FEMA personnel are not available.
5. HRS will be responsible for staffing and implementing the Individual and Family Grant (IFG).
6. The Sheriff's Department will be responsible for assigning deputized personnel to the DFO to maintain law and order.
7. Currently no roster of outreach workers has been established to notify persons in need of assistance. The Red Cross will generate a list for this purpose while registering volunteer workers.

**E. Procedures**

1. Alert calls to prepare for emergency action is the responsibility of the Emergency Management Director, to be disseminated to the Red Cross, HRS, the County Health Unit and Social Services.
2. Further dissemination of an alert call within Welfare Services will be the responsibility of the Coordinator of the Service.

#### **F. Communications**

1. All existing communications in the EOC and DFO will be utilized to support the operations of welfare services when required.
2. Between the EOC and the Red Cross, communications will be handled in the following priority:
  - a. Telephone
  - b. Two meter amateur simplex frequencies (as selected by the ARES Emergency Coordinator)
  - c. UHF and VHF Radios
3. Between the Red Cross and the Shelter, priorities are:
  - a. Telephones
  - b. Amateur simplex frequencies determined by ARES
  - c. Through other EOC channels where no direct contact is possible
  - d. UHF and VHF Radios

### **III. TASKS**

#### **A. Federal Government**

Federal assistance would normally be a post-disaster need after all local and state resources have been expended. Any federal assistance would be initiated by a request through the appropriate state area coordinator.

#### **B. State**

1. Act on St. Johns County's request for assistance as relayed through the State Warning Point.
2. DOH will be requested to appoint the district Emergency Welfare Services Coordinators to work with the local Welfare Office.
3. Department of Health (DOH) will:

- a. Have primary responsibility for all state level welfare service functions and for coordinating with non-governmental agencies such as the Department of Social Services, Red Cross and Salvation Army, which assist in providing these services to disaster victims. HRS will appoint Emergency Welfare Service Coordinators (EWS) for DOH.
- b. DOH will be requested to assist Emergency Management in preparing requests for federal emergency and / or major disaster assistance related to welfare services. DOH will also provide state coordination and implementation of such assistance when it is provided following a Presidential Declaration.
- c. DOH will be requested to administer the food stamp program under regular or emergency provision. When the regular program is inadequate to provide the need of disaster victims, DOH will request from the Food and Nutrition Service, U.S. Department of Agriculture, the implementation of the emergency program with or without a Presidential Declaration.

### **C. Local**

1. The local Red Cross representative will assume the position of Coordinator of Welfare Services.
2. The Coordinator will work with all the enumerated government departments and volunteer agencies during an emergency, and is authorized to proceed with planning this action with all agencies concerned.
3. Duty station during emergencies will be in the EOC.
4. Provide shelter management training for volunteer staffing of all suitable buildings offered by churches, fraternal organizations and others.
5. Provide shelter management staff for those schools opened as shelters during emergencies and disasters.
6. Maintain exit interview personnel staff for the DFO, when FEMA personnel are not available.
7. Assist the Emergency Management Director in training registration teams for the DFO, when FEMA personnel are not available.



8. Furnish Red Cross liaison personnel to the EOC.
9. Process transmission of disaster relief (welfare) inquiries (individual search and identification request) to and from areas outside the county.
10. Maintain registration information for each person at the shelter and consolidate this information at the Chapter for periodic report to EOC.
11. The American Red Cross's representative will also accomplish the following responsibilities:
  - a. Coordinator of Welfare Services will:
    - i. Maintain contact with private social service agencies and area churches to identify the services that can be provided by each.
    - ii. Establish written welfare service aid agreements between local government and private social service agencies.
    - iii. Provide public information via the PIO on plans for emergency welfare assistance and the procedures to obtain it in emergencies.
  - b. Coordinator of Emergency Clothing will:
    - i. Establish a coordinated system of exchange information between sources of clothing to determine levels of ready supply.
    - ii. Establish several emergency receipt and distribution centers.
    - iii. Arrange for the manning of such centers by volunteers from appropriate agencies.
  - c. Coordinator of Emergency Feeding will:
    - i. Establish congregate feeding sites throughout the County as needed. (See potential congregate feeding and comfort station sites).

- ii. Assign appropriate organizations to support specific mass feeding points.
  - iii. Coordinate during emergencies with the Red Cross Supply Officer at the North East Florida Chapter in support of shelter feeding.
  - iv. Set up a list of sources of food for emergency mass feeding.
- d. Coordinator of Emergency Lodging will:
- i. Prepare and maintain a list of available lodging for short-term emergency use.
  - ii. Determine sources for bringing in temporary housing during emergencies.
  - iii. Develop instructions on temporary shelter and on extended housing potentials for public distribution.
- e. Coordinator of Social Services will:
- i. Develop and maintain information on sources for delivery of social services during emergencies.
  - ii. Plan the training of volunteers to expand social service work during emergencies.
  - iii. Define and publicize basic levels of social services that will be available during emergencies.
- f. Coordinator of Welfare Inquiry will:
- i. Plan the organization of communication personnel to handle welfare inquiries.
  - ii. Determine the best means for centralizing welfare inquiry action.
  - iii. Arrange for a location in which to place the centralized information-handling unit.

#### **D. Public Health Department**

1. Provide appropriate personnel for Special Needs Shelter Operations.

2. Furnish one experienced staff member to the Coordinator of Welfare Services at the EOC during emergencies as liaison.
3. Establish support of the Coordinator of Emergency Feeding by detailing its capabilities for mass feeding in emergencies.
4. Establish support of the Coordinator of Emergency Clothing.

#### **E. Volunteer Agencies**

1. Council on Aging will:
  - a. Assist the Welfare Services by providing staff counselors at public shelters during an emergency.
  - b. Provide the Department of Emergency Management with a list of disabled and elderly who will need transportation to a shelter / hospital in the event of a disaster.
2. Salvation Army will:
  - a. Assist welfare services upon request within its sphere of interests and capabilities.
  - b. Furnish a representative for liaison at the EOC.
  - c. Establish support for the Coordinator of Emergency Feeding by detailing its capabilities for mass feeding in emergencies.
  - d. Establish support for the Coordinator of Emergency Clothing.

#### **IV. SUPPORTING PLANS**

Each agency involved in these services is requested to prepare an SOG, which will support the responsibilities (tasks) appropriate to their participation. Each plan will be drawn up in coordination with this appendix and with the assistance of the Emergency Management Director.

**HEALTH AND SPECIAL NEEDS**  
*Emergency Support Function 8 (ESF-8)*

**I. GENERAL**

**A. Primary Agency:** St. Johns County Health Department (SJCHD)

**B. Support Agencies:** Flagler Hospital  
Home Health Care Agencies  
Medical Supply Companies  
Salvation Army  
St. Johns County Council on Aging  
St. Johns County Emergency Management  
St. Johns County Fire / Rescue  
St. Johns County Lifeguard  
St. Johns County Medical Examiner  
St. Johns County Mental Health  
St. Johns County School Board  
St. Johns County Sheriff's Office

**C. Function**

1. Provide medical and health related support to state and local entities involved in delivering emergency response and recovery efforts for natural and other catastrophes.
2. Provide health related advice concerning communicable and environmental issues following a disaster.
3. Coordinate all local and state health and medical resources expended in response to a local disaster.

**D. Primary Agency Responsibilities – SJCHD**

1. Designated Representative: SJCHD Director or designee
2. Plan, coordinate and manage the support requirements of ESF-8.
3. Maintain a list of resources available from local public agencies and private vendors, their addresses and after-hour points of contact.
4. Ensure that all health and special needs activities are conducted in accordance with existing state and federal rules, regulations and guidelines, as well as existing standards and practices of the medical profession.

5. Coordinate and assign all personnel, equipment and other resources of health and medical providers, including travel information, accommodations and other arrangements relevant to the assignment.
6. Coordinate all support agencies, including State and mutual aid.
7. Communicate all resource allocations, response actions and critical decisions to Section Chief, EMD or designee.
8. Document all field actions as part of the routine, reporting procedures, including appropriate forms, field notes and / or communications.
9. Coordinate the collection and destruction of contaminated food / water from private / public sectors.
10. Coordinate the evacuation of health care facilities with assistance from St. Johns County Emergency Management.
11. Coordinate Health / Medical / Environmental information with the County PIO to be included in press releases.
12. Coordinate overall plan to open a Special Needs Shelter.
13. Coordinate requests from hospitals and other medical facilities.

#### **E. Support Agency Responsibilities**

1. Designated Representative – Chief Operational Officer or designee.
2. Report to Primary Agency Representative as directed.
3. Provide inventory of available personnel, equipment and supplies.
4. Provide documentation of resources allocated and / or used, including time, costs and other relevant information, to the Primary Agency upon request.

#### **F. Response Actions**

1. Notification of agency representatives will be made using EOC contact call lists and protocols as outlined in the EOC Operations Manual.
2. If advance warning of an impending disaster is available, resources

may be pre-positioned, if necessary, for safety or in anticipation of the area of greatest need following the event.

3. No-notice incidents could result in medical and health resources being inaccessible or overwhelmed. The Primary Agency Representative will assess the need for non-local resources and request assistance through the Statewide Mutual Aid Agreement or other agreements.
4. The Primary Agency Representative will gather immediate input from the other ESF's in the EOC regarding the need for medical and health assistance, particularly those ESF's in the Emergency Services Section, and Rapid Impact and Damage Assessment Teams, and prepare and submit to the Section Chief an immediate assessment of the capability of local available resources to respond to the incident, including any possible conditions that might worsen the situation and require additional resources.
5. Evacuation of residential health care facilities, if required, will be coordinated with ESF's 1 (Transportation), 5 (Information and Planning), 6 (Mass Care), 13 (Military Support) and 16 (Law Enforcement). Under State Statute 400.23, each healthcare facility including hospitals, nursing homes, assisted living facilities and outpatient surgery centers are required to have an evacuation plan approved by local Emergency Management.
6. Upon notification by the EMD or his designee, SJCHD nursing staff will initiate the Special Needs Shelter operation and provide shelter. St. Johns County Emergency Management will transport supplies and equipment to the Special Needs Shelter.
7. Coordination of on-scene operations with the EOC will be through the Incident Management System chain of command to the Primary Agency Representative and Section Chief, using available communications equipment in the following priority:
  - VHF radio
  - UHF radio
  - Cell phone / Nextel
  - Ham Radio
  - Messenger

#### **G. Continuous Actions**

1. Major response actions will be reported periodically to the Primary Agency Representative in the EOC, who is responsible for

- maintaining coordination with State ESF- 8.
2. Transportation of patients to facilities located outside of St. Johns County will be coordinated in the EOC with ESF's 1, 4, 13, and 16. Planning assumptions include:
    - Airlifting may be required in some cases.
    - Ambulance capability will have to be enhanced from outside the county.
    - Multiple patients may be transported together.
  3. Procedures for assuring food and drug safety are outlined in the HD Plan. The procedure outlines the assignment of qualified personnel to public shelters to give first aid and monitor food and drug quality.
  4. Public information regarding health, medical, sanitation and environmental issues will be vitally important to the well-being of St. Johns County residents, and those working and / or temporarily residing in St. Johns County following a disastrous occurrence. All methods will be used to inform the public. All communication will be coordinated with the Planning Section (ESF-5) and issued by the EOC Public Information Officer (ESF-14) with information provided to the Section Chief by Primary and Support Agencies. SJCHD officials will continually monitor the impact to public health concerns and provide periodic updates as conditions warrant.
  5. Medical treatment for emergency responders may be necessary. ESF-8 will coordinate medical assessments and / or Crisis Intervention Stress Debriefing, if required. Local resources may not be able to provide fully for this care; State agencies may be requested for support. Procedures for the safety and care of emergency responders have been established by:
    - a. Operating in 12-hour shifts to avoid burnout. As needed, responders will be sheltered in fire stations, EMS stations, government buildings or public shelters to avoid lengthy drives to their homes if traffic and road destruction are an issue.
    - b. Emergency responders cannot help the public if they themselves are in jeopardy. No responders will be asked to perform tasks without sufficient numbers of personnel, or types of equipment, being present and available.
    - c. Most emergency responders have first aid training. They will be working, in many cases, as teams with EMT's,

- paramedics and other trained personnel, or operating in close proximity to such teams.
- d. SJCHD personnel will be available to examine emergency responders who supervisors feel are under excessive stress. If the HD professional determines it is in the best interest of the individual and relief efforts to excuse the person, they will be granted necessary time off the job, released to one that is less stressful, or receive counseling as appropriate.
6. Mental health crisis counseling of significant magnitude, following a catastrophic or major disaster, is probably beyond the capabilities of SJCHD to provide. Assistance from St. Johns County ESF-4 and State ESF-8 agencies would be requested.
  7. ESF-4 Fire / Rescue will support ESF-8 during a disaster by:
    - a. Supporting the SJCHD as necessary and as capabilities permit.
    - b. Supporting evacuation of special needs or other persons.
    - c. Supporting public shelters with medical assistance beyond the capabilities of the shelter staff.
    - d. Support other emergency responders, relief workers and volunteers who are injured or ill as a result of the disaster.

#### **H. Recovery Actions**

1. Responsibility for water quality assurance, wastewater and solid waste treatment and disposal, rest with various jurisdictions. Municipalities in some instances have their own facilities and are responsible for testing and quality assurance programs. Should a shortage of qualified personnel or equipment develop, SJCHD will respond to any request for assistance without regard to jurisdiction matters. SJCHD will use the safety and well being of the public as its first priority.
2. SJCHD will establish public locations for the collection of contaminated or suspect foodstuffs. The exact location(s) will be determined following the incident based on density of affected population and suitable collection points.
  - a. Commercial disposal, such as food stored in restaurants, convenience and grocery stores will be the responsibility of



the owner of such product. Collection vendors are pre-identified and authorized by the SJCHD to operate in St. Johns County.

- b. As needed, appropriate state and federal agencies will be requested to assist in removing and disposing of spoiled or contaminated foodstuffs.
3. Rodents, insects and other pests are addressed in the HD Plan.
4. Identification and mortuary services following a devastating disaster would require assistance of state and / or federal agencies. Response to "normal" events is within the capability of local health and medical professionals; a major disaster would stretch the capabilities of local resources and require mutual aid assistance. Notification of next of kin would take place using the accepted protocols used by County emergency response agencies following accidental deaths.
5. Primary and Support agencies will use appropriate state and federal rules, regulations, laws and guidance in maintaining records of staff utilization, obligations, expenditures and use of other resources. The public health unit will augment its normal level of accountability and business controls in order to do so.
6. Public advisories concerning food contamination will be coordinated with ESF-5 and released through ESF-14.
7. Primary and Support agencies will conduct after-action evaluations and present recommendations on health related mitigation opportunities.

**FOOD AND WATER**  
*Emergency Support Function 11 (ESF-11)*

**I. GENERAL**

- A. Primary Agency:** Salvation Army
- B. Support Agencies:** American Red Cross  
Private Businesses  
Service Organizations  
St. Johns County Extension  
St. Johns County Health Department  
St. Johns County School Board

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

The purpose of this appendix is to outline procedures that will be followed in identifying and obtaining the food, water, and ice needs prior to and in the aftermath of a disaster or emergency, and the coordination of the transporting of such supplies to the disaster area.

**B. Scope**

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

1. In coordination with ESF 6, identify the number of people without food and safe drinking water.
2. Inventory food products/quantities and identify sources to obtain additional needed supplies.
3. Ensure sufficient storage space to store food supplies.
4. Coordinate with ESF-1 the transportation of food shipments to warehouses, feeding sites and pantry locations.
5. Purchase or solicit food supplies to sustain the disaster victims until local officials/agencies can manage the operation.
6. Authorize emergency food assistance in order that residents should have access to stores for food and means to prepare it.

### III. POLICIES

- A. This ESF will be activated upon notification of occurrence of a potential or actual major disaster or emergency.
- B. The ESF-11 representative in the County EOC will coordinate actions undertaken by this ESF.
- C. Priority will be given to move critical supplies of food into areas of acute need and then to areas of moderate need.
- D. Upon notification that electric power has been restored and roadways are open to commercial vehicles, a request may be made to the State that they provide the use of Emergency Food Stamp Program procedures.
- E. This ESF will encourage the use of congregate feeding arrangements as the primary outlet for disaster food, water, and ice supplies, which is the primary responsibility of ESF-6.

### IV. RESPONSIBILITIES

ESF-11 will ensure the accomplishment of the following:

- A. Secure and deliver food and water supplies suitable for household distribution or congregate meal service, as appropriate.
- B. Arrange for the transportation and distribution of food and water supplies within the affected area.
- C. Coordinate with, and support as appropriate, ESF-6 (Mass Care) involved in mass feeding and shelters.

### V. 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 the means to prepare food. In addition to substantial disruption to the commercial food supply and distribution network, a catastrophic hurricane or other natural / man-made disaster may partially or totally destroy food products stored in the affected area.

#### B. Planning Assumptions

1. Following a major or catastrophic disaster, there may be widespread damage and destruction to the infrastructure and

- homes / buildings resulting in transportation routes being impassable; widespread and prolonged power outages; and contaminated drinking water.
2. Thousands of evacuees may be lodged in shelters within the disaster area.
  3. Normal food processing and distribution capabilities will be disrupted.
  4. As a result of power outages, many commercial cold storage and freezer facilities within the impacted area will be inoperable.
  5. Shelters should have food and water supplies to manage for 72 hours after the disaster.
  6. Damage projection models will be used to forecast damage and disaster consequences. 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 to project the duration of mass feeding activities.
  7. An immediate human needs assessment (food, water, health / medical {ESF 6 and 8}, housing) and the condition of the infrastructure (transportation, communications and utility systems) will be reported by the State Rapid Impact Assessment Teams that has been sent to St. Johns County.
  8. Large bulk shipments of food supplies purchased, solicited, or donated will be coordinated by this ESF. Donations of non-perishable food items will be sorted and palletized for coordination and distribution by 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 operations.

## **VI. CONCEPT OF OPERATIONS**

### **A. General**

1. ESF-11 will operate under existing Emergency Management authorities and regulations as well as Public Law 93-288, as amended, and the Florida Emergency Operations Plan, to provide disaster food supplies to designated disaster staging areas, mass

- feeding sites, and / or authorize the issuance of disaster food stamps.
2. Following a notification of a major disaster or emergency, ESF-11 will be staffed at the local EOC 24 hours daily. At this time, request for food and water, including types, amounts and destinations, will be processed through this ESF. Food and water assistance requests will be forwarded to the SEOC to coordinate efforts to obtain and transport food.
  3. Mass feeding sites will use menus provided by this ESF. The menus will be built around the foods that are available. Quantity usage tables will be used to address serving sizes. These tables combined with the menus will provide for ordering, forecasting and supply data. Other organizations with food resources will supplement these menus. Menus will be adjusted based on food quantities.
  4. Staff from this ESF may be sent into the disaster area to assess the effectiveness of the food distribution network and to address problems. Staff will coordinate with county officials and ESF-6 field staff to ensure ample and timely deliveries of food and water supplies.
  5. ESF-11 will coordinate with ESF-3 responsibility for potable water. If needed, a State Representative from ESF-11 responsible for potable water will be requested to join the local ESF-11 to help expedite and coordinate retrieving ample water.

## **B. Organization**

1. At the state level, the Department of Agriculture and Consumer Services Bureau of Food Distribution, 541 East Tennessee Street, Tallahassee, Florida, has primary responsibility for all ESF-11 activities. The Food Distribution Officer may direct response and recovery activities for the ESF from the SEOC. Additional activities to support this ESF may be conducted at the office in Jacksonville, Florida.
2. Upon activation of this ESF, the Food Distribution Officer or their designee will be responsible for ensuring all food and water concerns are addressed. Additional support agencies and organizations may be utilized and will either be tasked to provide a representative to the SEOC or to provide a representative who will be immediately available via telecommunications means (telephone, FAX, Conference, etc.).

**C. Notification**

1. Upon the occurrence of a potential major natural disaster or man-made event, the State Warning Point will notify the local EOC.
2. This notification will probably be made via telephone. Such notification could be to: advise of the potential for a disaster; report to the local EOC, or to update information. The Operations Officer for the ESF will notify all support agencies and may request they report to the EOC.

**D. Response Actions**

1. Initial Actions:
  - Inventory food and water supplies.
  - Coordinate with ESF-6 to identify the number of people in shelters and others in need of food and water.
  - Monitor power outages for estimated ice needs and quantities.
  - Monitor water contamination in the disaster area and estimated water needs and quantities.
  - Identify the locations of all mass feeding and food distribution sites.
  - Identify menus for meals to be used for calculation of food supplies and serving portions.
  - Assess storage space and needs for staging areas.
  - Coordinate food donations and incorporate into food supply.
  - Monitor and coordinate the flow of the food supply into the disaster area.
  - Assess the need and feasibility of requesting emergency food stamps.
  - Monitor food and water needs.
  - Assess special food concerns of the impacted residents.
  - Monitor nutritional concerns.
  - Establish logistical links with local organizations involved in long-term congregate meal services.

**VII. TASK****A. Primary Agency: Salvation Army**

1. Determine the availability of USDA foods that are safe for human consumption within the disaster area.

2. Coordinate with DEM, ESF-6 Mass Care and local officials to determine food, water, and ice needs for the population in the affected areas.
3. Request the approval of emergency food stamps for qualifying households within the affected area.
4. Make emergency food supplies available to households for take-home consumption in lieu of food stamps for qualifying households.
5. Provide damage information to ESF-5 Information and Planning on a regular basis.
6. Develop a plan of operation that will ensure timely distribution of food supplies to mass care locations.
7. Deploy water buffaloes to locations identified by ESF-6 Mass Care and local officials.
8. Provide daily information to ESF-14 Public Information on the amount of food used and types of food needed (donation).
9. Maintain records of the cost of supplies, resources, and man-hours needed to respond to the disaster.
10. Monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.

## **B. Support Agencies**

1. American Red Cross
  - a. Identify and assess the requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
  - b. Assist with food soliciting and purchases for food supply.
  - c. Provide couriers to pick up order forms, menus, meal counts and other support activities.
  - d. Assist with the distribution of bulk and household food supplies.
2. St. Johns County School Board:

- a. Provide inventories of available food supplies from their lunchroom cafeteria within the schools that are designated as shelters. Additional, food supplies can be purchased at the following vendors:

Albertson's Food & Drug	Publix Stores	
220 State Road 312 St. Augustine, FL 32086 Phone: (904) 825-0097	1033 A1A / Beach Blvd. 4255 US-1 South 125 Jenkins Street 455 West Town Place	461-0231 794-1100 808-0514 940-0671
St. Johns Food Service	Winn Dixie Stores	
4 Louise Street St. Augustine, FL Phone: (904) 824-0493	1010 S. Ponce De Leon 3551 N. Ponce De Leon 3905 A1A South 2220 CR-210 West	829-5509 824-6233 471-5115 823-2122
Wal-Mart Super Center		
2355 US-1 South St. Augustine, FL Phone: (904) 797-3309		

- b. Provide support staff to assist with the calculation of serving proportions based on menus, the number of people fed at a site, and the quantities / types of food in the inventories.

**VIII. RESOURCE REQUIREMENTS**

- A. Contacts with local and area food distributors.
- B. Coordination with state for procurement and delivery of foodstuff and potable water.
- C. A database for purchasing foodstuffs, potable water, ice, rental of trailers and other vehicles, storage facilities and condiments.
- D. Close coordination with ESF's 1, 6, 7,8 and 16.

**IX. TRANSPORTATION OF FOOD SHIPMENTS**

Transportation of food shipments to warehouses, feeding sites and pantry locations will be coordinated by ESF-11 with ESF-1. Requirements to contract for transportation from private vendors will be coordinated with ESF 7.

**X. PROCEDURES FOR PURCHASE OR SOLICITATION OF FOOD SUPPLIES**

The following procedures will be followed:



- A. Food requirements will be coordinated with ESF-11 in the State EOC for supplies from outside the County.
- B. Initial food supplies for the public shelters will be provided by St. Johns County School Board. Replacement supplies will be provided by the American Red Cross (ESF-6) from their on-hand stock or purchased from vendors listed.
- C. Requirements for mass feeding will be coordinated by ESF-6 with assistance from Salvation Army and other supporting agencies.
- D. Emergency purchase procedures are authorized under a declared state of local emergency.

## **XI. EMERGENCY FOOD STAMP ASSISTANCE**

Request for emergency food stamp assistance will be requested from the Florida HRS Office. An HRS representative will be in the Disaster Field Office DFC and will provide assistance in obtaining emergency food stamps.

## **XII. TRANSPORTATION OF FOOD AND WATER INTO THE AFFECTED AREAS**

- A. The primary means for transporting of food and water into the affected areas will be ground transportation, provided roads are opened. Priority in the opening of roads will be to those areas of the County, which require food and water, and the establishment of feeding and distribution sites.
- B. If distribution of food and water cannot be made using ground transportation, a request for helicopter support will be made to the SJSO in order to supply and re-supply affected areas with food and water.

**VOLUNTEERS AND DONATIONS PLAN**  
*Emergency Support Function 15 (ESF-15)*

**I. GENERAL**

- A. Primary Agency:** St. Johns County Emergency Management
- B. Support Agencies:** Amateur Radio (ARES)  
American Red Cross  
City of St. Augustine  
City of St. Augustine Beach  
Civil Air Patrol  
Private Business  
Salvation Army  
Service Organizations  
St. Johns County Extension Service  
Town of Hastings  
Volunteer Groups  
4-H Clubs

**II. INTRODUCTION**

**A. Purpose**

This appendix provides planning guidance and coordination for ESF-15 to accomplish its mission in expediting the delivery of voluntary goods and services to support relief efforts in a disaster affected area.

**B. Scope**

The scope of ESF-15's mission is two-fold:

1. To coordinate response / recovery efforts as related to volunteers (pre-assigned and convergent).
2. To assure the expeditious response / recovery delivery of donated goods to the disaster victims.
3. Other activities of ESF-15 are as follows:
  - a. Maintain adequate communications with all volunteer organizations.
  - b. Maintain contact with county volunteers.
  - c. Assess and prioritize affected area needs.

- d. Deploy resources to meet specified needs.
- e. Develop and maintain liaison with State ESF-15.
- f. Coordinate Unmet Needs Committee and requests.

### III. RESPONSE ACTIVITIES

- A. Upon activation of the EOC, telephone numbers that have been established for calls concerning volunteers and donations will be disseminated to the public by the PIO.
- B. ESF-15 representative will insure that a volunteer liaison is on duty in the EOC when required during the operations. The role of the EOC liaison will be to coordinate all requirements for all volunteers and for the receipt and distribution of donated goods and services.
- C. EOC liaison will coordinate with RIAT team members and other ESF members who are involved in the needs assessment. Information gathered from the needs assessment will be used to prioritize the distribution of goods and services in the affected areas.
- D. ESF-15 representative will coordinate with other ESF members, Emergency Management Director, elected and appointed officials and volunteer groups in developing a plan that will ensure a quick response and delivery of donated goods and services into the affected areas.
- E. The ESF-15 EOC liaison person on duty will have the primary responsibilities for coordination with the State EOC (ESF-15) on information for volunteers and drivers bringing donations to the County. The information provided the State EOC will include such things as where to go and who to contact, with telephone numbers provided.
- F. ESF-15 will coordinate with the PIO on requesting assistance from the private sector and volunteer organizations. Such information will be announced by the PIO through the news media.
- G. 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 no less frequently than daily throughout the emergency operations.

### IV. TASKING OF SUPPORTING AGENCIES

- A. St. Johns County Extension Volunteers will provide volunteers and leadership.

- B. St. Johns County Chamber of Commerce will help locate collection and distribution sites, as well as coordinate donations from local businesses.
- C. 4-H Clubs will handle donated food supplies.
- D. Salvation Army will operate the congregate feeding sites.
- E. Local Red Cross volunteers will manage donated furniture receipt and distribution.

#### **V. POLICY OF RECEIPT OF DONATED ITEMS**

Prior to receipt of donated items from any source, inspection will be made to determine the serviceability and usability of such items. In some cases manufacturer or retail outlet may donate "loser" type products solely for tax break purpose and items may not be of any use to the general public.

**ANIMAL CONTROL PLAN**  
*Emergency Support Function 17 (ESF-17)*

**I. GENERAL**

- A. Primary Agency:** St. Johns County Animal Control
- B. Support Agencies:** H.A.W.K.E.  
P.A.D.D.  
St. Augustine Humane Society  
St. Johns County Emergency Management  
St. Johns County Extension Agent  
St. Johns County Health Department  
St. Johns County Horse Council  
St. Johns County Veterinary Society  
St. Johns Wildlife

**II. SITUATION**

ESF-17 will assume responsibility to coordinate animal related activities with St. Johns County during an emergency or disaster. Coordination and support with the ESF-11 will be accomplished.

**III. MISSION**

ESF-17 will provide leadership and direction for persons involved with the safety and welfare of animals during times of emergency and / or disaster.

**IV. CONCEPT OF OPERATION**

The St. Johns County Animal Control will be responsible for the coordination of animal services during times of disaster with the County. Animal Control will initiate the coordination of animal services when the EOC is activated and ESF-17 is advised that their ESF has been activated. At that time they will provide a representative to the EOC.

**V. PLANNING ASSUMPTIONS**

- A.** Following a disaster, it can be expected that there will be many loose pets and livestock throughout the County. The disaster force, flying debris, floodwaters or evacuation traffic, will kill some animals. Decaying carcasses will cause a health threat. As time goes by, other animals will become rabid and pose a threat to human lives.

- B.** There will be a shortage of shelter facilities, animal control officers and vehicles. Volunteer resources will be difficult to locate during response, but will be available during recovery.

## **VI. RESPONSE ACTIONS**

- A.** Initial Action - If the magnitude of the disaster overwhelms the resources of the local operations, the State of Florida will be called upon for assistance through the Division of Animal Industry under the Commissioner of Agriculture.
- B.** Continuing Action - Upon activation of the EOC, ESF-17 will provide coordination of animal related activities with the support agencies.
- C.** Priorities for ESF-17 are as follows:
1. Capture and destruction of rabid or threatening animals.
  2. Transport of injured animal to veterinary services, or destruction of the animal.
  3. Carcass removal of dead animals, which pose a health threat.
  4. Capturing and sheltering stray domestic pets and livestock and then reuniting with owners.
- D.** Sheltering of stray pets will utilize the resources of:
1. Existing animal control shelters.
  2. Veterinary clinics.
  3. "Foster" homes.
- E.** Sheltering of stray livestock will be accomplished by:
1. Available trailers to relocate stray livestock to temporary stockades, fields or shelters. (Extension Office can assist in locating trailers).
  2. "Foster" shelters will be identified and used until the animals can be reunited with their owners.
- F.** Carcass removal will be accomplished using the following methods:
1. Small animals will be disposed of in accordance with current policy of the County.

2. Livestock on the owner's property will be disposed of using existing methods and approved state guidelines.
  3. Livestock on public right of way may be buried on site with the concurrence of the Health Department.
  4. Where carcass burial is not appropriate, the St. Johns County Extension Office will assist in locating farmers or ranchers with hoist capability. The carcasses will be removed to a landfill site for burial.
- G.** Medical concerns will be coordinated on a regular basis with the Health Department.
- H.** St. Johns County Animal Control will develop a plan for reuniting recovered animals with their owners. This will include developing posters or handouts for public distribution.
- I.** There is no capability in St. Johns County for capturing or sheltering of exotic animals. Should the need arise; request for assistance will be made to the Jacksonville Zoo. If assistance is still needed, a request will be made to the State EOC.

**BUSINESS AND INDUSTRY**  
*Emergency Support Function 18 (ESF-18)*

**I. GENERAL**

- A. Primary Agency:** St. Johns County Emergency Management
- B. Support Agencies:** Private Sector Participants  
St. Johns County Chamber of Commerce  
St. Johns County Economic Council  
St. Johns County Tourist Development Council

**II. INTRODUCTION**

**A. Purpose**

Hurricanes, floods, other severe weather incidents, hazardous materials accidents and other emergencies may cause extensive damage to private facilities which are critical to the recovery of the broader community following such a disaster. The facilities, which include major communication, transportation, utility, banking, insurance and similar interests, are vital to the recovery effort and return to economical viability, yet it may be beyond the ability of the local government to respond to all their immediate needs. It is, therefore, important that these concerns have the ability to access their facilities and perform basic recovery activities such as damage assessment and securing property, as well as commencing their own recovery operations.

**B. Scope**

1. Prior to a disaster, Emergency Management shall work with local business groups to develop procedures for providing local companies access to their facilities for damage assessment and business continuity activities.
2. Local businesses will provide Emergency Management with information pertaining to their planned response and recovery activities.
3. Emergency Management shall maintain this information within the EOC / ESF-18 during the emergency.
4. Businesses shall provide updated personnel rosters to Emergency Management by May 1 of each year so that rosters will be current to the Atlantic Hurricane Season.



5. Rosters may be updated during Hurricane Season, if necessary, but not during periods when active hurricanes posing a threat to the Northeast Florida Area are being tracked by Emergency Management.

### **III. STANDARD OPERATING PROCEDURES (SOP) FOR CORPORATE RE-ENTRY**

#### **A. Pre-Hurricane Season**

Encourage personnel, especially those with responsibilities during and following a major natural disaster such as a hurricane to have a Personal Disaster Plan. This will ensure that their families are either evacuated or sheltered in / at a secure site.

By May 1, of each year, critical corporations shall register with Emergency Management the names and identifying credentials of their corporate damage assessment teams. Information will include the name of the company and any identifying name of the facility. Registration also includes the following:

1. Names of personnel staying on-site and those who will be returning to the site;
2. The location within the facility where the employees will be located;
3. A map of floor plan of your facility showing the location of your employees and the quickest access to them;
4. Names and phone numbers of those with authority to make major decisions regarding your facilities in the aftermath of a disaster. Also include the names and phone numbers of successors (if the first person can't be reached).

#### **B. Pre-Evacuation**

If the facility is in a storm-surge evacuation zone and will be evacuated, begin preparations to secure the building and other procedures in anticipation of leaving the area. If the facility is outside the storm-surge area and is designed to withstand winds from a major hurricane, (i.e. in excess of 120 mph) and employees will be remaining on-site, these employees should be registered with Emergency Management.

#### **C. Evacuation**

While the County is involved in the evacuation and sheltering of threatened populations, private concerns should finalize securing facilities and evacuating threatened areas. Contacting the EOC shall be limited to problems of disastrous proportions. During the early portion of this phase, corporations should finish

preparation efforts, and begin arranging recovery, based upon the size of the approaching storm.

#### **D. Aftermath**

Immediately following the storm's passing, Emergency Management will be evaluating damage and directing search and rescue efforts, coordinating with State and Federal agencies, and placing the County's response mechanisms in operation. It is expected that during the first 24-hours after a storm, the only traffic allowed will be response vehicles. No independent actions should be taken without prior notification of the EOC via ESF-18.

#### **E. Re-Entry**

Once it has been determined that it is safe for allow non-emergency vehicles on the road, access to many areas my still be restricted or denied. Once restrictions are eased, some access will be allowed if personnel are properly credentialed. In order to pass through checkpoints and gain access to restricted areas, designated personnel shall be required to wear the following:

- A photo-identification card that describes the wearer's corporate position. Those without a photo-ID can use a valid driver's license with photo or Florida Identification Card to enhance, not replace, their corporate ID.
- Clothing suitable for the situation, such as hardhats, heavy-duty shoes and other clothing that will reduce the chance of injury in the damaged area.
- An identifiable yellow vest, similar to those worn by police and other emergency responders. The vest should identify the company, the position of the wearer (i.e. "Recovery Officer" or "Business Continuity Manager") and the wearer.

#### **F. Recovery**

If outside assistance from other areas is a part of corporate recovery plans, this information should be conveyed to the EOC following the event, so that police and other traffic control elements will be aware of their arrival. The EOC will attempt to accommodate all recovery activities, but due to the nature of activity during this phase, cooperation and patience is vital. In order to facilitate the arrival of outside support at controlled access points such as established Reception Centers and Points-of-Arrival, they should be clearly marked for identification. Also, whenever possible, license tag information, destinations, and other pertinent information should be provided to the ESF-1, Transportation, within the County Emergency Operations Center, in order to speed their access into the damaged areas. Within the EOC, Emergency Service Function areas will be operating. These include people attempting to reestablish communication, transportation, power generation and transmission, and other

infrastructure systems. Corporations having a major problem should contact the EOC through ESF-18 to enable coordination with the appropriate ESF.

#### **IV. ORGANIZATION AND TASKS**

##### **A. Emergency Management**

1. Develop and maintain databases on corporate information, including lists of disaster response personnel, emergency contacts, and anticipated out-of area assistance.
2. Provide public education to area corporations regarding established response and recovery operations.
3. Maintain working relationship with area corporations through contingency planning / corporate recovery groups and business associations.
4. Within the Emergency Operations Center, ensure that corporate recovery information is available to ESF-18.

##### **B. Association of Contingency Planners / Private Sector Participants**

1. Develop Corporate Disaster Preparedness and Business Recovery Plans, and provide appropriate information to Emergency Management and the EOC for distribution to ESF-18.
2. By May 1 of each year, provide the EPD with a list of emergency response and recovery personnel, on-duty personnel at corporate facilities and personnel authorized to make major disaster response and recovery decisions. Information may be faxed to Emergency Management at 904-824-9920.
3. Meet with Emergency Management throughout the year via ESF-18 / contingency planning organization, either separately or in groups to review corporate concerns and share information.
4. Once activated to the EOC, coordinate the shutdown and evacuation of area industries and major corporations.
5. Assist corporate damage assessment teams and recovery teams with their re-entry into impacted areas.
6. Provide liaison between governmental recovery efforts and private, corporate recovery and restoration efforts.
7. Maintain data needed for tracking personnel and resources involved in private recovery efforts. Include the identification of private resources that may be available for use by governmental response and recovery agencies.
8. Provide a communications focal point for corporate disaster response and recovery planning and operation efforts.

9. Compile damage assessment reports from private corporate sources for inclusion in County preliminary and final damage assessment reports, and maintain log of private restoration activities.
10. Develop ESF staffing needs and identify personnel to be trained in ESF operations.
11. Provide EOC point-of-contact to private damage assessment and recovery teams, especially related to clearing access through checkpoints into controlled areas.

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

IMS | ESF Emergency Support Functions

**Infrastructure**





### III. INTRODUCTION

#### A. Purpose

The purpose of the Infrastructure Support Section is to coordinate disaster response actions and the use of resources to support the needs of local government and other emergency support agencies and organizations requiring transportation, communication, public works, engineering, resource support and energy in response to an actual or potential incident.

#### B. Scope

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

1. Coordinate the use of all transportation resources to support disaster response actions;
2. Identify communications needs to support disaster response actions, and coordinate and assist in providing communications facilities, equipment and personnel to meet local needs;
3. Provide public works and engineering support, including technical advise and evaluations, engineering services, construction management and inspection, emergency contracting and emergency repair and clearance of roads;
4. Coordinate debris clearance and removal resulting from a disaster event;
5. Provide logistical and resource support, including locating, purchasing and issuing resources, such as supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment and transportation;
6. Coordinate the provision of emergency power to support immediate response operations as well as restoring the normal supply of power to normalize and expedite community functioning;
7. Coordinate actions necessary to stimulate the restoration of the local economy, including prioritized use of local approved vendors, if available; and
8. Coordinate and provide resources to perform damage assessment of the impacted area to identify the magnitude and severity of the damage, collecting immediate information regarding number of structures impacted,

number of citizens impacted, estimated dollar loss of property damage, and estimated dollar loss of economic damage.

### **C. Policies**

1. The assets available to this Section will be used to assist county and municipal emergency operations agencies and other functional Sections with their emergency efforts to coordinate and facilitate the restoration of transportation, communication, utilities and other infrastructure.
2. The functions of this Section will be considered a priority to maintain essential critical facilities and services before, during and immediately following a disaster event, in order to facilitate restoration of emergency response, human services, and economy to the impacted population.
3. St. Johns County is a signatory to the Statewide Mutual Aid Agreement and may request assistance through this agreement.
4. All functional agencies will maintain properly trained and certified disaster response personnel regardless of pay or volunteer status.
5. Each primary and support agency representative will prepare an inventory of personnel, equipment and vehicles and have it on file by the first of May annually.

### **D. Planning Assumptions**

1. Significant natural disaster, emergency condition or other major incident will be of such severity and magnitude as to require all local resources and state resources, including the Florida Department of Transportation and public electric and water companies to supplement local infrastructure resources and / or provide technical assistance in order to maintain essential services to save lives and / or protect property.
2. Response requirements of the disaster or emergency incident will cause an immediate and continuous demand for these resources, which will eventually exceed the capabilities of the affected local agency to respond. In addition, materials and fuels to support response actions by operational teams to maintain and / or restore infrastructure may be in short supply or unavailable.
3. A major disaster will have an immediate impact on the local disaster response community. The most likely incidents to occur



would potentially block roads, disrupt electric and water distribution systems, require mass evacuation, interrupt vital communications networks, and require additional resources to restore functional systems.

4. Initial response will be the responsibility of local agencies. Once local resources have been expended, agencies may request assistance through existing mutual aid agreements, or by utilizing the Statewide Mutual Aid Agreement, to which St. Johns County and all its municipalities are signatories
5. Damaged areas may initially be inaccessible to emergency response services and will require immediate response to restore.
6. The local economy is dependent on the function of County and regional businesses and industries. Following a disaster, approved local vendors, when available, will be used for goods and services.

#### IV. CONCEPT OF OPERATIONS

##### A. General

1. The Incident Management System will be the organizing structure for disaster operations, with the Coordinating Agency Representative (St. Johns County Emergency Management Director or designee) as Section Chief.
2. The Primary Agency for each ESF will coordinate the provisions of supporting agencies' disaster response resources including personnel and equipment.
3. Each Primary Agency will assign a representative capable of committing and coordinating their agency's resources, to the Infrastructure Support Section at the EOC.
4. The Section Chief will report to the EMD, EOC Operations Coordinator or designee, and will be the point of contact for coordination with the other IMS Functional Sections: Emergency Services, Planning, Human Services and Finance / Administration.
5. Each ESF within the Infrastructure Support Section will coordinate with other ESF's through the Section Chief.
6. The Section Chief will coordinate and mobilize all local and State agencies' resources through the County EOC and State Emergency Operations Center (SEOC).

## B. Notification

1. **Advance Warning** – In the case of hurricanes, ample time should be available for response agencies to restructure in anticipation of the occurrence. Resources may be reallocated and pre-positioned into operational units. Resources should be located in storm-protected facilities during the height of the storm and ready to respond as soon as conditions allow.

**Action:** Initiate agencies' hurricane response procedures.

2. **No-Notice Occurrence** – The Section Chief will be notified by St. Johns County Emergency Management, and, at the direction of the EMD or EOC Operations Coordinator, notify Primary Agency Representatives of the need to activate response protocols and resources.

**Action:** Upon direction of the EMD or designee, activate all Primary Agency resources. Primary Agencies will notify appropriate support agencies.

3. Upon incident notification by the State Warning Point (SWP) of a potential or actual event requiring response, the EMD will instruct the Section Chief to notify designated Primary Agencies.
  - a. Upon notification by the EOC, Primary Agency and / or Support Agency Representatives will report to the EOC or other designated location.
  - b. Pre-incident and ongoing activities will be monitored by each Primary Agency and coordinated with other ESF's and local and State agencies, as appropriate, through the Section Chief.

## V. IMS FUNCTIONS

Referenced ESF's will follow this management plan.

**EMERGENCY TRANSPORTATION**  
*Emergency Support Function 1 (ESF-1)*

**I. GENERAL**

- A. Primary Agency:** St. Johns County School Board
- B. Support Agency:** City of St. Augustine  
Council on Aging (COA)  
Florida Department of Transportation  
St. Johns County Fire / Rescue  
St. Johns County Public Works  
St. Johns County Sheriff's Office

**C. Task Assignments**

See paragraph 3, below, for specific tasks for those State and local agencies that have transportation responsibilities during an emergency.

**D. Assumptions**

Supplementary transportation may be needed in preparation for a hurricane in the event the St. Johns County Board of County Commissioners orders an evacuation. In addition, resources may be needed following a disaster as a result of both increased transportation needs and disruption of normal transportation systems. Transportation may be required for bringing emergency equipment and supplies into the disaster area. Emergency transportation may also be necessary to provide access to assistance centers for disaster victims and access to places essential to the resumption of normal community life such as stores, schools, government offices and major employment centers. The provision of emergency transportation may involve establishment of usage priorities as well as the provision of additional resources while normal systems are being restored.

**II. CONCEPT OF OPERATIONS:**

**A. Planning**

Local planning for the provision of emergency transportation services should include private carriers. This may require establishing and maintaining agreements with voluntary agencies, private companies and surrounding communities. It is estimated that a normal household maintains one week of food supplies as a normal stocking procedure. This could even be up to two weeks for some basic non-perishables. Fuel supplies call for more stringent controls and management of this resource. Individual gasoline supplies are normally limited to the fuel in personal cars at any one time. Government and

industry have some limited bulk fuel storage. A list follows for fuel and food major sources and for major transportation sources. Local government intervention to place some controls over both food and fuel sales may be required depending on the emergency. Rationing of some degree even without state or federal initiation may be necessary. An emergency declaration may be made in anticipation of emergency in accordance with Chapter 252.36(2) and (8) and St. Johns County Ordinance 94-25.

## **B. Communications**

School Buses are installing VHF radios that will allow them to maintain contact with their dispatch center, the EOC. The Emergency Management Department has the School Board's approval to come up on their net during an emergency.

## **C. Emergency Transportation Coordination Procedures**

Coordination of emergency transportation planning with the primary agency will be accomplished by the Emergency Management Director. The Director of Transportation, ESF-1, for the St. Johns School District will coordinate requirements with the support agencies.

## **D. Alert and Contact of Drivers**

Recall of transportation personnel will be conducted per agency SOP for emergency recall at the request of the Department of Emergency Management. A call-down list is maintained by the School Board Transportation Office. During the school term (normally third week in August through second of June), bus drivers take their buses home. At other times buses are parked in the maintenance shop parking lot. If buses are parked in maintenance shop parking lot and emergency bus transportation is required, drivers are responsible for providing their own transportation to pick up their bus.

## **E. Pick-up Points**

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

## **F. Identification**

School Board Buses are commonly marked and would not require special markings in an emergency. The public will be informed that school buses are being used as emergency transportation for evacuation of residents to the shelters.

### **G. Transportation of Special Needs Persons**

St. Johns County School Board and the Council on Aging will provide primary transportation for persons with special needs, using the handicapped equipped vans and buses.

### **H. Emergency Traffic Regulations**

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

### **I. Priority of Transportation Resources**

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

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

### **J. Pre-Positioning of Equipment**

Prior to, if possible, or immediately after onslaught of the emergency / disaster, ESF-1 will determine and / or anticipate the need for transportation assets to meet the response and recovery operations. Equipment will be pre-positioned as required at the School Board Transportation maintenance compound at the St. Johns County Schools.

### **K. Recovery Transportation**

Transportation activities relating to recovery efforts will be coordinated by ESF-1 with ESF-3, ESF-6, ESF-7, ESF-11 and ESF-15 and other agencies when required.

### **L. Emergency Actions**

The following is a list of possible emergency actions to be taken by local government:

Fuel Energy		Food Emergency	
1.	Reduce service station hours.	1.	Reduce store hours.
2.	Reduce amount of fuel per car.	2.	Limit amount of sales per family.
3.	Prioritize major fuel supplies.	3.	Open sales only of perishables.
4.	Implement the even-odd day sales.	4.	Limit sales on non-perishables.
5.	Law enforcement availability at service station.	5.	Law enforcement at store parking.
6.	Law Enforcement or National Guard to ride in vehicles.	6.	Law Enforcement of National Guard to ride in vehicles.
7.	Limit fuel sales to essential government and key industry use.	7.	Full government control of food sales.
8.	Implement a public transportation system to supplement private vehicle use.	8.	Organize and centralize food preparation / consumption / control.

#### M. Requirements for State Assistance

When all local resources, including those from local inter-service agreements, have been activated following a disaster and are clearly inadequate to handle the situation, a request will be made through the EOC to the Florida Division of Emergency Management (DEM) (State EOC) for assistance.

#### N. Requirement for Federal Assistance

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

### III. TASKS

#### A. State Government

##### 1. Department of Transportation

- a. The State of Florida Department of Transportation (DOT) has primary responsibility for state emergency transportation assistance. DOT may establish agreements for provisions of emergency transportation services by municipal and private carrier companies and may coordinate use of all state transportation resources during an emergency.

- b. Maintain information on government and private transportation resources with state.
- c. Develop and maintain agreements with municipal and private carrier companies.
- d. When state assistance is required, may determine the transportation needs of the disaster area and provide necessary transportation as feasible using both governmental and private resources.
- e. When State and local resources are inadequate for the situation, may provide to DEM data regarding the transportation needs of the disaster area, state and local resources being used, and the additional resources required to meet the needs of the disaster area.
- f. Coordinate provisions of transportation services under federal assistance programs. If grants are provided, acquire the needed resources through contracts with private carriers or payments to governmental agencies and organize and schedule resource use.
- g. Coordinate the alteration or suspension of Public Service Commission or Department of Transportation intra-state carrier regulations as needed to facilitate provision of emergency transportation services.
- h. Maintain accurate records of manpower and transportation resources utilization.

2. Department of Management Services

- a. Maintain listings of state vehicles and their location, and make this information available to the Department of Transportation when requested.
- b. Operate the State Motor Pool (on a 24-hour basis if required) in support of state departments during a disaster situation.
- c. Establish priorities, schedule and coordinate the use of the State aircraft pool in a disaster situation.

3. Department of Agriculture and Consumer Services

May assist in the transportation of equipment and supplies as needed.

4. Department of Military Affairs

Provide transportation assistance as directed by the Governor.

5. Public Service Commission

a. Develop and maintain assistance agreements for using resources of private companies / carriers under their jurisdiction. In addition, both the Department of Transportation and the Public Service Commission will alter or suspend regulations on intra-state carriers as needed to facilitate provisions of emergency transportation services.

b. Alter or suspend Commission intra-state carrier regulations as feasible to facilitate provision of emergency transportation services.

6. Department of Highway Safety and Motor Vehicles

a. Coordinate law enforcement agency assistance in transporting emergency supplies (such as medical supplies) into the disaster area.

b. Provide clearances for movement of vehicles involved in emergency services into and out of disaster areas.

7. Department of Business Regulation, Department of Criminal Law Enforcement, Department of Natural Resources, Game and Fresh Water Fish Commission

Coordinate with the Department of Highway Safety and Motor Vehicles to provide needed assistance for transporting emergency supplies into the disaster area.

**B. County Government**

1. Emergency Management Agency

Is assigned primary responsibility for the coordination with ESF-1 on the development and implementation of coordinated emergency transportation services plan. Will maintain a list of all vehicles for use in transporting injured or disabled persons. The Emergency Management Director will be the contact for initiating the evacuation and transportation of disabled



persons. The disabled and others that do not require hospitalization will be taken to an evacuation shelter.

2. St. Johns County School Board (ESF-1)

As the Primary Agency, ESF-1 is responsible for transportation requirements and personnel to assist in the implementation and carrying out the operation. In addition, ESF-1 will be responsible for:

- a. Maintaining plans for providing emergency transportation services as needed.
- b. Developing agreements with voluntary agencies with emergency transportation capabilities.
- c. Plans for the use of private commercial transportation if required.
- d. Providing needed emergency transportation services using all available local resources.
- e. Inventory of Transportation Resources – Location of inventory of vehicles, which will be used for emergency transportation, is maintained in the School District Transportation Office. By May 1<sup>st</sup> of each year the School Board Transportation Director and the Director of the Council on Aging will be requested to provide the EMA with an inventory list of all transportation assets that will be available for use during an emergency.
- f. Assessment of Transportation Resources – As early as possible in the response phase, a transportation resource assessment will be made by ESF-1 in coordination with other ESF's and support staff to determine requirements. If shortfalls exist, action will be taken to secure additional resources within the mutual aid agreements and other available sources. Pre-positioning or staging of transportation resources will be accomplished at the County Schools or Bus Garage.
- g. Transportation Staffing Patterns – ESF-1 in coordination with ESF-3, ESF-11 and ESF-15 will develop staffing patterns to ensure 24-hour operation of transportation vehicles, as the requirements exist.
- h. Additional Transportation Capabilities – All emergency transportation requirements for response and recovery operations beyond the capabilities of the respective CERT / ESF will be given to the ESF-1 representative in the EOC for coordination and resource support.

- i. Request for State Assistance – Requesting state assistance from the State EOC when local resources, including those from local inter-service agreements, are inadequate.
  - j. Transportation for Special Needs People – The coordination of transportation for disabled persons to shelters during emergency evacuations, if such people have been registered with Emergency Management. Approximately 490 (this number varies as citizens are added / deleted) such people will require this assistance. A complete list is located in the St. Johns County Special Needs Registry on file with St. Johns County Emergency Management.
3. County School Board
- a. The maintenance staff at School Bus Garage will provide crews to cover vehicle maintenance, tire changes, fuel servicing, welding capability and other maintenance activities to support the task force during a disaster. The St. Johns County Fleet Maintenance will provide additional assistance if needed.
  - b. Insure that fuel tanks on the property and all vehicles are full before a known emergency / disaster occurs. In the event of an imminent emergency / disaster, provide those services on a select basis to insure operational capabilities to those functions essential in implementing this plan. This procedure will be coordinated with the EOC.
  - c. Establish a fuel-servicing plan to insure an orderly system, by departments to service their vehicles as much as possible, prior to an emergency/disaster.
  - d. Provide mobile maintenance capability until relieved by the EOC.
  - e. Insure that vehicles, equipment, and facilities are secured, except those minimum resources required during the emergency.
4. The County Administrator – The County Administrator or his designated representative must approve the use of employees and / or equipment in support of other authoritative agencies.
5. ESF-16 (SJSO) – Will designate support teams with the Fire Departments and other rescue agencies to carry out Fire / Rescue efforts from any given station and or location. Will establish and

maintain emergency routes to hospitals, shelter, and / or other specific locations for exclusive use of emergency equipment.

6. St. Johns County Fire / Rescue Chief –

- a. Will utilize the team concept of personnel and equipment; obtain vehicles other than rescue ambulances that are inoperable due to high winds or waters and to make every effort to provide an effective rescue entity during a disaster.
- b. Will establish a command post at Fire / EMS Headquarters and direct area agencies in providing coordination of the movement of special needs individuals utilizing EMS transports as follows:
  - i. ALS Helicopter Transportation
  - ii. Non-Emergency Transportation
  - iii. Public Transportation Agencies as required

7. Mutual Aid – Loan of Transportation resources from the State and/or surrounding counties will be accomplished in accordance with the Statewide Mutual Aid Agreement. The Emergency Management Director is the County's point of contact for Mutual Aid.

## St. Johns County Major Food and Fuel Suppliers

### I. Food and Fuel Suppliers

#### A. Food Suppliers:

Albertson's Food & Drug	Publix Stores	
220 State Road 312 St. Augustine, FL 32086 Phone: (904) 825-0097	1033 A1A / Beach Blvd. 4255 US-1 South 125 Jenkins Street 455 West Town Place	461-0231 794-1100 808-0514 940-0671
St. Johns Food Service	Winn Dixie Stores	
4 Louise Street St. Augustine, FL Phone: (904) 824-0493	1010 S. Ponce De Leon 3551 N. Ponce De Leon 3905 A1A South 2220 CR-210 West	829-5509 824-6233 471-5115 823-2122
Wal-Mart Super Center		
2355 US-1 South St. Augustine, FL Phone: (904) 797-3309		

#### B. Fuel Suppliers:

- |  |  |
|--|--|
| <p>1. AmeriGas<br/>13 Leonardi Street<br/>(904) 829-2241</p> <p>2. Courtesy Gas<br/>Rodriguez Street<br/>(904) 829-2709</p> <p>3. Petroleum Traders<br/>7111 Pointe Inverness Way<br/>Fort Wayne, IN<br/>(800) 348-3705 ext: 318</p> | <p>4. Suburban Propane<br/>45 S. Dixie Highway<br/>(904) 829-5623</p> <p>5. St. Augustine Gas<br/>254 Riberia<br/>(904) 824-1601</p> <p>6. Commercial Gas Stations<br/>County-Wide</p> |
|--|--|

## St. Johns County Major Transportation Sources

### I. School Buses

There are approximately 150 standard school buses; of this, 140 can be used for an evacuation. In an emergency, drivers can be called in by the School Board to help the County with an evacuation. The Director of Transportation for the St. Johns County School Board (ESF-1) must be contacted to obtain the buses.

### II. Anticipated Emergency Vehicle Use

Below is the estimated number of vehicles needed to move citizens and visitors of St. Johns County to, from and between emergency facilities or equipment as needed. These estimates are comprised using only resources, private and public, in St. Johns County and reflect the minimum number for each category.

#### A. Transportation to Emergency Medical Facilities

##### 1. Ambulances

- |    |                       |                            |
|----|-----------------------|----------------------------|
| a. | 8 ALS Transport Units | 5 ALS Quick Response Units |
| b. | 0 BLS Transport Units | 6 BLS Quick Response Units |

##### 2. Non-emergency Medical Transportation Services:

- a. Local private ambulance service
- b. Council on Aging

##### 3. School buses may be utilized to transport "walking wounded" to emergency medical facilities.

#### B. Transportation to Shelters - minimum 30 buses

#### C. Shuttle transportation to DRC's or other designated facilities from Shelters

All persons will be transported to shelter locations and then to other designated locations via shuttle buses. "Bus stops" will be established as needed and appropriately marked by the director of transportation within the disaster area.

#### D. The Council on Aging (COA) currently has thirty-two (32) buses; sixteen (16) vehicles equipped to accommodate wheelchair patients; and three (3) vehicles equipped to accommodate stretcher patients in a non-emergency scenario.

## Transportation Resources

I. The following is a list of transportation resources in the area that can be used during emergencies:

**A. EMS Transportation (Public)**

ASI  
Liberty  
Clay County  
Flagler County  
St. Johns County Fire / Rescue

**B. Non-Emergency Transportation**

Council on Aging

**C. Air Transport Services**

Life Flight (Jacksonville)  
Shands Care (Gainesville)  
Trauma One (Jacksonville)

**D. Other Transportation Resources**

St. Johns County School Board  
SJC County Road & Bridge Department (Heavy Equipment)  
SJC Vans and Suburbans

**COMMUNICATIONS***Emergency Support Function 2 (ESF-2)***I. GENERAL**

- A. Primary Agency:** St. Johns County Emergency Management
- B. Support Agency:** Local Telephone Companies  
St. Johns County Fire / Rescue  
St. Johns County Sheriff's Office  
St. Augustine Fire Department  
St. Augustine Police Department
- C. Volunteer Agencies:** Amateur Radio Emergency Service (ARES)
- D. Purpose / Scope**

The purpose of ESF-2 is to assure the provision of required communications support to state, county, and municipal response efforts before, during and immediately following the Governor's emergency declaration. ESF-2 plans, coordinates and assists in all actions taken to provide communications support to state, county, and municipal response elements. This ESF will integrate and coordinate the communications assets available from all state agencies, county agencies, volunteer groups, local industry, federal government agencies and the U.S. Military. ESF-2 will prepare recommendations for the local EOC and other agencies as required. Additionally, ESF-2 will be the focal point of all response communications activity at the local level prior to, during and immediately after an emergency has been declared at the local level.

The role of ESF-2 personnel will include, as a minimum, the following:

1. Identify communications facilities available for use within the affected area(s).
2. Identify actual and planned actions of commercial telecommunications companies to restore services.
3. Identify Communications facilities, equipment and personnel located locally that could be used to support recovery efforts.
4. Coordinate the acquisition and deployment of additional communications equipment, personnel and resources necessary to establish temporary communications capabilities within the stricken area.

**II. POLICIES**

Subsequent to Hurricane Andrew, August 24, 1992, an Executive Order #92-291, charged the Governor's Disaster Planning & Review Committee with providing recommendations for improving Florida's readiness for future disasters. The report released by this committee recommended many changes in the way Florida plans, organizes, and prepares for disasters.

Until a legislative mandate initiates the development of a Statewide Plan for Communications Support in Emergencies, this document will serve as the primary authority for planning and emergency preparation of communications resources. Agencies identified herein are encouraged to allocate the resources necessary to plan, test and participate in disaster exercises initiated by the local EOC.

### **III. RESPONSE LEVEL**

The response or level of support required from this plan will be predicated on the category of disaster. A catastrophic or major disaster will require ESF-2 to respond with full plan implementation. A minor disaster or emergency may not require an increased readiness level of activation at all.

### **IV. SITUATION**

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

A disaster condition may result from a significant natural disaster or other incident that produces extensive damage. Consequently, a large volume of requests from all levels of response for assistance required to save lives and alleviate human suffering may result. These responders and their support require timely and accurate information on which to base their decisions and focus their response efforts.

Disasters such as hurricanes can cause widespread damage to commercial telecommunications and electric transmission facilities. At a time when the need for real-time information is critical, the capability to provide it may be seriously restricted or nonexistent. All surviving communications assets of the various government agencies and departments, as well as the telecommunications industry, will be needed to assure victims an immediate and effective response.

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

1. Initially, the local emergency service organizations will focus on lifesaving activities. Local officials will work toward re-establishing control in the disaster area. A county government operations organization will become the central point of coordination and control for local relief activities.



2. Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to communications facilities and equipment.
3. Weather and other environmental factors will restrict the ability of suppliers to deploy mobile or transportable communications equipment into the area.
4. The affected area's ability to communicate with the rest of the county (or state) will be impaired. Key personnel may be isolated from their departments and / or operational centers.
5. The type of natural disaster will necessitate the careful consideration of sites for establishing a consolidated agency operational area, such as a tent city or centralized field communications.
6. The St. Johns County Emergency Management Facility will be the local operational EOC or an alternate will be designated prior to the disaster.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

Under the leadership of St. Johns County Emergency Management, representatives from each of the support agencies and volunteer groups will assemble and be briefed at the local EOC. Each representative will establish contact with their appropriate personnel and begin to activate or initiate emergency response plans. The role of the primary agency will be to focus coordination, ensure the management of combined agency efforts, and maintain a continued flow of information between ESF's. Communications will respond directly to the local EOC staff regarding recommendations pertinent to ESF-2's functions.

### **B. Notification**

1. The Department of Emergency Management at the local EOC will activate the EOC and alert selected individuals from each of the ESF's primary agency to begin staffing on a 24-hour basis. St. Johns County Emergency Management, the primary agency for ESF-2 will notify support agencies. Once notified, each agency will appropriately staff ESF-2.

2. Immediately upon receipt of disaster information, Communications staff will establish contact with the county, city and volunteer response staff.
3. Contact lists for individuals within agencies, volunteer groups and telecommunications industry are included in "Contact List", "Emergency Contact Numbers".

### **C. Response Actions**

#### **1. Preparatory Activities**

- a. Immediately upon notification of a pending disaster, such as a hurricane, the primary agency will initiate a stage 1 alert and begin assessing the present status of communications capabilities within the county. Communications will alert / contact all ESF-2 support agencies and direct that they activate their staff and assume their particular assignments. A roll call check of all potential responders should be conducted.
- b. As soon as conditions allow following the disaster, ESF-2 will secure transportation to deploy local Rapid Assessment Teams (RAT) to evaluate damage to critical communications facilities. Survey teams should be organized with expertise capable of assessing both the private and public communications infrastructure. Survey teams should ensure that they have communications back to the ESF-2 staff at all times.

The initial focus of these teams will be to identify:

- i. Operational radio communications facilities available for use within the stricken area.
- ii. Operational telephone facilities available for use within the affected area.
- iii. Damage to emergency communications facilities. (Fire, EMS, etc.)

#### **2. Continuing Actions**

ESF-2 will provide operational support as well as planning for and coordination of communications resources.

a. Planning

The ESF-2 Coordinator shall begin planning the recovery process according to the following:

- i. Accumulate damage information obtained from all the assessment teams. Additionally, these teams may make initial estimates of the amount of communications support required. This information should be provided to the ESF-2 staff as soon as possible.
- ii. Review, categorize and compare damage information to ensure that specific problems are clearly understood and agreed upon.
- iii. Assemble a listing of all communications assets available to support recovery mission(s). Other volunteer and local agencies with communications assets may also be asked to contribute these assets to the response effort. Industry resources must also be considered for availability and effectiveness. Furthermore, availability, operational condition and duration of need must be considered. The logistical requirements necessary to obtain critically needed equipment will also be evaluated.
- iv. Select the resource alternative most applicable and coordinate its deployment.

b. Operations

The ESF-2 staff should:

- i. Obtain the exact location of any proposed forward emergency operations center.
- ii. Monitor the National Weather Service for the latest weather report for the county, including present conditions, the 24-hour forecast, and the long-range forecast.
- iii. Obtain information from ESF-1 (Transportation) regarding road, rail, and air transportation conditions, and whether ESF-1 can move mobile communications systems into the area.

- iv. Determine from the local county / city authorities the location of possible secondary response locations in the disaster area. e.g. staging areas, food sites, tent cities, medical stations, satellite DFO's, etc.
- v. Assess the need to request assistance (mobile or transportable equipment) from SEOC.
- vi. Assess the need for and obtain other support as needed / required from local industry.
- vii. Deploy mobile communications vehicles to coordinate response agencies in the stricken areas. County departments, Sheriff's Deputies, Fire, EMS and other key agencies have UHF and VHF radios in their vehicles.
- viii. Maintain an activities log.
- ix. Prepare and process reports using established procedures. Focusing specific attention to the production of "After-Action Reports". These will be critical for future review of ESF activities and procedures.
- x. Coordinate communications support to all responders and volunteer agencies as required.
- xi. Prioritize the deployment of services, based upon available resources and critical needs.
- xii. Coordinate ESF-2's needs and time frames with SEOC and all others as required.
- xiii. Work in concert with the ESF-2 Coordinator to resolve all conflicts regarding communications resource allocation requests.
- xiv. Develop and promulgate information collection guidelines and procedures to enhance assessment, allocation, and / or re-allocation of telecommunications industry assets.

## VI. RESPONSIBILITIES

## **A. General**

Responsibilities for execution of this ESF are delineated in the State of Florida Emergency Recovery Plan (Draft 5, Feb. 1993), except as annotated herein.

## **B. Support Agencies**

1. ESF-2 support agencies will be aware of their organization's capability to provide transportation.
2. The agencies listed below will provide the indicated support to the local EOC efforts under this plan.
3. The Local Warning Point is the communications center operated by St. Johns County Fire / Rescue and operates around the clock providing continuous contact with local, state, and federal agencies as well as issuing local disaster warnings to emergency response oriented personnel.

Equipment and systems utilized in the local Warning Point are:

- a. ESATCOM – a 24-hour state communication satellite system linking SEOC with all Florida counties.
  - b. Local Sheriff's Frequencies
  - c. Local Fire Frequency Network (UHF / VHF)
  - d. Sheriff's Network
  - e. Emergency Management Frequency (UHF)
  - f. School Frequency
  - g. Road & Bridge Frequency
  - h. Emergency Management Satellite Communications
  - i. Nextel Radio
4. Emergency Management Department

The Emergency Management Department operates routinely from 0800 hours to 1630 hours on weekdays unless activated. When activated, the Emergency Operations Center section will operate 24 hours daily until de-activation. The communications capabilities of this department are as follows:

- a. LGR - Local Government Radio
- b. All County Fire / Ambulance Frequencies as listed
- c. School Board Bus frequency
- d. State Civil Defense frequencies

- e. Amateur Radio Network (Ham Radio Operators)
  - f. Cell phones and landlines
5. ARES (Amateur Emergency Radio Service)
- a. This support group to ESF-2 will provide Amateur radio networks / systems, operators and emergency public communications during emergencies and major disasters.
  - b. This support group to ESF-2 will provide communications systems and operators, which link the mass care facilities directly to the EOC.

## VII. RESOURCE REQUIREMENTS

### A. Assets Critical for the Initial Response

The assets listed below are of critical importance to providing communications within the county during emergencies or disasters:

- 1. Mobile communications equipment.
- 2. Multi-channel base and mobile radio systems.
- 3. Local base radio compatible "Hand Held Portables".
- 4. Independent electrical power supply for base located units.
- 5. Trained personnel available for both base and field response.

## VIII. DRILLS, TRAINING AND EXERCISING

- A. Due to the importance of communications during an emergency, all communications systems will be periodically tested. All communications systems should be tested in annual exercises. Since most modes of communications are used during the normal daily activities, periodic drills for these systems are not necessary, although their status should be reviewed at least weekly. The State Satellite Communications System will be drilled daily from the State Warning Point. Should any discrepancies be noted, the Emergency Management Director should be promptly notified.
- B. Communications Officers within St. Johns County are generally trained "On-The-Job". The Communications Supervisor on a regular basis should conduct drills.

## IX. PRE-DEPLOYMENT OR STAGING OF COMMUNICATION RESOURCES

Communications equipment will be pre-deployed to shelters, distribution sites and staging area prior to the disaster if time permits.

#### **X. RESOURCES TO MEET STAFFING PATTERNS FOR 24-HOUR OPERATION OF COMMUNICATION SYSTEM**

The primary ESF-2 CERT member is responsible for ensuring the coordination and development of a staffing pattern that will ensure all communications systems are operated on a 24-hour per day basis, as required throughout the emergency/disaster operation. This includes the shelters, EOC staffing, and other requirements.

#### **XI. PRIORITY FOR REPAIR AND RESTORATION OF COMMUNICATION SYSTEMS DAMAGED DURING A DISASTER**

**A.** Radio communications system to include the primary tower with priority to the following radio nets:

1. Sheriff's Primary
2. Fire / EMS
3. Road & Bridge Department
4. School Board
5. Emergency Management Department

**B.** 911 Phone Systems

**C.** Other County Communication Systems

#### **XII. COMMUNICATIONS SYSTEMS USED TO TRANSMIT AND RECEIVE INFORMATION**

##### **A. Radio Types**

1. VHF
  - a. High Band
  - b. Low Band
2. UHF
3. EM UHF System

##### **B. Phones**

1. Mobile
2. Land Line
3. Nextel Cell Phone
4. Satellite Phone / Radio

**C. Other**

1. Blast Fax
2. Internet
3. ESATCOM
4. Messenger
5. Email
6. GTV-3



**PUBLIC WORKS / ENGINEERING**  
*Emergency Support Function 3 (ESF-3)*

**I. GENERAL**

- A. Primary Agency:** St. Johns County Public Works
- B. Support Agency:** City of St. Augustine  
City of St. Augustine Beach  
Jacksonville Electric Authority (JEA)  
Florida National Guard  
Florida Power & Light (FPL)  
Private Contractors  
Town of Hastings  
St. Johns County Facilities Maintenance  
St. Johns County Utilities

**II. FACILITIES**

**A. Reconstruction of Vital Transportation Facilities**

Establishment of procedures and priorities for the clearing, repair and / or reconstruction of damaged transportation route including streets, roads, bridges, and other vital transportation facilities.

**B. Restoration of Public Facilities**

ESF-3 will coordinate with ESF-4, ESF-12, public officials, Emergency Management Director, municipalities, power companies and utility companies in identifying procedures and establishing priorities for the restoration of critical public services and facilities. This will include the supply of adequate potable water, restoration of water supply systems and provision of water for firefighting.

**C. Demolition or Stabilization of Damaged Facilities**

ESF-3 in coordination with ESF-5 (Emergency Management) will develop procedures for the demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety. Private and / or public engineering firms / agencies will be consulted if and when required.

**D. Activation of Debris Management Plan**

ESF-3 in coordination with County Administration activates the Debris Management Plan for the County. This may include signing a Debris Management Contract with a private vendor.

### III. RESOURCES

#### A. Inventory of Restoration Resources

An inventory of personnel, vehicles and equipment needed for the restoration of infrastructure is maintained in the County Road and Bridge Department Office and is kept current as changes occur.

#### B. Pre-Positioning of Resources

ESF-3 will develop procedures, which will provide for the pre-positioning of resources when it becomes apparent that skilled construction workers, engineers, vehicles and construction materials will be necessary. The following list of sites will be used to pre-position resources:

SITE	ADDRESS
Simms Pitt	1250 South St. Johns Street Closest intersection   King Street & South St. Johns Street
Onion Patch Pitt	1762 Borrow Pitt Road Closest intersection   Scott Road & SR-13
Yelvington Pitt	8055 Barnes Farm Road Closest intersection   SR-206 & SR-207
SJC Road & Bridge	1625 State Road 16 St. Augustine, FL 32084
St. Johns County Fairgrounds	Highway 207   West of I-95 Elkton, FL 32033

#### C. Public Works Staffing Patterns

ESF-3 will identify resources to ensure 24-hour staffing patterns for restoration of infrastructure, when required. If internal resources are not available to establish the 24-hour staffing patterns, a coordinated recommendation will be presented to the EM Director for decision.

#### D. EOC Coverage

ESF-3 is part of the EOC staff and will ensure a 24-hour staffing pattern for EOC coverage. ESF-3 EOC representative will coordinate public works and engineering functions with other EOC staff, Operations Officer and Emergency Management Director, as required, to ensure proper resourcing and exchange of information on a current basis.

### IV. PRIORITY LIST FOR STREETS AND ROADS FOR DEBRIS REMOVAL

**A. Guidelines for Establishing Priorities for Debris Removal**

1. First – Tasks relating to lifesaving or life protection and search and rescue operations.
2. Second – Tasks relating to providing supplies and services to meet basic human needs.
3. Third – Tasks relating to security and protection of property.
4. Fourth – Tasks relating to road and bridge clearance and maintenance to allow utility companies access to areas for restoration of services to the public.
5. Fifth – Other projects.

**RESOURCE SUPPORT**  
*Emergency Support Function 7 (ESF-7)*

**I. GENERAL**

- A. Primary Agency:** St. Johns County Purchasing
- B. Support Agency:** City of St. Augustine  
City of St. Augustine Beach  
County Departments  
Town of Hastings  
St. Johns County Clerk of the Court  
St. Johns County Detention Center  
Volunteer and Donation Groups

**II. INTRODUCTION**

**A. Purpose**

The purpose of this plan is to publish guidance on providing logistical and other resource support to local agencies involved in delivering emergency and recovery efforts for disasters and / or emergency operations.

**B. Scope**

The St. Johns County Purchasing Department is designated as the primary agency for ESF-7 with responsibility for providing direct and active support to emergency and recovery efforts during the immediate response phase and during the initial recovery phase following a disaster.

**III. POLICIES AND PROCEDURES**

**A. Procedures for Providing Supplies and Equipment**

Supplies and equipment requirements will be met from on hand inventories. Additional re-supply or equipment requirements that are not available from local inventories will be requested from the State EOC. If resources are not immediately available, requested items will be purchased from commercial sources or obtained from donations, volunteers or from established mutual aid agreements. Once these local resources are expended, needed items of equipment and / or supplies will be requested from the State EOC Supplies. Supplies used from local inventories will be replaced in kind as soon as possible during or after the disaster. Equipment damaged or destroyed during the disaster or in the response or recovery phases will be replaced or repaired as soon as possible.

## **B. Furnishing of Resource Support and Materials**

Each supporting agency has agreed to provide resource support from their existing inventories to the fullest extent possible. Re-supply and / or additional resources will be provided as outlined above. Inter-local mutual aid agreements will be utilized prior to seeking State aid.

## **C. Procurement Process**

ESF-7 has responsibility for locating, procuring and issuing resources, such as office supplies and equipment, miscellaneous disaster response and recovery supplies and equipment, fuel contracting services, personnel, heavy equipment and transportation of such in coordination with ESF-1 and ESF-3. Procurement will be made in accordance with current State and Federal laws and regulations, which include emergency procedures under Florida Statutes.

## **D. Transportation of Resources**

Transportation of resources into the affected area will normally be from the staging area at the County Road Department Facility or School Board Transportation Facility. ESF-7 will coordinate transportation requirements with ESF-1 to ensure timely delivery of disaster relief supplies and equipment. All resources will not necessarily come from the Staging Area; some may be directly delivered by private contractor into the affected area. ESF-7 will be the primary lead agency for coordinating the delivery and receipt of resources into or within the County.

## **E. Staging of Resources**

The primary Reception and Staging Area for the County has been established at the St. Johns County Fairgrounds | SR-207. Additional staging areas may be established in other municipalities or local community within the County during a disaster, as required. The facility provides office space, a covered storage area and has a generator.

## **F. Leasing of Real Property**

If required during a disaster, the leasing of buildings or warehouses, or the replacement of damaged or destroyed facilities will be accomplished by ESF-7 in coordination with the County Clerk of Court Finance Department.

## **G. Tracking of Loaned Property and Equipment**

Before loaning any items of property or equipment to any outside agency, the Department Head will coordinate with ESF-7 for approval. If approval is granted, ESF-7 will maintain a record of such loans, indicating the type of property or

equipment, the date of the transaction, the agency and location to which the loan is made, and the estimated date of return. Each department head is also responsible for ensuring that property and equipment loaned to them is placed on hand receipt.

#### **H. List of Required Resources**

After completion of needs and damage assessment reports, a list of required resources will be developed by each ESF's member and supporting agency and a copy furnished ESF-7 for consolidation. ESF-7 will provide a consolidated copy of resource requirement to local vendors and volunteer groups that may supplement local resources. Resource requirements beyond the local capacity to provide will be requested from the State EOC.

#### **I. List of Available Resources and Locations**

Each department head, ESF member, supporting agency representative is requested to maintain a current list of their available resources, with written procedures on how to obtain them, their location and an after hours point of contact. Copy of the procedures will be furnished to Emergency Management. Changes to these procedures will be made quarterly, if needed, and copies furnished to Emergency Management.

### **IV. SECURITY OF RESOURCES**

Security for resources at activated staging areas and facilities will be coordinated by ESF-16.

### **V. SUPPORT REQUIREMENTS FOR ESF-7**

#### **A. Human Resources**

Staffing of ESF-7 will be derived from the primary and support agencies. Additional staffing requirements will be requested through the Director of Emergency Management.

#### **B. Other Resources**

Vehicles and other equipment may be required for ESF-7's operations and will be provided by the primary and support agencies. Additional requirements will also be submitted to the Emergency Management Director.

#### **C. Mutual Aid Agreements**

Inter-local mutual aid agreements will be utilized to the fullest extent prior to requesting aid under the Statewide Mutual Aid Agreement.

**ENERGY***Emergency Support Function 12 (ESF-12)***I. GENERAL**

- A. Primary Agency:** St. Johns County Facilities Maintenance
- B. Support Agency:** City of St. Augustine  
City of St. Augustine Beach  
ESF-1 | ESF-3 | ESF-14  
Florida Power & Light (FPL)  
Jacksonville Electric Authority (JEA)  
Jacksonville Beach Electric (JBE)  
St. Johns County Emergency Management  
St. Johns County Public Works  
St. Johns County Purchasing

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

This Emergency Support Function (ESF) is to promulgate the policies and procedures to be used by the St. Johns County Facilities Maintenance and electric utilities in responding to automotive transportation fuel shortages, electric power outages and capacity shortages which impact or threaten to impact significant numbers of citizens. Automotive transportation fuel shortages may be caused by the disruption of normal supply distribution during severe storm / tropical weather conditions. Electrical 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 storm / tropical weather conditions or power plant outages.

**B. Scope**

ESF-12 Energy involves coordinating the provision of emergency supply and transportation of automotive fuels and the provision of emergency electric power to support immediate response operations as well as restoring the normal supply and transportation of automotive fuels and electric power to normalize community functioning. This ESF will work closely with federal, state, energy suppliers and distributors. The scope of this ESF includes:

1. Assessing the energy system damage, energy supply, demand, and requirements to restore such systems.
2. Assisting local and state departments and agencies in obtaining fuel for transportation and emergency operations.

3. Recommending, as needed or required, local ordinances or resolutions for energy priorities and emergency operations
4. Coordinating with ESF-1 (Transportation), ESF-3 (Public Works and Engineering) for assistance in helping energy suppliers obtain equipment, specialized labor, fuel, and transportation to repair or restore energy systems.
5. Recommend local actions to save fuel.
6. Coordinate with ESF-14 (Public Information) in providing emergency energy information, education, and conservation guidance to the public. Before the release of information to the public, ESF-14 will coordinate with suppliers, State and Federal authorities relative to energy needs and shortfalls.
7. Coordinating information with local, state and federal officials and suppliers about available energy supply recovery assistance.
8. Providing technical assistance involving energy systems.
9. Recommending to the state and federal Coordinating Officer priorities to aid restoration of damaged energy systems.

### III. POLICIES

- A. St. Johns County Facilities Maintenance will serve as the lead county agency in responding to emergencies regarding electric service outages and electric generating capacity shortages by providing emergency generating systems and support for the systems. The Florida Power and Light Corporation (FPL), Jacksonville Electric Authority (JEA), and Jacksonville Beach Electric (JBE) and their employees will be responsible for any functions that require their expertise. (Down power lines, restoration of electric service, etc.) St. Johns County Purchasing will serve as the lead county agency in responding to emergencies regarding automotive transportation fuels and other energy resources in the private sector.
- B. This ESF will be implemented upon notification of a potential for / or occurrence of an actual major disaster or emergency.
- C. Upon activation of the Emergency Operations Center (EOC), the Director will notify the ESF-12 Coordinator who will ensure that a liaison is designated to serve in the EOC.



- D. ESF-12 will interface with ESF-1, ESF-3, energy offices, energy suppliers, energy and fuel distributors when appropriate, regarding needs assessments and resource availability; and with ESF-14 regarding news releases and public information dissemination.
- E. ESF-12 will also coordinate with ESF-14 on the release of information to the public advising residents (including the electricity dependent) on the necessity to conserve energy, energy outages and other related energy issues.
- F. ESF-12 will establish procedures to ensure coordination of information with state and federal officials and energy suppliers regarding energy supply recovery assistance. This information will be accomplished through ESF-12 in the State EOC.
- G. All requests for fuel and power assistance will be processed by ESF-12 representatives in the EOC in coordination with ESF-7 (Resource Support) and with ESF-12 in the State EOC for requirements beyond local capabilities.

#### IV. SITUATION

##### A. Disaster Conditions

1. Electric 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 higher than projected demand for energy during periods when generating units are normally unavailable due to scheduled maintenance or unplanned generating unit outages.
2. Other energy shortages, such as interruptions in the supply of gas or other petroleum fuels for automotive transportation and other industrial uses, may result from extreme weather conditions, strikes, war or international embargoes.

##### B. Planning Assumptions

1. St. Johns County Facilities Maintenance will be the primary agency in responding to emergencies of electric service outages and electric generating capacity shortages.

2. The Purchasing Department will be the lead agency in responding to shortages of petroleum fuels for automotive transportation or other industrial uses.
3. During periods of abnormal weather or in the event of multiple unanticipated generating unit outages, there may be times when generating capacity is limited or falls below customer demand.
4. There may be widespread and prolonged power failure. With no electric power, communications will be affected; traffic signals will not operate, causing surface movement gridlock. Such outages will have an impact on public health and other safety services, including the movement of petroleum products for transportation and emergency power generation.
5. The lead agency of the ESF, upon notification of a potential or actual generating capacity shortage, shall communicate and coordinate with the state and local agencies when prioritizing emergency support and energy restoration.
6. There may be some hoarding of fuel. If the public perceives prolonged fuel scarcities, the hoarding of fuel may increase greatly.
7. Water pressure systems may be low or zero, affecting facilities essential to the health and safety of the public, hampering fire suppression capabilities, and sewer systems may not function.
8. Coordination and direction of all local efforts including volunteers will be required.
9. Damaged areas will be restricted and not readily accessible, except, in some cases by air.
10. The SEOC in Tallahassee will be operational or an alternate SEOC will be established.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

When electric utility operating reserves are nearly exhausted and there is imminent possibility of curtailment or loss of 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 / 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 systems integrate and to minimize the impact on St. Johns County's citizens to the highest degree possible.

## **B. Organization**

1. At the state level, the Public Service Commission and the Division of Emergency Management will assume primary responsibility for ESF-12 activity.
2. At St. Johns County level, the Facilities Maintenance Department and a representative from the electrical utilities will assume primary responsibility for ESF-12 activity.
3. Upon activation of ESF-12, Facilities Maintenance will be responsible for ensuring that energy concerns are addressed. Additional support agencies and organizations may be utilized and will either be tasked to provide a representative to the EOC or to provide a representative who will be immediately available via telecommunications means.

## **C. Notification**

After receiving notification from the Emergency Management Director and upon activation of the EOC, the Emergency Management representative is responsible for notifying all ESF-12 supporting agencies.

# **VI. RESPONSE ACTIONS**

## **A. Initial Actions**

1. Activate the EOC.
2. Activate the Disaster Response / Recovery Plan.
3. Contact utility providers (as appropriate) to obtain information about damage and / or assistance needed in their areas of operation.
4. Assign local emergency response / damage assessment teams to the disaster areas to determine possible affected areas, industry and resources needed for energy restoration.
5. Monitor the procedures followed by individual utilities during energy generating capacity shortages to ensure countywide action and communication.

6. Coordinate with ESF-1, ESF-3 and other support agencies and organizations when appropriate, regarding needs assessment and resource availability.
7. Determine expected duration of emergency event, explanation of actions, and recommended actions in support of the utilities.
8. Inform appropriate state and local news organizations about generating capacity shortfalls.

#### **B. Continuing Actions**

1. Continue to communicate with and monitor state and local utility response actions.
2. Receive, assess and submit requests for aid from state and federal agencies, energy offices, energy suppliers and distributors.
3. Claim, when appropriate, needed resources to repair damaged systems. Such resources could include transportation to speed system repairs.
4. Work with SCO, the FPSC and other state organizations to establish priorities to repair damage to the local system.
5. Continue to update local news organizations, through the Public Information Officer (PIO), with accurate assessments of energy supply, demand and requirements to repair or restore energy systems.
6. Keep accurate logs and other records of emergency responses.
7. Begin to draft recommendations for after-action reports and other reports as appropriate.

#### **C. Fuel Shortage**

In the event of a shortage of automotive and / or transportation fuels, ESF-3 and ESF-7 will be responsible for coordinating with state EOC, industry trade groups and associations to obtain needed fuel supplies.

#### **D. Damage To Energy Systems**

ESF-12 will obtain the necessary resources needed to repair damage to energy systems. If resources are not available in the County, request will be made to the State EOC.

**E. Public Information**

ESF-3 will communicate and coordinate with ESF-14 on new releases to keep the public apprised of generating capacity shortfalls.

**F. Documentation**

ESF-12 will cooperate with the Florida PSC and Florida DEM on the documentation of case histories of power and fuel experience in responding to the disaster.

**VII. SUPPORT AGENCIES****A. ESF-1 | Transportation**

1. Will share data about transportation use requirement in order to integrate them into ESF-12's (Energy) assessment of total energy needs.
2. Will also coordinate with ESF-12 in assisting energy suppliers with the procurement of equipment, specialized labor, and transportation to repair and restore energy systems.

**B. ESF-3 | Public Works**

1. Will assist with emergency clearance of debris for reconnaissance of the damaged areas and passage of utilities workers, emergency personnel, supplies and equipment for life saving, life protecting, health and safety purposes during the immediate response phase.
2. Will assist with temporary clearing, repair or construction of emergency access routes, which include damaged streets, roads, bridges, waterways, airfields, railways and any other facilities necessary for passage or rescue personnel, or transport of fuel.

**C. ESF-14 | Public Information**

Will communicate and coordinate with ESF-12 regarding news releases about generating capacity shortfalls, requests for energy conservation, and electric or other energy restoration.

**VIII. RESOURCE REQUIREMENTS****A. Assets for response include:**

1. Adequate personnel to staff the local EOC

2. ESF-12 will coordinate with ESF-1 and ESF-3 as well as private organizations in the procurement of emergency vehicles for fuel transportation.
3. Communications equipment needed:
  - a. Mobile Telephones
  - b. LGR-FM
  - c. Agency Radios
  - d. Facsimile machine
  - e. ARES
  - f. Telephones
  - g. Hand held portable radios

#### **IX. STATUTORY AUTHORITY FOR ENERGY PRIORITIZATION**

Reference is made to the Florida Public Service Commission and U.S. Department of Energy published rules.

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

IMS | ESF Emergency Support Functions

**Planning**



## INCIDENT MANAGEMENT SYSTEM FUNCTIONS

**IMS Function:** PLANNING SECTION  
*Emergency Support Function 5 (ESF-5)*

### I. GENERAL

**Primary Agency:** St. Johns County Emergency Management

**Support Agencies:** Property Appraiser's Office, St. Johns County Planning Department and all ESF's and supporting agencies within this plan. All primary and support agencies are considered support for ESF-5 by virtue of their ability to furnish needed information and to assist in the planning process.

### II. ORGANIZATION

The Information and Planning Section works under the direct supervision of the Emergency Operations Officer in the Emergency Operations Center, and coordinates with all ESF's to gather, collate and disseminate information.

### III. INTRODUCTION

#### A. Purpose

The purpose of this Section is to collect, analyze, process and disseminate essential information and data for use by local, state, and federal authorities in response to a disaster situation.

#### B. Scope

This section applies to natural or man-made disasters or emergencies, whenever local emergency response is required, in either a declared or undeclared emergency. This includes, but is not limited to, information sharing and performing necessary actions to:

- Collect and process essential information and disseminate it for use by local, state, and federal authorities.
- Provide input for reports, briefings, displays, and plans.
- Consolidate key information into reports and other materials; describe and document overall response activities, and keep appropriate authorities informed of the status of the overall response operations.



- Maintain displays of key information such as maps, charts, and status boards in the EOC.
- FAX situation reports and memorandums to local response agencies, and provide routine mail-outs of correspondence, publications, and other materials.
- Provide periodic briefings to the Board of County Commissioners and other public officials.
- Participate in periodic planning and information sharing meetings with the department heads, supporting agencies, and other local response agencies.
- Conduct telephone conference calls with department heads and / or selected supporting agencies.

#### **A. Planning Assumptions**

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

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

#### **A. General**

During an emergency or disaster, the Emergency Management Director or designee will be the Section Chief of Planning and Information Section. The EM Director is the overall coordinator for the ESF's. In the initial response following impact of a disaster, the ESF's will collect, sort and process essential information. The Planning and Information Section is responsible for directing message flow within the EOC, displaying information and data, tracking mission assignments and providing technical data in support of disaster operations.

## B. Organization

1. Once a message is received in the EOC it will be logged in to the computer Messaging System (Emmit) for action. The Operations Officer will determine which ESF is responsible for the action and will pass it on accordingly. The appropriate ESF will work the action to completion and will return the message through the Operations Officer to the Message Center Clerk for close out. In working the action the ESF representative will coordinate as required with other ESF's and, if necessary, will brief the Emergency Management Director and / or public officials for information or decision making purposes.
2. The Planning and Information Section will ensure that status boards, information charts, and maps are displayed in the EOC in order to provide current operational and planning status. Maintenance of charts and maps are the responsibility of the Operations Officer and / or the appropriate ESF member. Charts and maps are used to ensure all EOC personnel are kept current on the operations and for briefing purposes. Displays prepared by the Planning and Information Section may include, but are not limited to:
  - EOC Log Board: Used to list major incidents / problems occurring during an emergency event that needs to be shared immediately when they are received in the EOC and may need to be referenced later. Mission assignments to specific ESF's and emergency declarations are recorded on this board.
  - Resource Request / Status Board: Used to list the status of assets, which are committed and not committed, and all requests for assistance during emergency operations that are beyond the County's resources and capabilities. These requests may be for equipment, services and / or personnel and are normally received from municipalities or supporting agencies in the field.
  - Evacuation / Shelter Status Board: Used to list the activated shelters and their current status during an emergency event. The Ops Chief or Designee maintains this board. Major road closures in the county and the location / cause of the closing are also displayed on this board.
3. The Planning and Information Section staff will be responsible for message flow, mission tracking, response planning, and status board staff dispersed at large throughout the EOC. This section will also have a separate information table in the EOC, which will be responsible for providing technical information.

4. Due to the critical nature of all information during a disaster, the Planning and Information Section will coordinate with all Sections to obtain the most recent and reliable information regarding response actions. In addition, the Section will promptly provide any information to the other Sections and ESF's that will potentially impact their assigned tasks.

**C. Notification**

1. If a disaster occurs in St. Johns County, the St. Johns County EOC will notify the State Warning Point using operational protocols.
2. The SEOC will notify the St. Johns County Department of Emergency Management if mutual aid is being requested for a situation occurring elsewhere.

**V. EMERGENCY SUPPORT FUNCTIONS**

**A. Consolidation and Dissemination of Key Information**

Periodic meetings, briefings, and other discussions between the EOC staff, Emergency Management Director, County Administrator and public officials, when required, will be conducted during the response and recovery phases. The purpose of such meetings is for information sharing and for the consolidation and development of reports and other material needed for tasking of response agencies and continuity of efficient operations. In addition, such information may be used for reports to Florida Division of Emergency Management and FEMA, and in some cases for release to the media by the PIO. In addition, the following specific briefings will occur at the appropriate time:

1. Shift change briefing of incoming EOC staff.
2. News media briefing (backgrounds) or news conferences as needed.
3. Special briefing (VIPs, visitors, officials, etc.)
4. Critical reports or briefings as follows:
  - a. Periodic list of mutual aid (resources loaned and / or borrowed)
  - b. Shelter status (capacity, availability, resource support issues, etc.)
  - c. Road closures (with anticipated reopening times, etc.)
  - d. Reentry issues (areas ready or not ready, etc.)
  - e. Key issues (significant unresolved issues, resource support problems, coordination, etc.)

**B. Procedure for Coordination of Information**

After collection and consolidation of key information, as indicated in Section V, Part A (above), the Emergency Management Director and / or Operations Officer will determine which information should be coordinated with or provided to the Florida Division of Emergency Management and other supporting or assisting agencies. The establishment of a joint information processing capability will be in accordance with these instructions and Section V, Part A (above). The DEM Area Coordinator or other FDEM representative will be a major participant in the collection, consolidation, coordination and distribution of key information.

### **C. Tracking of Assistance and Resource Request**

Request for assistance and resources will be received in the EOC and will be placed in the computer Messaging System (Emmit) and will be processed and tracked in the same manner as indicated in Section IV, Part A.2 (above). If resources are inadequate from within the County, or from local inter-service agreements, the request will be submitted to the State EOC for action. The appropriate ESF and / or Operations Officer will track the request to completion. The Emergency Management Director, County Administrator and appropriate public officials will be kept informed on status of request.

### **D. Staffing Pattern for Continuous Collating of Information**

The Operations Officer on duty in the EOC, in coordination with the Emergency Management Director, will ensure a 24-hour staffing pattern is in place to ensure continuous collating of information and response planning.

## **VI. RESPONSIBILITIES**

### **A. Primary Agency: St. Johns County Emergency Management**

#### Responsibilities

1. Coordinate the overall efforts to collect, process, report, and display essential elements of information.
2. Facilitate support for planning efforts in response operations.

### **B. Support Agencies: Property Appraiser's Office, and any other Agencies that could provide needed information to assist in the planning and information gathering process**

#### Responsibilities

1. Identify and provide staff representatives to support the Information and Planning Section in gathering and consolidating operational information.

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

IMS | ESF Emergency Support Functions

**Emergency Services**



**INCIDENT MANAGEMENT SYSTEM FUNCTIONS**

**IMS Function:** **EMERGENCY SERVICES SECTION**  
*Emergency Support Functions 4, 9,10, 13, 16*

**I. GENERAL**

**A. Coordinating Agencies:** St. Johns County Fire / Rescue  
 St. Johns County Sheriff's Office

**Unified Command:** St. Johns County Fire Chief  
 St. Johns County Sheriff

**B. Primary Agencies:**

- ESF 4 .... St. Johns County Fire / Rescue
- ESF 9 .... St. Johns County Fire / Rescue
- ESF 10 .. St. Johns County Fire / Rescue
- ESF 13 .. St. Johns County Department of Emergency Management
- ESF 16 .. St. Johns County Sheriff's Office

**C. Support Agencies:**

- Civil Air Patrol
- Flagler Hospital
- Florida National Guard
- Florida Department of Law Enforcement
- Florida Division of Forestry
- St. Augustine Fire Department
- St. Augustine Police Department
- St. Augustine Beach Police
- St. Johns County Public Works
- Volunteer and Civic Organizations

**II. ORGANIZATION**

The Emergency Services Section includes the following Emergency Support Functions (ESF's), and assigns coordinating responsibilities to the following Primary Agencies:

<u><b>ESF</b></u>	<u><b>Primary Agency</b></u>
ESF 4 .....Fire	St. Johns County Fire / Rescue
ESF 9 .....Search / Rescue	St. Johns County Fire / Rescue
ESF 10 ...Hazardous Materials	St. Johns County Fire / Rescue
ESF 13 ...Military Support	St. Johns County Emergency Management
ESF 16 ...Law Enforcement	St. Johns County Sheriff's Office

### III. INTRODUCTION

#### A. Purpose

The purpose of the Emergency Services Section is to coordinate emergency response actions and the use of resources to support the needs of local government and other emergency support agencies requiring fire, emergency medical, law enforcement, search and rescue, hazardous materials and military support services in response to an actual or potential incident.

#### B. Scope

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

- Detect and suppress urban, rural and wildland fires resulting from, or occurring coincidentally with, a significant disaster condition or event;
- Provide emergency medical treatment to the seriously injured and immediately medically compromised, and to the physically entrapped;
- Conduct urban and non-urban search and rescue in response to an actual or potential disaster condition, including locating missing persons from boats lost in waterways, downed aircraft, extrication (if necessary), and treatment of victims at the time of their rescue;
- Respond to all incidents involving the intentional, unintentional or potential release of hazardous substances in accordance with Federal, State, and local laws, policies, plans, and procedures; delegating to the Florida Department of Environmental Protection the power and duty to control, prohibit and respond to pollution of the air, surface water and lands, and protect the public health, safety and welfare from the effects of releases of hazardous substances;
- Provide resources and support to protect citizens' security and safety, and / or coordinate deployment of state and local law enforcement support resources; and
- Perform Rapid Impact Assessment to provide immediate field intelligence regarding area of impact, extent of damage and need for emergency response actions and resources.

#### C. Policies

1. St. Johns County Fire / Rescue will coordinate and augment local agencies with their firefighting and emergency medical responsibilities and efforts.
2. St. Johns County Sheriff's Office (SJCSO) will coordinate and augment local agencies with their law enforcement responsibilities and efforts.
3. ESF-4 will interface with ESF-8 as to medical assistance and transportation of victims beyond initial collection points.
4. Rapid Impact Assessment will be carried out under the guidelines of the *St. Johns County Impact Assessment Standard Operating Guidelines*.
5. St. Johns County is a signatory to the Statewide Mutual Aid Agreement and may request assistance through this agreement.
6. All functional agencies will maintain properly trained and certified emergency response personnel regardless of pay or volunteer status.
7. Each primary and support agency representative will prepare an inventory of personnel, equipment and vehicles and have it on file in their departments by the first of May annually.

#### **D. Planning Assumptions**

1. A significant natural disaster, emergency condition or other major incident will be of such severity and magnitude as to require all local resources and state resources, including the Florida National Guard, Florida Division of Forestry and / or Florida Department of Law Enforcement to supplement local fire, EMS, law enforcement and security efforts to save lives and protect property.
2. Response requirements of the disaster or emergency incident will cause an immediate and continuous demand for these resources, which will eventually exceed the capabilities of the affected local agency to respond.
3. A major disaster will have an immediate impact on the local emergency response community. Most likely incidents include transportation and / or hazardous material accidents due to rail, air, water and roadway transportation; and weather-related incidents such as storm surge and / or flooding due to hurricane activity, or a



tornado. Such incidents would potentially involve large numbers of victims with identification issues, death notices, mass medical and morgue requirements, and post-incident mental health counseling. Local emergency facilities could be over-extended and field hospital or medical treatment facilities might be required on short notice.

4. Initial response will be the responsibility of local agencies. Once local resources have been expended, agencies may request assistance through existing mutual aid agreements, such as the Florida Sheriff's Association, Florida Department of Law Enforcement, Florida Fire Chief's Association, or by utilizing the Statewide Mutual Aid Agreement, to which St. Johns County is a signatory.
5. State fire, emergency medical and law enforcement resources may be sought by the affected local emergency response agency in addition to other requested assistance. When the Governor declares an emergency, assistance may be obtained from any city or county emergency response agency throughout the state, pursuant to Florida Statute 23.1225 (5(a)).
6. Coordination and direction of local efforts, including volunteers, will be required.
7. Damaged areas may initially be inaccessible except, in some cases, by air, and prevent immediate response.
8. Secondary events or disasters will threaten lives of emergency responders as well as civilians.

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

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

1. The Incident Management System will be the organizing structure for disaster operations, with the Unified Command (County Fire / Rescue Chief or designee, and St. Johns County Sheriff's Office).
2. The Primary Agency for each ESF will coordinate the provisions of supporting agencies' emergency response resources, including personnel and equipment.
3. Each Primary Agency will assign a representative capable of committing and coordinating their agency's resources, to the Emergency Services Section at the EOC.

4. The Unified Command for ESF-4 and ESF-16 will coordinate with the EMD, EOC Operations Coordinator or designee, and will be the point of contact for coordination with the other IMS Functional Sections, Planning, Infrastructure Support, Finance / Administration and Human Services.
5. Each ESF within the Emergency Services Section will coordinate with other agencies through the Unified Command.
6. Unified Command will plan, coordinate and mobilize all resources of support agencies and the statewide fire service through the Emergency Operations Center.
7. St. Johns County Fire / Rescue Communications and Law Enforcement will coordinate communications with other support and mutual aid agencies.

## B. Notification

1. **Advance Warning** – In the case of hurricanes, ample time should be available for response agencies to restructure in anticipation of the occurrence. Resources may be reallocated and pre-positioned into task forces. Resources should be located in storm-protected facilities during the height of the storm and ready to respond as soon as conditions allow.
2. **No-Notice Occurrence** – The on-duty chief for SJC/FR will notify the Fire Chief or his designee. The Fire Chief may elect to restructure his staff to meet the response needs, or, depending upon available information regarding the severity and magnitude of impact, notify the EMD or his designee.

**Action:** Upon direction by the Emergency Management Agency Director, St. Johns County Dispatch Center will initiate immediate notification of appropriate agency personnel under prescribed communication protocols.

3. Upon incident notification by the State Warning Point (SWP) of a potential or actual event requiring response, the EMD will instruct Dispatch Center personnel to notify designated Primary Agencies by Communications Center protocols.
4. Upon notification by the St. Johns County Fire / Rescue Communications Center, Primary Agency and / or Support Agency representatives will report to the EOC or other designated location.

5. Pre-incident and ongoing activities will be monitored by each Primary Agency and coordinated with the St. Johns County EOC and other local and State agencies, as appropriate.

## **V. IMS FUNCTIONS**

Referenced ESF's will follow this management plan.

**FIRE / RESCUE***Emergency Support Function 4 (ESF-4)***I. GENERAL**

- A. Primary Agency:** St. Johns County Fire / Rescue
- B. Support Agencies:** Flagler Hospital  
Florida Division of Forestry  
Florida National Guard  
St. Augustine Fire Department  
St. Johns County Beach Management  
St. Johns County Public Works  
St. Johns County Medical Examiner  
St. Johns County Sheriff's Office

**II. INTRODUCTION****A. EOC Staffing**

ESF-4 will ensure adequate staffing in the EOC to coordinate all requirements for Firefighting activities and identification of any additional resources.

**B. Fire Protection**

Within the scope of this appendix, fire protection refers to the resources required and activities undertaken to suppress fires, either before or after a fire becomes a major disaster, and to the rescue operations that may be required. Fire suppression activities deals both with fires, which may result from other natural disasters, and fires, which have or threaten to become disasters within themselves.

**C. Purpose**

The purpose of this appendix is to outline those resources that are available for fire protection in St. Johns County and the means utilized to alert and dispatch those resources, and also to define certain situations requiring fire protection resources for other than major fires and to outline those resources that are available for emergency medical response.

1. Suppress structural fires that may result from other natural disasters.
2. Respond to emergency calls as dispatched including auto accidents, power lines down, mechanical fire alarms, etc.

3. Detect and suppress wildland fires resulting from or occurring coincidentally with a disaster condition.
4. Provide emergency medical treatment to the seriously injured and immediately medically compromised, and to the physically entrapped.
5. Provide medical and health related support to state and local entities involved in delivering emergency response and recovery efforts for natural and other disasters.
6. Support public shelters with medical assistance beyond the capabilities of the shelter staff.
7. Support other emergency responders, relief workers and volunteers who are injured or ill as a result of the disaster.
8. Perform Rapid Impact Assessment to provide immediate field intelligence regarding area of impact, extent of damage and need for emergency response actions and resources.

### III. CONCEPT OF OPERATIONS

- A. St. Johns County Fire / Rescue provides fire protection and emergency medical services to the unincorporated areas of St. Johns County, including St. Augustine Beach and the Town of Hastings. The City of St. Augustine's Fire Department provides fire protection services to all of the City of St. Augustine. Each fire department is assigned a specific geographical area of responsibility, which is based, insofar as possible, on equal territory, access road availability, structure type and quantity, and department capabilities.
- B. Personnel of the St. Johns County Fire / Rescue Dispatch Center dispatches fire protection resources and the county volunteer fire departments. The primary means of dispatch is by tone activated paging receivers and VHF radios. Off duty personnel are called in using the alpha paging system which is carried by personnel of all Fire / Rescue departments.

### IV. INVENTORY OF FIREFIGHTING RESOURCES

St. Johns County Fire / Rescue maintains an inventory of vehicles and equipment that is available for Firefighting | EMS activities and the list is kept current as changes occur. The Fire Chief, or designee, will update the inventory list annually, during the month of May.

### V. RESCUE OPERATION

Rescue, within the scope of this appendix, generally means, but is not specifically limited to, the removal of persons from burning structures, automobiles, woods, aircraft, etc. Rescue tools, air bags, other power and non-power hand tools are available for use within St. Johns County.

## **VI. RESOURCES AVAILABLE FROM STATE**

A Division of Forestry unit is located in Dupont Center, Bakersville and Durbin Hill and close liaison is maintained with that agency. The Forestry Service is responsible for woodlands fire protection and is the agency for issuance of burn permits within the County.

## **VII. STATE FIREFIGHTING SUPPORT**

Coordination with the Florida Fire Chiefs Association will be maintained by the County Fire Liaison in order to obtain state Firefighting support. The Fire Chief's Association maintains a pre-incident equipment inventory list identifying mutual aid resources by type and agency.

## **VIII. MUTUAL AID**

- A. The County has a full time fire fighting staff. When a need arises, the Communications Center pages the zone Fire Station utilizing VHF radios. St. Johns County Ordinance 74-6 creates a benefit special assessment for fire protection within the county.
- B. Additional resources can be obtained through the Statewide Mutual Aid Agreement that St. Johns County and its municipalities have entered into; after all local inter-service agreement support has been expended.

**SEARCH AND RESCUE**  
*Emergency Support Function 9 (ESF-9)*

**I. GENERAL**

- A. Primary Agency:** St. Johns County Fire / Rescue
- B. Support Agencies:** Civil Air Patrol  
Florida National Guard  
St. Augustine Fire Department  
St. Johns County Beach Management  
St. Johns County Emergency Management  
St. Johns County Sheriff's Office  
Volunteer | Civic Organizations

**II. INTRODUCTION**

Search and Rescue (SAR) operations are not limited to: incidents that involve locating missing persons, locating boats on rivers or lakes, downed aircraft, extrication or any other operations involving life-saving activities during and after disaster events.

**III. DIRECTION AND CONTROL OF OPERATIONS**

- A. St. Johns County Fire / Rescue is the primary agency in coordinated search and rescue operations under ESF-9. It will also plan, coordinate and mobilize other resources if required.
- B. St. Johns County Emergency Management provides assistance in coordinating response with local, State, Federal, and non-governmental agencies.
- C. Command will be established according to the Incident Command System (ICS) concept. The Incident Command Post provides functional organization for on-scene management of facilities, equipment, procedures and communications.
- D. St. Johns County's Fire Departments will perform rescue to include persons trapped in buildings or stranded in disaster areas and will be the lead agency when hydraulic rescue tools, Jaws of Life, are needed.
- E. St. Johns County Sheriff's Office will coordinate dive rescue/recovery operations as well as searches for missing persons.

**IV. CONCEPT OF OPERATIONS**

St. Johns County Fire / Rescue and other county department supervisors will insure the commitment of required resources (equipment and / or personnel) for any search and rescue operations.

## V. TASKS

- A. City Government – Will provide aid and assistance in all Search and Rescue operations through the Fire Departments.
- B. County Government – Primary role in all Search and Rescue operations. The lead agency for overall coordination and operations will be the St. Johns County Fire / Rescue. County Departments will render any assistance upon request.
- C. State Government –
  - 1. Act on St. Johns County's request for multi-county coordinated Search and Rescue operations.
  - 2. Act on St. Johns County's request for state and federal assistance.
  - 3. Provide technical assistance beyond the capability of the County.
  - 4. Coordinate the use of any State agency manpower, communications equipment, vehicles or equipment in any SAR activities in St. Johns County.
- D. Federal Government – May provide U.S. Coast Guard SAR assistance as acted on by St. Johns County request for assistance through the State Warning Point. The Florida National Guard or other military assistance may be requested upon the nature of the disaster.

## VI. FUNCTIONS AND RESPONSIBILITIES

### A. St. Johns County Fire Service

- 1. Overall coordination
- 2. Communications and mobile communications center
- 3. Establish ICP (Incident Command Post)
- 4. All Search activities
- 5. Organizing spontaneous volunteers
- 6. Activation of Search and Rescue efforts
- 7. Scheduling of relief forces
- 8. Reporting observations, needs, status, and progress to authorities
- 9. Requesting assistance through proper channels
- 10. Deployment



11. Locate the trapped, endangered, or injured
12. Gain access to trapped, endangered or injured
13. Administer First Aid
14. Perform initial triage
15. Move endangered persons to safety
16. Transportation of persons requiring further medical attention
17. Tag the dead and injured
18. Remove the dead
19. Clearly mark the premises where searched
20. Staffing the Search and Rescue function at the County EOC

**B. St. Johns County Sheriff's Office**

1. Communications and mobile communications center
2. Traffic and crown control
3. Scene / site security
4. Requesting assistance through proper channels
5. Assist with search activities

**C. St. Johns County Emergency Management**

1. Assist in establishing ICP
2. Communications
3. Assist in providing food, lodging, materials and supplies to Search and Rescue personnel
4. Provide for transport of non-injured endangered persons
5. Requesting assistance through proper channels
6. Coordinating mutual aid for Search and Rescue efforts

**VII. RESOURCE SUPPORT**

- A. St. Johns County Fire / Rescue provides Advance Life Support (ALS) Emergency Medical Services to the entire county. In addition, fire departments are paged out if any additional manpower is needed. Shands / Baptist Hospitals provide ALS Helicopter response to North East Florida including St. Johns County. The following is a listing of current EMS resources within St. Johns County that would be available for deployment on an SAR mission at any given time.

Type and Number of Units		Hours of Operation
ALS Transport	8	24-hours / day
ALS Quick Response	5	
BLS Transport	0	24-hours / day
BLS Quick Response	6	

- B. All County fire / rescue departments will provide manpower and equipment to assist with SAR and provide limited first responder aid.
- C. Other resources available in the County, from the Sheriff's Office and other County agencies are as follows:

Other Resources	
Location	Type of Equipment
Anastasia Mosquito Control	Utility Vehicle's 4WD, All Terrain Vehicles
SJC Emergency Management	Global positioning Equipment (GPS), Utility Vehicles
SJC Lifeguard	Utility Vehicles 4WD
SJC Sheriff's Office	Utility Vehicles 4WD, All Terrain Vehicles, K-9 Support, Helicopter, Mobile Command Post

## VIII. COMMUNICATIONS

Communications between the Emergency Operations Center (EOC) and the Search and Rescue (SAR) operations team will be maintained by St. Johns County Fire / Rescue Communications Center in accordance with Communications Plan.

## IX. IDENTIFICATION OF MEDICAL FACILITIES FOR THE INJURED AND AILING

The following medical facilities will be used for treating of the injured and ailing:

St. Johns County has eight (8) main transport units and three (3) spare units. These units can be used by off-duty crews that can be called in an emergency or if a unit breaks down. Disaster victims in serious or critical condition can be transported outside the area by helicopters and backup crews by "call in".

Seriously ill or injured victims in a localized disaster will be transported immediately to the hospital.

## X. ACCOUNTABILITY OF SEARCH AND RESCUE PERSONNEL

Responsibility for accountability of all Search and Rescue (SAR) assigned personnel on each operation is assigned to the Team Leader. Upon completion of the mission and / or the release or assignment of the team, the SAR Team Leader will submit a report accounting for all personnel via radio or telephone to the EOC.

## **XI. MUTUAL AID AGREEMENTS**

Existing Mutual Aid Agreements may be activated during SAR operations as needed. Inter-service local agreements will be used before assistance is requested from the State EOC using the Statewide Mutual Aid Agreement.

**HAZARDOUS MATERIALS**  
*Emergency Support Function 10 (ESF-10)*

**I. GENERAL**

- A. Primary Agency:** St. Johns County Fire / Rescue
- B. Support Agencies:** St. Augustine Fire Department  
St. Johns County Sheriff's Office  
St. Johns County Solid Waste  
Alachua | Gainesville Fire / Rescue (Mutual Aid)  
Jacksonville Fire / Rescue (Mutual Aid)

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

To provide a support plan in response to an actual or potential discharge and / or release of hazardous materials (HazMat) resulting from a natural, man-made, or technological disaster.

**B. Activation**

As a member of the County Emergency Response Team, ESF-10 may be activated under one of the following conditions:

1. In response to those natural or other catastrophic disasters.
2. In anticipation of a natural or other disaster that is expected to result in a local declaration.

**A. Scope**

1. 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.
2. This ESF establishes the lead coordination roles and determines the division and specific responsibilities among county agencies that are brought in to bear in response actions. This plan is applicable to all county and municipal departments and agencies with responsibilities and assets to support the local response to actual and potential discharges and releases of hazardous materials.
3. Response to oil discharges and hazardous substances will be in accordance with the NCP and is authorized pursuant to SS. 403.121,

403.161, 403.726, 403.7264, 403.855, 403.856, 376.011, 376.302, 376.304, 376.305, 376.307, 376.3071 and 376.319, Florida Statutes, delegating the DEP 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.

### III. REGIONAL RESPONSE TEAM CONCEPT

**A. Response Team** – If the internal capabilities within the County are insufficient to adequately respond to and recover from a HAZMAT incident, and when inter-local mutual aid agreements are inadequate for proper response to the incident, assistance may be requested by St. Johns County Fire / Rescue from the Regional Response Teams (RRT's):

- Clay Hazmat Team
- Jacksonville Hazmat Team
- Gainesville Hazmat Team
- Marion Hazmat Team

Additionally, assistance may be requested from the Regional Response Team made up of regional representatives of Federal and State agencies and co-chaired by EPA and USCG. The RRT serves as a planning and preparedness body before a response, marshaling these respective agency response resources and providing coordination and advice to the Federal OSC during response actions.

**B. Training and Preparedness** – RRT participates in preparedness activities under the State ESF-10 and is expected to be closely involved in response activities.

**C. Coordination and Responsibilities** – At the state level, activities under ESF-10 provide a bridge between the State On Scene Coordinator (OSC), directed response of the RRT and the overall disaster response activities. The OSC's will carry out their responsibilities under the National Contingency Plan (NCP) to coordinate, integrate and manage the State effort to direct, identify, contain, cleanup, dispose of or minimize releases of oil, gases, or other hazardous substances; or prevent, mitigate or minimize the threat of potential releases. These efforts will be coordinated under the direction of the State ESF-10 leadership.

### IV. POLICIES

**A. NCP** – NCP serves as the basis for planning and utilization of Federal resources for responding to releases or threats of releases of oil, gases, or other hazardous substances. Response actions under ESF-10 will follow

policies, procedures, directives and guidance developed to carry out the provisions contained in the NCP.

- B. Command** – St. Johns County Fire / Rescue, as the lead agency for ESF-10, will serve or designate the incident command, under the ICS (Incident Command System) for HAZMAT response operations within the County.
- C. St. Johns County SHOT Team** – The St. Johns County Special Hazards Operations Team (SHOT Team<sup>1</sup>) is a unit that is trained to handle those emergencies that require specialized skills to respond to emergencies that may involve specialized rescue and / or hazardous materials.
- D. Support Agencies** – In accordance with the assignment of responsibilities in this appendix, support agencies will provide resources and support in response to a release or threat of release of oil, gases, or other hazardous substances. To the extent possible, the state level support agency representatives to ESF-10 should be those personnel also assigned to the RRT. Where such dual assignments are not possible, each ESF representative is to maintain close coordination with their RRT representative.
- E. Multiple Response Actions** – When due to multiple response actions, more than one state OSC is involved in implementing response, ESF-10 or the designated IC will be the mechanism through which close coordination will be maintained among all agencies and OSC's. ESF- 10 representative or the IC will assure that response actions are properly coordinated and carried out.

## V. SITUATION

- A. Disaster Conditions** – A natural or other catastrophic disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities such as sites, which use, store, or dispose of hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions or pipeline accidents. Abandoned hazardous waste sites could be damaged causing further degradation of holding ponds, tanks and drums.
- B. Planning Assumptions**
  - 1. Local response agencies will be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, cleanup and dispose of hazardous materials released into the environment.

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<sup>1</sup> A Complete description of the St. Johns County SHOT Team can be located in the St. Johns County Fire / Rescue Policy Manual and SOP.

2. There will be numerous incidents occurring simultaneously in separate locations throughout the County.
3. Standard communications equipment and practices will be disrupted or destroyed.
4. Response personnel, cleanup crews and response equipment will have difficulty reaching the site of a hazardous materials release because of the damage sustained by the transportation infrastructure.
5. Additional response / cleanup personnel and equipment will be needed to supplement existing capabilities and to provide backup of relief resources.
6. Even if the natural or other catastrophic disaster does not cause situations where there are actual releases, there will be considerable concern about facilities which are located in or near the affected area. These facilities will need to be monitored by ESF-10.
7. Emergency exceptions will be needed for disposal of contaminated material.
8. Local, or other mutual aid responders should be self sufficient in the early part of the response.

## VI. CONCEPT OF OPERATIONS

- A. **General** – ESF-10 will direct the local emergency response actions, within the disaster area, immediately following a disaster involving hazardous materials. Close coordination must be maintained between federal, state and local officials. ESF-10 operations will secure, remove and dispose of hazardous materials from the disaster area and will initiate other early tasks demanded by the Department of Environmental Protection (DEP) until such time as further activation is deemed necessary.
- B. **Organization** – The Florida DEP is the primary State Agency for ESF-10. The DEP provides representatives on a 24-hour basis to the EOC or the incident scene, when required, to insure the full deployment and utilization of Department resources.
- C. **Notification**
  1. In the event of a spill or release involving hazardous materials, the State Warning Point will be notified and will be provided the name of the County ESF-10 coordinator or their alternate. This notification will be effected by ESATCOM, telephone or digital pager and may request

that State ESF-10 representative(s) report to the EOC or incident site, if required.

2. The ESF-10 Coordinator or alternate will alert support staff and agencies.
3. Emergency cleanup contractors may be alerted to situate themselves in a standby mode. List of cleanup contractors are available in the St. Johns County Fire / Rescue Department. Response party for the spill or leak will be informed that they are responsible for payment to the cleanup contractor.

#### **D. Response Actions**

1. Immediately upon arrival at the scene, the IC and staff will identify strategic goals and tactical tasks that must be accomplished to mitigate or lessen the effects of the incident or disaster.
2. Commit necessary resources to the disaster area.
3. Assess and prioritize response actions necessary to mitigate hazardous materials releases as follows:
  - a. Stabilize and stage
  - b. Categorize and Dispose

### **VII. RESPONSIBILITIES**

- A. Primary Agency** – Will have overall on site responsibility for ensuring that proper action(s) are taken to immediately respond to and recover from any HAZMAT incident that might occur in St. Johns County. The EOC, when activated, or the County Warning Point (SJC Fire / Rescue Communications), when the EOC not activated, will be kept informed throughout the operations.
- B. Support Agencies** – These agencies will be utilized as necessary to support the response and recovery efforts as determined by the primary agency, St. Johns County Fire / Rescue.
- C. Fire Chief, or designee** – Will have overall responsibilities for coordinating and directing the entire response and recovery operations, to include the interface between the on site commander (ICS) and the EOC. Will ensure that all actions taken are consistent with the policy guidance of the Board of County Commissioners. Will assume, or designate an Incident Commander (IC).

### **VIII. ADDITIONAL INFORMATION**



- A. **Medical Facility for Contaminated Patients** –Contaminated patients must be transported to Flagler Hospital, Jacksonville or Gainesville.
- B. **Radiological Monitoring Equipment** – St. Johns County has units for radiological monitoring. They are tested periodically and personnel trained in their use.
- C. **Decontaminated Wash Down Stations** – St. Johns County has capabilities for decontamination of vehicles and equipment at the present time. As an expedient means, decontamination of personnel and equipment, including vehicle wash down, will be accomplished at the incident scene to minimize hazardous materials being transported from the site, and spread unintentionally with the county. Maximum containment effort will be made on site, such as building berms, capturing wash water, where possible, by whatever means are available, such as use of tarpaulins.

**MILITARY SUPPORT**  
*Emergency Support Function 13 (ESF-13)*

**I. GENERAL**

- A. Primary Agency:** St. Johns County  
Department of Emergency Management
- B. Support Agencies:** Florida National Guard

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

This appendix provides the coordinating guidance relative to the military support (FLNG) that will be provided to St. Johns County in times of major or catastrophic and / or civil unrest. In addition, this plan outlines the responsibilities and the role of the FLNG in conducting Rapid Impact Assessment Teams (RIAT's).

**B. Scope**

The Military Support operation is extremely diverse as the FLNG is identified as a support agency to ten (10) of the seventeen (17) ESF's at the State level. Therefore, the primary goal of the Military Support ESF is to prioritize all requests for assistance and allocate available resources based upon mission priorities as established by the Division of Emergency Management. Military support operations include, but are not limited to, supporting the following ESF's and special mission:

1. ESF-1 | Transportation – Support with surface and air movement of personnel and equipment.
2. ESF-2 | Communications – Support with temporary telecommunications equipment and personnel.
3. ESF-3 | Public Works and Engineering – Support for debris removal and clearing operations, emergency restoration of public services, technical assistance and damage assessment.
4. ESF-4 | Firefighting – Support primarily in a non-urban environment with personnel and aviation support operations.
5. ESF-6 | Mass Care – Support with personnel and equipment for food preparation.

6. ESF-7 | Resource Support – Support with limited equipment loans to other agencies.
7. ESF-8 | Health and Medical – Support with medical personnel and equipment.
8. ESF-9 | Urban Search and Rescue – Support with personnel and engineering, aviation, and medical equipment.
9. ESF-11 | Food and Water – Support with personnel and equipment in food distribution and water purification and distribution.
10. ESF-16 | Law Enforcement and Security – Support with personnel and equipment to assist in curfew enforcement, site security and crowd control operations.
11. Special Mission – Immediately following the occurrence of a major or catastrophic disaster, the FLNG will deploy Rapid Impact Assessment Teams (RIAT). The composition of these teams may include civil utility and infrastructure experts, as appropriate. The mission of the 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. St. Johns County ESF-5 will have responsibility for planning, coordination, and for providing a representative on the RIAT when performing a County mission.

### III. AUTHORITIES

- A. Governor's Executive Order.
- B. Florida Statutes, Chapter 250, Military Code.
- C. Florida Statutes, Chapter 252, Emergency Management.

### IV. POLICIES

- A. In accordance with existing National Guard Bureau Regulations it is understood that primary responsibility for disaster relief shall be with local, state governments and those federal agencies designated by statute. National Guard assistance normally is provided when:
  1. The situation is so severe and widespread that effective response and support is beyond the capacity of local and state government, and all civil resources have been exhausted.

2. Required 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 requirement 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 other agencies.
  5. When an emergency or disaster occurs and waiting for instructions from higher authority would preclude an effective response, a FLNG commander may do what is required and justified to save a 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 the lack of a commitment for reimbursement or certification of liability from the requester.
  6. The FLNG will be employed with adequate resources to accomplish the mission when conducting civil disaster / emergency relief operations. The on-scene commander or the senior officer present will make that determination. 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 continue 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.

- C. Request for National Guard assistance must specify if it is a humanitarian or law enforcement type mission.

## V. SITUATION

### A. Disaster Condition

Major or catastrophic disasters will result in widespread damage or total loss of any and all existing civil infrastructure capabilities. Combined with a significant loss of dwellings, structures and widespread displacement of people, local and state authorities will require additional assistance to include federal response of a significant magnitude. In order to fully determine the magnitude of the disaster on the population and provide an immediate and effective response, an impact / needs assessment will be conducted at the earliest possible time following a major or catastrophic disaster.

### B. 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 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 (food, water, communications, etc.). St. Johns County ESF-5 representative will participate as a member of the RIAT when deployed within the County.

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.

## VI. CONCEPT OF OPERATIONS:

### A. General

1. Mission – When directed by the Governor, the Adjutant General of Florida deploys personnel and equipment, through appropriate commanders, to assist civil authorities.
2. Execution – The FLNG will provide Military Support to Civil Authorities in accordance with existing Florida National Guard Operation Plan for Military Support to Civil Authorities.

### B. Concept

1. As a potential disaster develops, or upon the occurrence of a disaster, the FLNG will dispatch the Military Support (ESF-13) Emergency Coordinating Officer (ECO) team to the SEOC in Tallahassee. The purpose of this team will be to advise the State Emergency Response Team (SERT) Leader on FLNG capabilities and resources; ongoing missions status, troop numbers and estimated daily costs; legal considerations and receive official mission requests to support other ESF's and pass to the Adjutant General for action.
2. Upon the issuance of the Governor's Executive Order and prior to an imminent disaster, when possible, the Adjutant General through appropriate commanders, will mobilize and stage in and around the projected disaster area, personnel and equipment as necessary, to restore / preserve law and order, support the committed elements, and provide support to other ESF's respectively as directed by the SERT Leader and within FLNG capabilities.
3. As supported ESF's determine that all available state resources are exhausted and / or a mission exceeds the ESF's capabilities the ESF Primary Agency ECO will pass a request to ESF-13 in the form of a "Mission". This mission request will then be forwarded to the EOC for immediate staffing and determination of supportability. 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 supported agencies local point of contact for mission coordination. Simultaneously the ESF-13 ECO will be

notified of mission acceptance and kept updated on mission status. This same process will be utilized if / when St. Johns County EOC requests assistance from State ESF-13.

4. Rapid Impact Assessment Teams (RIAT) – In direct support of the Division of Emergency Management, the FLNG will pre-position RIAT's 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 be comprised of civil utility and infrastructure representative, DEM representative and appropriate state agency representatives. 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 DEM that an emergency condition is imminent or exists, which requires personnel and / or resources of the FLNG, North Area Command. Initial notification will be made telephonically to the designated Emergency Coordination Officer (ECO) or the alternate.
2. As FLNG units are activated the Adjutant General will appoint an Area Commander. The Area Commander will normally be a Colonel or Brigadier General who will assume operational command and control of all FLNG assets operating within his area of operations. The Area Commander will receive all mission assignments from the FLNG-EOC.

#### **D. Support Agencies**

The disaster location and magnitude will dictate the precise composition of the Rapid Impact Assessment Teams. RIAT's may be composed of representatives 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
10. St. Johns County Emergency Management Representative (ESF-5)

## **VII. REQUIREMENT FOR FLNG LIAISON OFFICER**

When National Guard troops are deployed into St. Johns County, a request will be made to the Area Commander that a FLNG liaison officer be assigned for duty in the County EOC. Support will be furnished or coordinated by the EOC, such as office supplies, feeding and assistance in arranging lodging, if required.

## **VIII. REFERENCES**

- A. DOD Directive 3025.1, Use of Military Resources During Peacetime Civil Emergencies within the U.S., 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. (Copies are on file at the Department of Emergency Management; and the EOC when activated).
- D. Florida Department of Law Enforcement, Florida Mutual Aid Plan.



**LAW ENFORCEMENT AND SECURITY**  
*Emergency Support Function 16 (ESF-16)*

**I. GENERAL**

- A. Primary Agency:** St. Johns County Sheriff's Office
- B. Support Agencies:** City of St. Augustine Police Department  
City of St. Augustine Beach Police Department  
FDLE  
Florida National Guard

**II. INTRODUCTION**

**A. Purpose**

The purpose of this ESF is to establish procedures for the command, control and coordination of all law enforcement personnel and equipment to support local law enforcement agencies. Also, to establish procedures for the use of the Florida National Guard in security missions requested by local law enforcement.

**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, and when the resources of one or more local law enforcement departments is inadequate to meet the needs.

**III. 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 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 by the first of May.

- E. To collect and disseminate information and intelligence related to disasters or emergencies, either existing or pending.
- F. To pre-plan 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.

#### IV. 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 which 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 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.

##### C. Request for Services

Request for services shall be by commercial telephone, 911 lines or by means of radio systems in use by first responders.

## **V. CONCEPT OF OPERATION**

### **A. General**

When an emergency situation is anticipated or erupts, FDLE will dispatch a sworn representative from the nearest FDLE office to the effected agency(s) to establish state mutual aid liaison and monitor the situation. State law enforcement resources from within the affected area of the state are immediately available to the law enforcement agency(s) requiring assistance. The Special Agent in charge or designee from the nearest FDLE office will accomplish coordination of the use of state resources for the local law enforcement executive(s). Should the situation escalate or require at the onset additional state law enforcement resources from outside the affected area, such resources will be requested through the State EOC and dispatched by the FDLE Mutual Aid Director in Tallahassee in conjunction with the other state law enforcement agency executives in the Florida Mutual Aid Plan.

### **B. Organization**

1. St. Johns County Sheriff's Office will serve as the primary agency for ESF-16.
2. FDLE and Florida National Guard are support agencies for ESF-16.

### **C. Notification**

1. Primary notification will be radio, with pager or telephone as backup.
2. Changes in levels of readiness or activation will be accomplished by radio, pager and telephone.

### **D. Response Actions**

1. The Sheriff may report to the local EOC or send a designee to monitor the situation and act as liaison and coordinate local law enforcement resources.
2. All personnel will be placed on alert.

- a. Sheriff's Office personnel
  - b. Implementation of Level IV Alert Status as described by St. Johns County Sheriff's Office.
3. Initial Actions
    - a. Local resources committed
    - b. Other outside resources committed
  4. Continuing Actions
    - a. Address enforcement and security within capabilities
    - b. Request assistance as needed and necessary
    - c. Incoming resources will be assigned as necessary within the stricken area.
    - d. Normally Florida National Guard forces will be the first to be withdrawn as order is restored, followed by state agencies.

## VI. RESPONSIBILITIES

### A. Primary Agency

1. The St. Johns County Sheriff's Office is the agency responsible for monitoring potential emergencies that may require the deployment of law enforcement forces in support of other affected law enforcement agencies. Further, this ESF will coordinate the dispatch and use of such resources. This ESF will maintain liaison with the St. Johns County Department of Emergency Management, and will have a representative on duty in the EOC, if activated to coordinate efforts as needed and appropriate.
2. An ESF-16 representative will coordinate with other ESF's in the EOC to ensure that security at all shelters, feeding sites, other mass care facilities and the Reception and Staging Area at the Sheriff's Law Enforcement Complex is provided as required.
3. ESF-16 will be responsible for entry and re-entry to evacuated areas as follows:
  - a. Coordination with other ESF's on security and controlling entry and re-entry into evacuated areas.
  - b. Develop re-entry security plan incorporating the following procedures for proper identification:

- i. Use of picture ID
- ii. Vehicle registration
- iii. County issued Evacuation Re-Entry Tag (hanger-style / green or orange)
- iv. A known resident (who has been properly identified), who can vouch for the person.
- v. Recognition by the law enforcement office

#### **B. Support agencies**

Will perform missions that are assigned by ESF-16.

### **VII. RESOURCE REQUIREMENTS**

#### **A. Human Resources**

1. ESF-16 will insure that a 24-hour staffing pattern is established for the EOC until conclusion of response and recovery efforts.
2. The Sheriff or his EOC representative will establish special response teams for traffic control, crowd control, EOC and shelter security.

#### **B. Other Resources (Radio Equipped)**

1. Vehicles
2. Portable (handheld) Radios
3. Helicopter
4. Boat

#### **C. Inventory of Personnel, Vehicles and Equipment**

The Sheriff's Office, as well as the Emergency Management Agency, will maintain an inventory of law enforcement resources that are available for use during an emergency and / or disaster.

#### **D. Intelligence**

Information relative to any incident may be gathered from a myriad of sources as indicated below:

EAS	FLASH	NOAA Weather Service
ESATCOM	National Weather Service	SEOC
Field Units	NCIC Teletype	Weather Satellite
FCIC Teletype		

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix I**

**St. Johns County Disaster History**



### History of Declared and Non-Declared Disasters St. Johns County, Florida

Event	Date(s)	Declaration #	Type of Assistance	Losses
Hurricane Donna	September 10-11, 1960	Unavailable	Unavailable	Unavailable
Hurricane Dora	September 10-11, 1964	Unavailable	Unavailable	Unavailable
Thanksgiving Day Storm Nor'easter	November 1984	None	None	Lost Pier, Flooding, Damaged State Road A1A
Wildfires 1985 Black Friday	April 1985	None	None	Loss of thousands of acres of timber
Winter Storm 93	March 13-15, 1993	None	None	Minor damage to 100+ homes, No electrical power for 3 days
September Storm	September 5, 1995	Unavailable	SBA	\$ 100,000.00
Hurricane Bertha	July 10, 1996	None	None	Evacuation of Low-Lying areas and Coastal areas.
Tropical Storm Josephine	October 8, 1996	None	None	No Damage
Flooding Event	February 24, 1998	Unavailable	Individual Assistance	\$ 100,000.00
Firestorm 98	July 3-10, 1998	FEMA-1223-DR	Category B Fire Suppression Grant	\$ 500,000.00
Hurricane Floyd	September 13-15, 1999	FEMA-1300-DR	All Categories HMGP	\$ 1 Million Damage Category 1 Evacuation
Tropical Storm Gabrielle	September 13, 2001	FEMA-1393-DR	All Categories HMGP	\$ 1.5 Million Damage

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix S**

**Call Out List**





**Call Out List**  
St. Johns County †

**Board of County Commissioners**

4020 Lewis Speedway St. Augustine, FL. 32084	904-823-2400 904-823-2362	office fax
<b>Karen R. Stern</b> Chairman / District 2	904-824-2638 904-501-8042	home cell
<b>Bruce A. Maguire</b> Vice-Chair / District 4	904-823-2400 904-285-5158	office home
<b>James E. Bryant</b> District 5	904-471-8221 904-669-8592	home cell
<b>Marc A. Jacalone</b> District 3	904-797-1972 904-501-8240	home cell
<b>Nicholas M. Meiszer</b> District 1	904-824-2400 904-825-0428	office home
<b>Ben W. Adams</b> County Administrator	904-794-4158 904-501-6386	home cell

**Constitutional Officers**

<b>Penny Halyburton</b> Supervisor of Elections	904-823-2238 904-823-2249	office fax
<b>Dennis W. Hollingsworth</b> Tax Collector	904-823-2280 904-823-2283	office fax
<b>Cheryl Strickland</b> Clerk of the Court	904-823-2342 904-669-2334	office cell

**Department Heads**

<b>Ray Ashton / Director</b> Emergency Management	904-692-2344 904-501-6377	home cell
<b>Bobby Hall / Fire Chief</b> Fire / Rescue	904-797-1538 904-669-8821	home cell

<b>Joe Stephenson / Director</b> Public Works	904-797-6098 904-669-8659	home cell
<b>Ivan Burrell / Superintendent</b> Road / Bridge	904-797-5782 904-814-2301	home cell
<b>David Toner /</b> School Board	904-819-7670 904-819-7675	office fax
<b>Joe Purvis /</b> School Board Transportation	904-268-3024 904-825-2703	home cell
<b>Neil Perry / Sheriff</b> SJC Sheriff's Office	904-810-6600 904-669-0899	office cell

**Municipalities****St. Augustine**

<b>George Gardner</b> Mayor	904-825-3648	office
<b>William (Bill) Harriss</b> City Manager	904-825-1055 904-825-1096	office fax
<b>David Shoar</b> Chief of Police	904-825-1074 904-823-4323	office fax
<b>Jimmy Owens</b> Fire Chief	904-825-1099 904-669-1876	office cell

**St. Augustine Beach**

<b>Frank A. Charles</b> Mayor	904-825-3648	office
<b>Max Royle</b> City Manager	904-471-2122 904-825-4108	office fax
<b>Richard Hedges</b> Chief of Police	904-471-3600 904-471-0737	office fax

**Town of Hastings**

<b>Shelby Jack</b> City Clerk	904-692-1420 904-814-7287	office cell
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**Agency Contacts**

American Red Cross Bill Dion	904-358-8091 904-307-7107	office cell
Council on Aging Brian Nourse	904-823-4810 904-823-4831	office fax
Flagler Hospital Bill Douglas	904-819-4434 904-504-9150	office cell
Salvation Army Major Roberts	904-824-6880 904-669-7249	office cell
SJC Health Department Diana Coyle	904-825-5055 904-806-4619	office / ext 1090 cell
SJC Mental Health Maria Calavito	904-825-5048 904-825-6824	office / ext 217 fax

‡ This is a brief list of contacts. A detailed Emergency Contact List is kept on file in the Emergency Management Office.

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix R**

**Statewide Mutual Aid Agreement**





STATE OF FLORIDA  
**DEPARTMENT OF COMMUNITY AFFAIRS**

*"Dedicated to making Florida a better place to call home"*

JEB BUSH  
Governor

STEVEN M. SEIBERT  
Secretary

July 16, 2001

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

Dear Mr. Ashton:

Enclosed for your records is a copy of the executed July 31, 2000 Statewide Mutual Aid Agreement between St. Johns County and the State of Florida, Department of Community Affairs. St. Johns County's participation in the Mutual Aid Agreement will further enhance Florida's ability to plan for, respond to, and recover from a future disaster. Your participation in the Statewide Mutual Aid Program is vital to Florida's Emergency Management System and is greatly appreciated.

A report that lists all authorized representatives participating in the Statewide Mutual Aid Agreement is available upon request. Thank you for your prompt attention to this agreement. Should questions arise regarding the report or agreement, please call Mr. Michael McDonald at (850) 413-9953.

Respectfully,

W. Craig Fugate, Interim Director  
Division of Emergency Management

WCF:ba

Enclosure

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.dca.state.fl.us>

CRITICAL STATE CONCERN FIELD OFFICE  
2796 Overseas Highway, Suite 212  
Marathon, Florida 33050-2227  
(305) 289-2402

COMMUNITY PLANNING  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399-2100  
(850) 488-2356

EMERGENCY MANAGEMENT  
2575 Shumard Oak Boulevard  
Tallahassee, FL 32399-2100  
(850) 413-9969

HOUSING & COMMUNITY DEVELOPMENT  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399-2100  
(850) 488-7956



July 31, 2000

### STATEWIDE MUTUAL AID AGREEMENT

This Agreement between the DEPARTMENT OF COMMUNITY AFFAIRS, State of Florida (the "Department"), and all the local governments signing this Agreement (the "Participating Parties") is based on the existence of the following conditions:

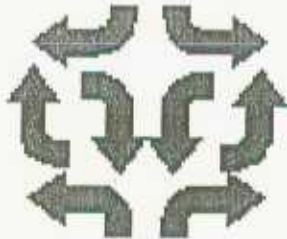
A. The State of Florida is vulnerable to a wide range of disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.

B. Such disasters are likely to exceed the capability of any one local government to cope with the disaster with existing resources.

C. Such disasters may also give rise to unusual technical needs that the local government may be unable to meet with existing resources, but that other local governments may be able to offer.

D. The Emergency Management Act, as amended, gives the local governments of the State the authority to make agreements for mutual assistance in emergencies, and through such agreements to ensure the timely reimbursement of costs incurred by the local governments which render such assistance.

E. Under the Act the Department, through its Division of Emergency Management (the "Division"), has authority to coordinate assistance between local governments during emergencies and to concentrate available resources where needed.



July 31, 2000

F. The existence in the State of Florida of special districts, educational districts, and other regional and local governmental entities with special functions may make additional resources available for use in emergencies.

Based on the existence of the foregoing conditions, the parties agree to the following:

ARTICLE I. Definitions. As used in this Agreement, the following expressions shall have the following meanings:

A. The "Agreement" is this Agreement, which also may be called the Statewide Mutual Aid Agreement.

B. The "Participating Parties" to this Agreement are the Department and any and all special districts, educational districts, and other local and regional governments signing this Agreement.

C. The "Department" is the Department of Community Affairs, State of Florida.

D. The "Division" is the Division of Emergency Management of the Department.

E. The "Requesting Parties" to this Agreement are Participating Parties who request assistance in a disaster.

F. The "Assisting Parties" to this Agreement are Participating Parties who render assistance in a disaster to a Requesting Party.



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G. The “State Emergency Operations Center” is the facility designated by the State Coordinating Officer for use as his or her headquarters during a disaster.

H. The “Comprehensive Emergency Management Plan” is the biennial Plan issued by the Division in accordance with § 252.35(2)(a), Fla. Stat. (1999).

I. The “State Coordinating Officer” is the official whom the Governor designates by Executive Order to act for the Governor in responding to a disaster, and to exercise the powers of the Governor in accordance with the Executive Order and the Comprehensive Emergency Management Plan.

J. The “Period of Assistance” is the time during which any Assisting Party renders assistance to any Requesting Party in a disaster, and shall include both the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return them to their place of origin or to the headquarters of the Assisting Party.

K. A “special district” is any local or regional governmental entity which is an independent special district within the meaning of § 189.403(1), Fla. Stat. (1999), regardless of whether established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.

L. An “educational district” is any School District within the meaning of § 230.01,





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Fla. Stat. (1999), or any Community College District within the meaning of § 240.313(1), Fla. Stat. (1999).

M. An “interlocal agreement” is any agreement between local governments within the meaning of § 163.01(3)(a), Fla. Stat. (1999).

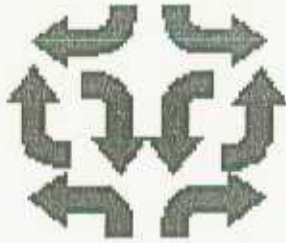
N. A “local government” is any educational district and any entity that is a “local governmental entity” within the meaning of § 11.45(1)(d), Fla. Stat. (1999).

O. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, as amended.

ARTICLE II. Applicability of the Agreement. A Participating Party may request assistance under this Agreement only for a major or catastrophic disaster. If the Participating Party has no other mutual aid agreement that covers a minor disaster, it may also invoke assistance under this Agreement for a minor disaster.

ARTICLE III. Invocation of the Agreement. In the event of a disaster or threatened disaster, a Participating Party may invoke assistance under this Agreement by requesting it from any other Participating Party or from the Department if, in the judgment of the Requesting Party, its own resources are inadequate to meet the disaster.

A. Any request for assistance under this Agreement may be oral, but within five (5) days must be confirmed in writing by the Director of Emergency Management for the County



July 31, 2000

of the Requesting Party, unless the State Emergency Operations Center has been activated in response to the disaster for which assistance is requested.

B. All requests for assistance under this Agreement shall be transmitted by the Director of Emergency Management for the County of the Requesting Party to either the Division or to another Participating Party. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Department, the Requesting Party and Assisting Party shall keep the Division advised of their activities.

C. If any requests for assistance under this Agreement are submitted to the Division, the Division shall relay the request to such other Participating Parties as it may deem appropriate, and shall coordinate the activities of the Assisting Parties so as to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the Comprehensive Emergency Management Plan.

D. Notwithstanding anything to the contrary elsewhere in this Agreement, nothing in this Agreement shall be construed to allocate liability for the costs of personnel, equipment, supplies, services and other resources that are staged by the Department or by other agencies of the State of Florida for use in responding to a disaster pending the assignment of such personnel, equipment, supplies, services and other resources to a mission. The documentation, payment, repayment, and reimbursement of all such costs shall be rendered in



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accordance with the Comprehensive Emergency Management Plan.

ARTICLE IV. Responsibilities of Requesting Parties. To the extent practicable, all Requesting Parties seeking assistance under this Agreement shall provide the following information to the Division and the other Participating Parties. In providing such information, the Requesting Party may use Form B attached to this Agreement, and the completion of Form B by the Requesting Party shall be deemed sufficient to meet the requirements of this Article:

- A. A description of the damage sustained or threatened;
- B. An identification of the specific Emergency Support Function or Functions for which such assistance is needed;
- C. A description of the specific type of assistance needed within each Emergency Support Function;
- D. A description of the types of personnel, equipment, services, and supplies needed for each specific type of assistance, with an estimate of the time each will be needed;
- E. A description of any public infrastructure for which assistance will be needed;
- F. A description of any sites or structures outside the territorial jurisdiction of the Requesting Party needed as centers to stage incoming personnel, equipment, supplies, services, or other resources;



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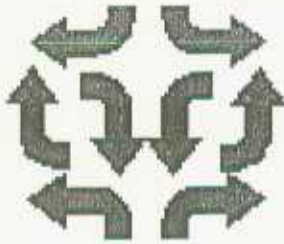
G. The place, date and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and

H. A technical description of any communications or telecommunications equipment needed to ensure timely communications between the Requesting Party and any Assisting Parties.

ARTICLE V. Responsibilities of Assisting Parties. Each Participating Party shall render assistance under this Agreement to any Requesting Party to the extent practicable given its personnel, equipment, resources and capabilities. If a Participating Party which has received a request for assistance under this Agreement determines that it has the capacity to render some or all of such assistance, it shall provide the following information to the Requesting Party and shall transmit it without delay to the Requesting Party and the Division. In providing such information, the Assisting Party may use Form C attached to this Agreement, and the completion of Form C by the Assisting Party shall be deemed sufficient to meet the requirements of this Article:

A. A description of the personnel, equipment, supplies and services it has available, together with a description of the qualifications of any skilled personnel;

B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;



July 31, 2000

C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services at the date, time and place specified by the Requesting Party;

D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties; and

E. The names of all personnel whom the Assisting Party designates as Supervisors.

ARTICLE VI. Rendition of Assistance. After the Assisting Party has delivered its personnel, equipment, supplies, services, or other resources to the place specified by the Requesting Party, the Requesting Party shall give specific assignments to the Supervisors of the Assisting Party, who shall be responsible for directing the performance of these assignments. The Assisting Party shall have authority to direct the manner in which the assignments are performed. In the event of an emergency that affects the Assisting Party, all personnel, equipment, supplies, services and other resources of the Assisting Party shall be subject to recall by the Assisting Party upon not less than five (5) days notice or, if such notice is impracticable, as much notice as is practicable under the circumstances.

A. For operations at the scene of catastrophic and major disasters, the Assisting Party shall to the fullest extent practicable give its personnel and other resources sufficient equipment and supplies to make them self-sufficient for food, shelter, and operations unless the Requesting Party has specified the contrary. For minor disasters, the Requesting Party shall



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be responsible to provide food and shelter for the personnel of the Assisting Party unless the Requesting Party has specified the contrary. In its request for assistance the Requesting Party may specify that Assisting Parties send only self-sufficient personnel or self-sufficient resources.

B. Unless the Requesting Party has specified the contrary, the Requesting Party shall to the fullest extent practicable coordinate all communications between its personnel and those of any Assisting Parties, and shall determine all frequencies and other technical specifications for all communications and telecommunications equipment to be used.

C. Personnel of the Assisting Party who render assistance under this Agreement shall receive their usual wages, salaries and other compensation, and shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment.

ARTICLE VII. Procedures for Reimbursement. Unless the Department or the Assisting Party, as the case may be, state the contrary in writing, the ultimate responsibility for the reimbursement of costs incurred under this Agreement shall rest with the Requesting Party, subject to the following conditions and exceptions:

A. The Department shall pay the costs incurred by an Assisting Party in responding to a request that the Department initiates on its own, and not for another Requesting Party, upon being billed by that Assisting Party in accordance with this Agreement.



July 31, 2000

B. An Assisting Party shall bill the Department or other Requesting Party as soon as practicable, but not later than thirty (30) days after the Period of Assistance has closed. Upon the request of any of the concerned Participating Parties, the State Coordinating Officer may extend this deadline for cause.

C. If the Department or the Requesting Party, as the case may be, protests any bill or item on a bill from an Assisting Party, it shall do so in writing as soon as practicable, but in no event later than thirty (30) days after the bill is received. Failure to protest any bill or billed item in writing within thirty (30) days shall constitute agreement to the bill and the items on the bill.

D. If the Department protests any bill or item on a bill from an Assisting Party, the Assisting Party shall have thirty (30) days from the date of protest to present the bill or item to the original Requesting Party for payment, subject to any protest by the Requesting Party.

E. If the Assisting Party cannot agree with the Department or the Requesting Party, as the case may be, to the settlement of any protested bill or billed item, the Department, the Assisting Party, or the Requesting Party may elect binding arbitration to determine its liability for the protested bill or billed item in accordance with Section F of this Article.

F. If the Department or a Participating Party elects binding arbitration, it may select as an arbitrator any elected official of another Participating Party or any other official of an-



July 31, 2000

other Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

G. The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) days to consider any documents and any statements or arguments by the Department, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties, and shall be final.

H. If the Requesting Party has not forwarded a request through the Department, or if an Assisting Party has rendered assistance without being requested to do so by the Department, the Department shall not be liable for the costs of any such assistance. All requests to the Federal Emergency Management Agency for the reimbursement of costs incurred by any Participating Party shall be made by and through the Department.

I. If the Federal Emergency Management Agency denies any request for reimbursement of costs which the Department has already advanced to an Assisting Party, the Assisting Party shall repay such costs to the Department, but the Department may waive such repayment for cause:





July 31, 2000

ARTICLE VIII. Costs Eligible for Reimbursement. The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.

B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established for like equipment by the regulations of the Federal Emergency Management Agency, or at any other rental rate agreed to by the Requesting Party. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting



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Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.

C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.



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D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of the Federal Emergency Management Agency and applicable circulars issued by the Office of Management and Budget. Upon reasonable notice, the Assisting Party shall make its records available to the Department and the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays other than official holidays.

ARTICLE IX. Insurance. Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall file with the Division a certificate issued by the insurer attesting to such coverage.

B. Any Participating Party that elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement shall file with the Division a certificate issued by the insurer attesting to such coverage.



July 31, 2000

C. Any Participating Party that is self-insured with respect to any line or lines of insurance shall file with the Division copies of all resolutions in current effect reflecting its determination to act as a self-insurer.

D. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.

E. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties, and shall not be deemed to be the agent of any other Participating Party.

F. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.

G. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.

ARTICLE X. General Requirements. Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

A. To the extent that assistance under this Agreement is funded by State funds, the obligation of any statewide instrumentality of the State of Florida to reimburse any Assisting



July 31, 2000

Party under this Agreement is contingent upon an annual appropriation by the Legislature.

B. All bills for reimbursement under this Agreement from State funds shall be submitted in detail sufficient for a proper preaudit and post audit thereof. To the extent that such bills represent costs incurred for travel, such bills shall be submitted in accordance with applicable requirements for the reimbursement of state employees for travel costs.

C. All Participating Parties shall allow public access to all documents, papers, letters or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.

D. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.

E. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.

F. Any communication to the Department or the Division under this Agreement shall be sent to the Director, Division of Emergency Management, Department of Community Affairs, Sadowski Building, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100. Any communication to any other Participating Party shall be sent to the official or officials specified by that Participating Party on Form A attached to this Agreement. For the



July 31, 2000

purpose of this Section, any such communication may be sent by the U.S. Mail, may be sent by the InterNet, or may be faxed.

ARTICLE XI. Effect of Agreement. Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, and responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.



July 31, 2000

D. Unless superseded by the execution of this Agreement in accordance with Section A of this Article, the Statewide Mutual Aid Agreement of 1994 shall terminate and cease to have legal existence after June 30, 2001.

E. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall be automatically renewed one (1) year after its execution unless within sixty (60) days before that date the Participating Party notifies the Department in writing of its intent to withdraw from the Agreement.

F. The Department shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) days after its execution by the Department. Such amendment shall take effect not later than sixty (60) days after the date of its execution by the Department, and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Department in writing of its intent to do so within that time in accordance with Section E of this Article.

ARTICLE XII. Interpretation and Application of Agreement. The interpretation and application of this Agreement shall be governed by the following conditions:

A. The obligations and conditions resting upon the Participating Parties under this



July 31, 2000

Agreement are not independent, but dependent.

B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities and promises under it.

C. This Agreement states all the conditions, obligations, duties, responsibilities and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities or promises other than those expressed in this Agreement.

D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase or other portion of the Agreement shall remain in full force and effect, it being the intent of the Department and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable.

E. The waiver of any obligation or condition in this Agreement in any instance by a Participating Party shall not be construed as a waiver of that obligation or condition in the same instance, or of any other obligation or condition in that or any other instance.





July 31, 2000

RECEIVED  
PREPAREDNESS & RESPONSE

2001 JUL -6 PM 4:44

IN WITNESS WHEREOF, the Participating Parties have duly executed this Agreement on  
the date specified below:

DIVISION OF EMERGENCY MANAGEMENT  
DEPARTMENT OF COMMUNITY AFFAIRS  
STATE OF FLORIDA

By: [Signature]  
Director

Date: 7/17/2001

ATTEST: Cheryl Strickland, Clerk  
CLERK OF THE CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS  
OF St. Johns COUNTY  
STATE OF FLORIDA

By: [Signature]  
Deputy Clerk

By: [Signature]  
Chairman

Date: 06-29-01

Approved as to Form:

By: [Signature]  
County Attorney - Assistant

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix Q**

**RIAT Basic Plan**



**St. Johns County  
Rapid Impact Assessment Team (RIAT)  
Basic Plan**

## **I. GENERAL**

This plan establishes and provides a concept of operation for St. Johns County to obtain the most reliable rapid assessment of damage incurred following any major or catastrophic disaster. An immediate ground assessment of the impacted area is essential to determine the critical resources needed to support disaster victims. To accomplish this, the county will deploy the RIAT Teams to the disaster area to carry out initial assessments and report the information to the county Emergency Operations Center (EOC). The St. Johns County RIAT assessment is intended to augment and assist state and local officials, not to replace their capabilities to perform state directed RIAT operations.

## **II. MISSION**

St. Johns County RIAT jointly, with other state and local officials, determine immediate victim housing needs and determine the degree of damage to dwellings and infrastructure following a major or catastrophic disaster. St. Johns County RIAT may also determine victim needs related to food, water, medical, security, utilities, transportation, emergency services, etc. This information will be reported directly to the county EOC. St. Johns County RIAT is not tasked or organized to devise disaster related solutions; their sole mission is to define the magnitude of the problem and identify the immediate resource requirements. The St. Johns County EOC determines the necessary corrective action and coordinates resources to alleviate the problems found by the RIAT. Ideally, the efforts of the St. Johns County RIAT are to be performed prior to deployment and arrival of the DEM RIAT. This will give DEM-RIAT a good insight as to what to expect upon arrival.

## **III. ORGANIZATION**

The St. Johns County RIAT is a small group of county and civilian personnel possessing the knowledge to make assessments of the immediate resources required to help save lives, prevent human suffering, and mitigate additional property damage. Initially, the St. Johns County RIAT will be comprised of the following team members:

- » Health Department Environmental Specialist
- » St. Johns County Code Enforcement
- » St. Johns County Property Appraiser
- » St. Johns County Road & Bridge
- » Additional volunteers may be recruited for assistance if required

## **IV. CONCEPT OF OPERATIONS**

In situations offering advance warning of an impending disaster or emergency, i.e., hurricane watch or warning, the following actions will occur, in sequential order.

#### **A. Alert**

1. The county EOC will alert each team member that deployment may be required. Whenever possible, a formal warning order with detailed RIAT assembly information will be given. At this time, each member will exchange pager, Nextel, and cell phone numbers.
2. Team members will inventory and prepare individual and emergency management equipment for deployment.
3. Team members will monitor the situation and remain accessible for possible mobilization.

#### **B. Assembly**

1. The county EOC will notify St. Johns County RIAT at a minimum of twelve (12) hours prior to landfall to have team members assemble with personal and emergency management specified equipment at one of the designated assembly areas no later than six (6) hours prior to storm landfall. If members are unable to assemble at the designated time, they should report this to the county EOC and report at the earliest possible time.
2. The designated assembly areas are:  
  
PRIMARY: St. Johns County EOC  
ALTERNATE: St. Johns County Agricultural Center
3. While in the assembly area, prior to deployment, the EMD will establish accountability of personnel and equipment; conduct situation and safety briefings; and coordinate team movement upon deployment.

#### **C. Deployment**

1. As soon as the situation allows, after storm landfall and when directed by the county EOC, the county RIAT will deploy to the affected area(s) via Fire / Rescue and Emergency Management vehicles. If access to the areas by vehicle is not possible, the team may choose to deploy on foot to the affected area(s).

2. Upon arrival at the site, assessments of the impacted area should begin in accordance with the RIAT checklist.<sup>1</sup> Should the RIAT encounter injured personnel, they will notify Fire / Rescue via radio or cell phone, and the team leader will report it to the county EOC immediately with position coordinates.
3. It is uncertain how long deployments may last. The team leader is to ensure that all members receive sufficient rest and nourishment. Personnel safety will be a priority at all times.

#### **D. Redeployment**

1. The county EOC will determine when the county RIAT assessments have been completed and will notify the team leader to terminate the operation. Team members may re-deploy to the assembly area or remain in the disaster area as directed by the county EOC or EMD.
2. Immediately following disasters or emergencies offering little or no advance warning, the county EOC or EMD will notify county RIAT team members to assemble at one of the above listed assembly areas. At the earliest possible time, team members will deploy, make assessments and re-deploy in accordance with instructions outlined previously in this plan.

#### **E. Duties And Responsibilities**

The St. Johns County Emergency Management Department will:

1. Provide training of team leaders and members to ensure that they are qualified to make assessments in a timely and orderly manner.
2. Provide detailed and situational training.
3. Provide or arrange for basic first aid and life support training for team members.
4. Provide EMS support for the team.
5. Provide the team with all equipment necessary to conduct assessments and maintain safety.
6. Ensure nourishment (food and water) is provided to the team during deployment.

---

<sup>1</sup> See the Handbook for Disaster Assistance to the St. Johns County Comprehensive Emergency Management Plan (CEMP).

**F. Areas Of Concern For Immediate Assessment**

1. Critical Facilities – Critical facilities inventory
2. Mobile Home Parks – Mobile home parks within the county

**G. Team Equipment:**

Equipment	Quantity
Global Positioning System (GPS)	2
Video Recorder, 8mm	2
Polaroid camera	4
Hand held portable radio	4
Tape recorder	1
Flashlight	4
Calculator	4
Paper, pencils, etc. will be provided by the EMD	-
<b>NOTE:</b> All of the equipment listed above is stored in the county Emergency Management Agency Office.	

**First Impression Report**  
*Due at Earliest Possible Time After Arrival*

Date: \_\_\_ / \_\_\_ / \_\_\_ Time \_\_\_ : \_\_\_ Event: \_\_\_\_\_

Location: \_\_\_\_\_

	All	Most	Some	None
	100 %	60 %	40 %	00 %
	:	:	:	:

1. Rivers / Waterways Flooded \_\_\_\_\_

2. Areas Under Water \_\_\_\_\_

3. Bridges Intact \_\_\_\_\_

4. Housing Destroyed \_\_\_\_\_

5. Housing Damaged \_\_\_\_\_

6. Commercial Buildings Destroyed \_\_\_\_\_

7. Commercial Buildings Damaged \_\_\_\_\_

8. Government Buildings Destroyed \_\_\_\_\_

9. Government Buildings Damaged \_\_\_\_\_

10. Beach Erosion in Feet \_\_\_\_\_

Landmarks \_\_\_\_\_

11. Boundaries of Devastation:

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

12. Ground Access Into Area: \_\_\_\_\_ Yes \_\_\_\_\_ No

13. VIA \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix P**

**Maps**







# St. Johns County Emergency Management Maps



County Map



Commissioner District Map



Census Tract Map



School Site Map



Fire Station Map



Air Transportation Unit (ATU) Map



Hurricane Evacuation Route Map



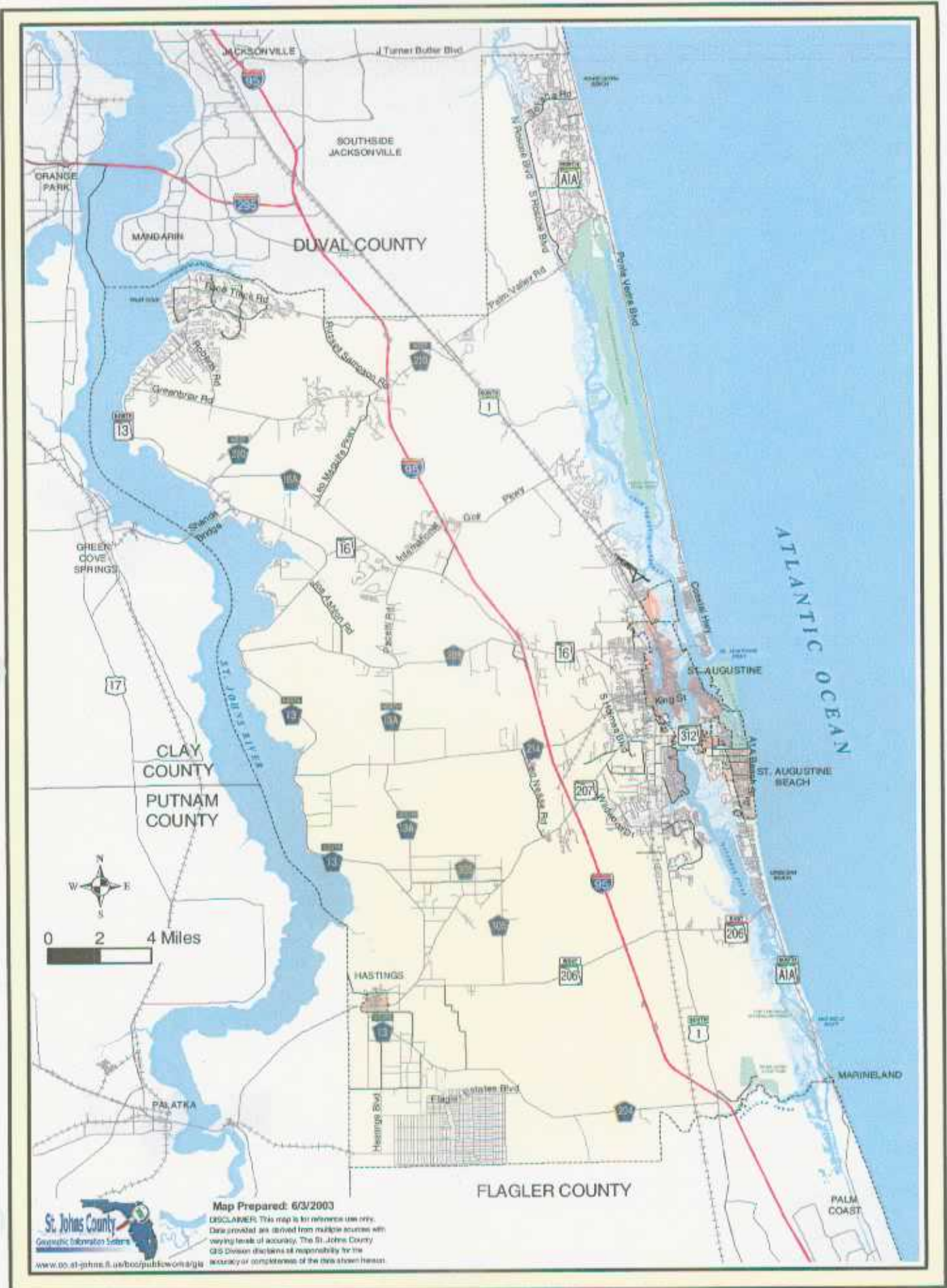
Hurricane Evacuation Zone Map



F.E.M.A Floodplains Map



Wetlands & Deepwaters Map




  
 St. Johns County
   
 Geographic Information Systems
   
[www.co.stjohns.fl.us/boispublicworks/gis/](http://www.co.stjohns.fl.us/boispublicworks/gis/)

Map Prepared: 6/3/2003
   
 DISCLAIMER: This map is for reference use only.
   
 Data provided are derived from multiple sources with
   
 varying levels of accuracy. The St. Johns County
   
 GIS Division disclaims all responsibility for the
   
 accuracy or completeness of the data shown herein.

FLAGLER COUNTY

ATLANTIC OCEAN

DUVAL COUNTY

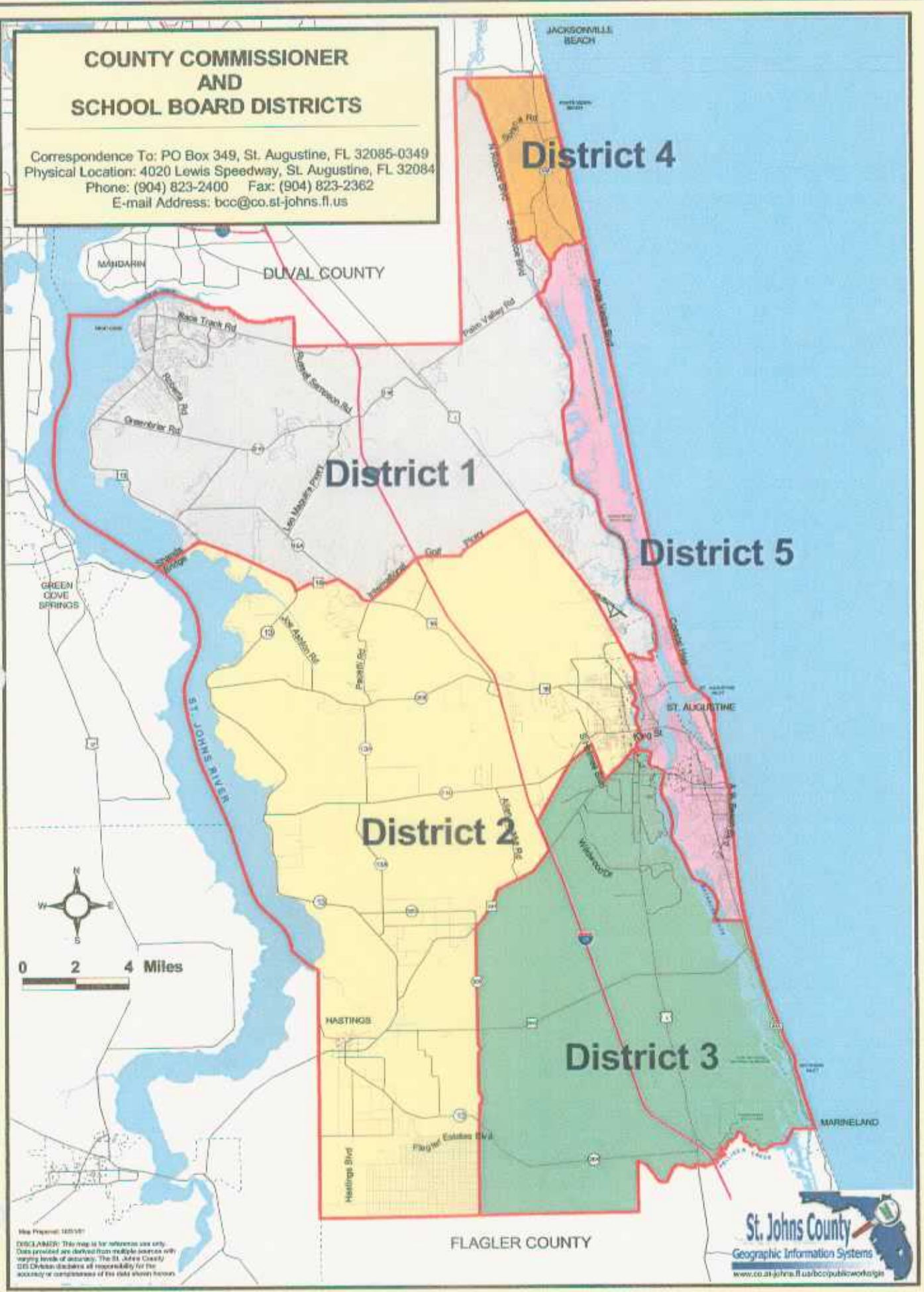
CLAY COUNTY  
PUTNAM COUNTY

Map Prepared: 6/3/2003

DISCLAIMER: This map is for reference use only.
   
 Data provided are derived from multiple sources with
   
 varying levels of accuracy. The St. Johns County
   
 GIS Division disclaims all responsibility for the
   
 accuracy or completeness of the data shown herein.

# COUNTY COMMISSIONER AND SCHOOL BOARD DISTRICTS

Correspondence To: PO Box 349, St. Augustine, FL 32085-0349  
 Physical Location: 4020 Lewis Speedway, St. Augustine, FL 32084  
 Phone: (904) 823-2400 Fax: (904) 823-2362  
 E-mail Address: [bcc@co.st-johns.fl.us](mailto:bcc@co.st-johns.fl.us)



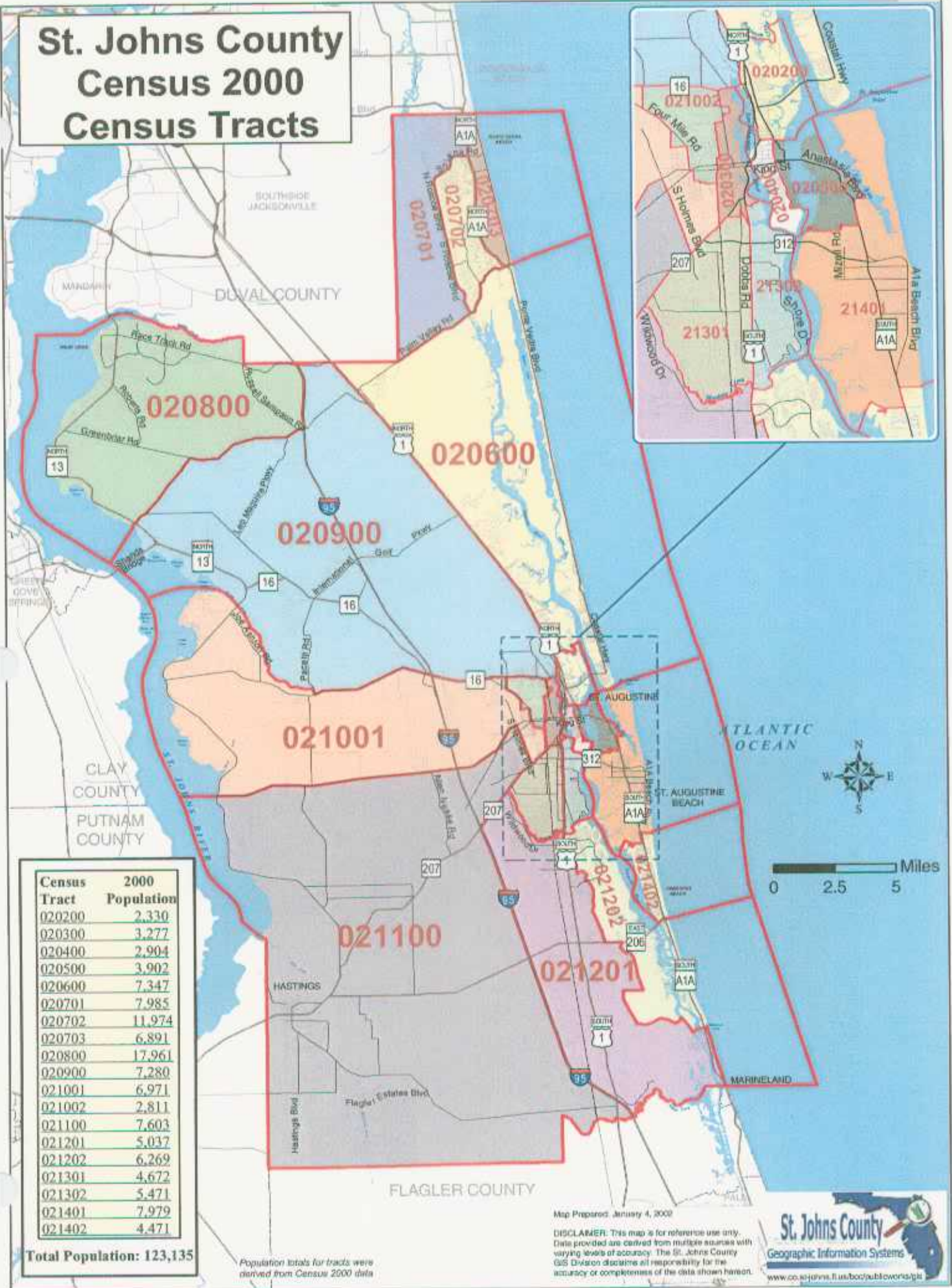
0 2 4 Miles

Map Prepared: 10/15/01  
 DISCLAIMER: This map is for reference use only. Data provided are derived from multiple sources with varying levels of accuracy. The St. Johns County GIS Division disclaims all responsibility for the accuracy or completeness of the data shown herein.



FLAGLER COUNTY

# St. Johns County Census 2000 Census Tracts



Census Tract	2000 Population
020200	2,330
020300	3,277
020400	2,904
020500	3,902
020600	7,347
020701	7,985
020702	11,974
020703	6,891
020800	17,961
020900	7,280
021001	6,971
021002	2,811
021100	7,603
021201	5,037
021202	6,269
021301	4,672
021302	5,471
021401	7,979
021402	4,471

**Total Population: 123,135**

Population totals for tracts were derived from Census 2000 data

Map Prepared: January 4, 2002

DISCLAIMER: This map is for reference use only. Data provided are derived from multiple sources with varying levels of accuracy. The St. Johns County GIS Division disclaims all responsibility for the accuracy or completeness of the data shown herein.

# ST. JOHNS COUNTY SCHOOLS

St. Johns County School District  
 Dr. Joseph Joyner, Superintendent  
 40 Orange Street  
 St. Augustine, FL 32084  
 Ph. - (904)-819-7500  
 www.stjohns.k12.fl.us



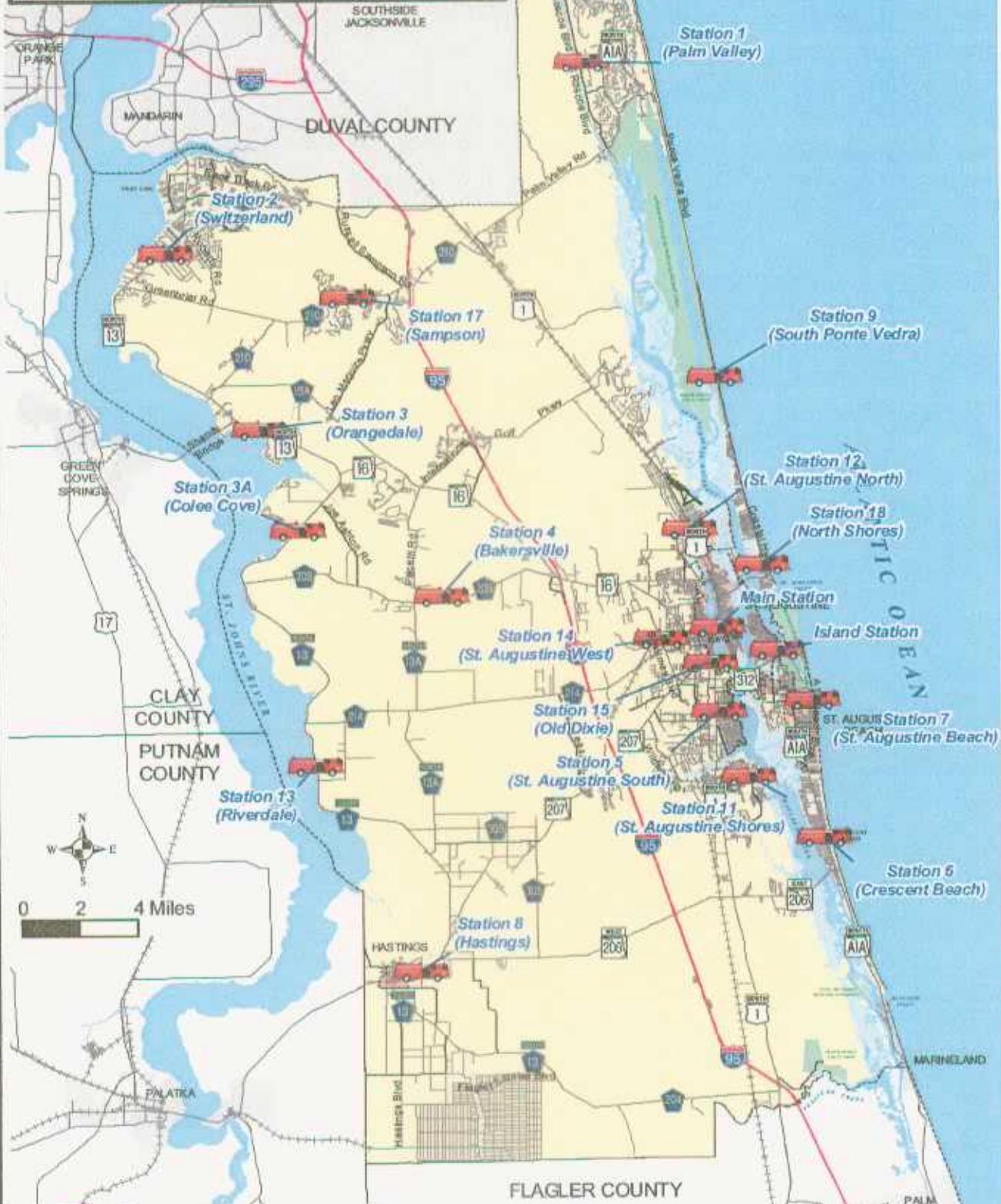
0 2 4 Miles

ATLANTIC OCEAN

- 1 - Alice B. Landrum Middle School
- 2 - Allen D. Nease High School
- 3 - Bartram Trail High School
- 4 - Bethune-Cookman College (Spuds Campus)
- 5 - Cunningham Creek Elementary School
- 6 - Evelyn Hamblen Center
- 7 - First Coast Technical Institute
- 8 - Flagler College
- 9 - Florida School for the Deaf and Blind
- 10 - Fruit Cove Middle School
- 11 - Gaines Alternative Center
- 12 - Gamble Rogers Middle School
- 13 - Hastings Elementary School
- 14 - Hastings Youth Academy
- 15 - John A. Crookshank Elementary School
- 16 - Julington Creek Elementary School
- 17 - Ketterlinus Elementary School
- 18 - Marjorie K. Rawlings Elementary School
- 19 - Mill Creek Elementary School
- 20 - Murray Middle School
- 21 - Ocean Palms Elementary School
- 22 - Osceola Elementary School
- 23 - Otis A. Mason Elementary School
- 24 - Pedro Menendez High School
- 25 - Ponte Vedra-Palm Valley Elementary School
- 26 - R. B. Hunt Elementary School
- 27 - Sebastian Middle School
- 28 - St. Augustine High School
- 29 - St. Johns River Community College
- 30 - Switzerland Point Middle School
- 31 - The Webster School
- 32 - W.D. Hartley Elementary School
- 33 - University of St. Augustine
- 34 - Durbin Creek Elementary School



# Fire Station Locations within St. Johns County



St. Johns County  
Geographic Information Systems  
www.stjohns.fl.gov/publicworks

Map Prepared: 2/26/2004  
DISCLAIMER: This map is for reference use only. Data provided are derived from multiple sources with varying levels of accuracy. The St. Johns County GIS Division disclaims all responsibility for the accuracy or completeness of the data shown herein.

# Air Transportation Unit Landing Zones in St. Johns County

**LEGEND**



Air Transportation Unit Landing Zone



# HURRICANE EVACUATION ROUTES




  
 St. Johns County
   
 Geographic Information Systems
   
[www.co.st-johns.fl.us/foi/publicworks/gis/](http://www.co.st-johns.fl.us/foi/publicworks/gis/)

Map Prepared: 6/3/2003
   
 DISCLAIMER: This map is for reference use only.
   
 Data provided are derived from multiple sources with
   
 varying levels of accuracy. The St. Johns County
   
 GIS Division disclaims all responsibility for the
   
 accuracy or completeness of the data shown herein.





# ST. JOHNS COUNTY



**LEGEND**

- Bodies of water, (lakes and the ocean)
- Zone V, VE  
Area inundated by 100-year flooding with velocity hazard
- Zones A, AE, AO, AH, AP  
Area inundated by 100-year flooding
- Zone D  
Area of undetermined but possible flood hazard.
- Zone X (100 year)  
Area inundated by 100-year flooding.
- Zone X  
Area outside the 100-year and 500-year floodplains.
- Otherwise Protected Area  
Area in which flood insurance is unavailable for structures built/improved after 1/1/75/1991.

**NOTE:**  
This map and its data were prepared by the St. Johns County Geographic Information System Department and the St. Johns County Planning and Zoning Department.

This map represents the flood hazard areas for St. Johns County, FEMA's (Federal Emergency Management Agency) 1994 Digital Flood Insurance Rate Maps were used as input the flood areas.

FLAGLER COUNTY

## F.E.M.A. FLOODPLAINS

COMPREHENSIVE PLAN MAP SERIES  
FLOODPLAIN ELEMENT

# ST. JOHNS COUNTY



**LEGEND**

- MARINE** - The open ocean overlying the continental shelf.
- ESTUARINE** - Deepwater tidal habitats and tidal wetlands that are unconsolidated by sand and have access to the ocean. The ocean water is partially diluted by fresh water runoff from land.
- Subtidal** - The substrate is continuously submerged.
- Intertidal** - The substrate is exposed and flooded by tides.
- RIVERINE** - Wetlands and deepwater habitats connected with a channel, not dominated by trees, shrubs, perennials, emergents, or Sphagnum.
- LACUSTRINE** - Large open wetlands and deepwater habitats in topographical depressions, or channel river channel lacking trees, shrubs, perennials, emergents, emergent meadows or Sphagnum.
- PALAUSTRINE** - All nontidal wetlands dominated by trees, shrubs, perennials, emergents, emergent meadows or Sphagnum, and having free hydrology.
- Emergent**
- Forest**
- Shrub - Shrub**
- Microhabitats**

This map and its data were prepared by the St. Johns County Geographic Information Systems Department and the Planning and Zoning Department.

This map represents the wetlands and deepwater habitats for the St. Johns County Data from the National Wetlands Inventory and the St. Johns River Water Management District, used and for delineating wetland area and distribution.

## WETLANDS & DEEPWATERS

COMPREHENSIVE PLAN MAP SERIES  
 WETLAND & DEEPWATER ELEMENT  
 MAP 54.1  
 MAY 2008/REVISED 04/2011  
 MAP BY: JAMES ALLEN  
 MAP LAYOUT: JAMES ALLEN

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix O**

**Sample PSA's**



St. Johns County  
Department of Emergency Management  
Press Release



---

**HURRICANE:**

**ADVISORY NUMBER:**

---

**Date:**

**Time:**

**From:** E.R. Ashton  
Director of Emergency Management

Hurricane \_\_\_\_\_ is now a Category \_\_\_\_ storm with sustained winds of \_\_\_\_\_ miles per hour, with gust 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 intensity will be released immediately.

St. Johns County  
Department of Emergency Management  
Press Release



---

**HURRICANE:****ADVISORY NUMBER:**

---

**Date:****Time:**

**From:** E.R. Ashton  
Director of Emergency Management

**ST. JOHNS COUNTY** – The St. Johns County Board of County Commissioners (BOCC) has declared a Local State of Emergency, and initiated Emergency Management procedures. The Emergency Proclamation was enacted by the BOCC at \_\_\_\_\_ a.m. / p.m.

According to Director Ashton of the St. Johns County Department of Emergency Management, WILDFIRES have caused extensive damage to fields, woods and are threatening residential homes and commercial businesses, and have the potential to threaten resident's 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 away from \_\_\_\_\_, and the approaching firestorm.

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 scheduled for \_\_\_\_\_ a.m. / p.m. to release additional and more specific information.

St. Johns County  
Department of Emergency Management  
Press Release



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## STORM THREAT OF HURRICANE \_\_\_\_\_ INCREASES STATE CONTINUES PROTECTIVE ACTIONS

---

**ST. JOHNS COUNTY** – The North East coast of Florida is under a direct threat from Hurricane \_\_\_\_\_, which is now a Category \_\_\_\_ storm. Evacuations of vulnerable residents continue in the following 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 and their families. 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.

**Storm Tracking** – As of \_\_\_\_\_ hours, the National Hurricane Center forecasts tropical storm force winds to make landfall by \_\_\_\_\_ a.m. / p.m. and the eye-wall of the hurricane, which brings the most severe winds, to pass \_\_\_\_\_ at approximately (date / time).

**Inland counties threatened by Hurricane-Force Winds** – Residents not living in storm surge zones should stay tuned to their local new broadcasts for the most current information on evacuations. The projected track of Hurricane \_\_\_\_\_ threatens the following inland 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 that 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 Management  
Press Release



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## (WEATHER SYSTEM) MAY AFFECT FLORIDA CITIZENS BEGIN PREPARING

---

**ST. JOHNS COUNTY** – A (tropical system) may threaten Florida within the next few days. On (date), the St. Johns County Department of Emergency Management activated its Emergency Operations Center (EOC) 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 you 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 / 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 your pets** – Pets are not allowed in 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. Special Needs Shelters require advance registration.
- **Fuel Car | Obtain Cash | Secure Important Documents** – In 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 your home** – If residents are ordered to evacuate, there will be little time to protect your homes from the storm. Boarding supplies such as wood and shutters should be purchased now. Clear property of outdoor furniture and debris that will damage your 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, flashlights, battery powered radio and clock, ice, paper goods. For safety reasons residents are reminded not to use candles.

St. Johns County  
Department of Emergency Management  
Press Release



---

## EVACUATION ORDER

---

The St. Johns County Board of County Commissioners (BOCC) has issued an evacuation order directing the immediate evacuation of \_\_\_\_\_.

Local emergency authorities have begun the evacuation of this area. This evacuation order was issued in response to the \_\_\_\_\_.

Persons living in the affected area should follow the instructions given below:

1. Take the following items with you:
  - a. Two (2) blankets per person, or a sleeping bag;
  - b. Change of clothing;
  - c. Important papers (insurance, checkbook, etc.);
  - d. Medicines, particularly prescriptions;
  - e. Toiletries / Personal hygiene items.
2. Lock your home. Turn off electricity, gas and water.
3. Go to \_\_\_\_\_. Follow the evacuation route nearest you. Do not move against traffic.
4. Time is important, but move safely and courteously.
5. Persons not having transportation should notify the \_\_\_\_\_.
6. Persons immediately outside the affected area are not subject to a direct hazard; however, these persons should remain alert to any possible changes in instructions resulting from changes in wind direction or accident conditions. Stay by your radio or TV. Persons outside the affected area are also asked not to travel on or near routes being used for evacuation. These routes are:

St. Johns County  
Department of Emergency Management  
Press Release



---

## HAZARDOUS MATERIALS LOW HAZARD – NO EVACUATION

---

**ST. JOHNS COUNTY** – St. Johns County Fire / Rescue reports a small amount of \_\_\_\_\_, a hazardous substance, has been spilled / released at \_\_\_\_\_.

Streets are blocked and traffic is restricted in the area, and authorities have asked residents in the immediate \_\_\_\_\_ block area to stay indoors. Please avoid this area. The material is slightly toxic to humans and can cause the following symptoms: \_\_\_\_\_.

For your safety, please avoid the area if at all possible. Some alternate routes are \_\_\_\_\_.

If you are now near the spill / release area, please follow the directions of emergency response personnel.

Thank you for your cooperation.

St. Johns County  
Department of Emergency Management  
Press Release



---

## HAZARDOUS MATERIALS HIGH HAZARD - EVACUATION

---

**ST. JOHNS COUNTY** – St. Johns County Fire / Rescue reports that a large amount of \_\_\_\_\_, a highly hazardous substance, has been spilled / released at \_\_\_\_\_. Because of the potential health hazard, authorities request all residents within \_\_\_\_\_ blocks / miles of the affected area evacuate.

If you are \_\_\_\_\_, you and your family should leave as soon as possible / now. Go immediately to the home of a friend or relative outside the evacuation area or to the \_\_\_\_\_ shelter.

If you can drive a neighbor who has no transportation, please do so. If you need transportation, call \_\_\_\_\_.

Children attending the following schools \_\_\_\_\_ will be evacuated to \_\_\_\_\_. Parents may pick up their children at \_\_\_\_\_.

The material is highly toxic to humans and can cause the following symptoms:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area.

St. Johns County  
Department of Emergency Management  
Press Release



---

## HAZARDOUS MATERIALS | IN-PLACE SHELTER NOTICE

---

**Date:**

**Time:**

**From:** E.R. Ashton  
Director of Emergency Management

The St. Johns County Emergency Management Director has declared an emergency situation in the vicinity of \_\_\_\_\_.

This is a warning to all residents within a \_\_\_\_\_ block / mile radius of the \_\_\_\_\_ area. You are advised to seek shelter immediately – go indoors, close all windows and doors, turn off air conditioners and fans. Stay inside until you receive further instructions. There has been a release of hazardous materials.

To avoid exposure, seek shelter immediately indoors, close window and doors, turn off air conditioners and fans.

Evacuation has NOT been recommended at this time.

Keep your radios and televisions turned on for additional information.

St. Johns County  
Department of Emergency Management  
Press Release



---

## WILDFIRE – NO EVACUATION

---

**Date:**

**Time:**

**From:** E.R. Ashton  
Director of Emergency Management

**ST. JOHNS COUNTY** – A wildland fire has occurred in the area of \_\_\_\_\_ . Fire / Rescue and (or) the Division of Forestry personnel are on scene at this time, but the fire is not yet under control. The fire is moving in a \_\_\_\_\_ direction.

Streets are blocked and traffic is restricted in the area. Please avoid this area. Persons who must drive in this area are asked to exercise caution, watch for firefighters and equipment that may be on the roadway, and turn on headlights in smoky areas.

Evacuation has NOT been recommended at this time. Area residents should keep their radios and televisions turned on for additional information.

For your safety, please avoid the area if possible. If you are near the fire area, please follow directions of emergency response personnel.

Thank you for you cooperation.

St. Johns County  
Department of Emergency Management  
Press Release



---

## WILDLAND FIRE – VOLUNTARY EVACUATION RECCOMENDED

---

**ST. JOHNS COUNTY** – A wildland fire has occurred in the area of \_\_\_\_\_ . Fire / Rescue and (or) the Division of Forestry personnel are on scene at this time, but the fire is not yet under control. The fire is moving in a \_\_\_\_\_ direction.

Structures are threatened, and fire officials are recommending that residents in the \_\_\_\_\_ areas evacuate. If you are \_\_\_\_\_ , you and your family should consider leaving as soon a possible / now. Go immediately to the home of a friend or relative outside the fire area. (The following shelter has been opened for those recommended to evacuate: \_\_\_\_\_). If you can drive a neighbor who has no transportation, please do so. If you need transportation, call \_\_\_\_\_ .

School children who ride the bus and live in the affected area will be transported to \_\_\_\_\_ . Parents may pick up their children at \_\_\_\_\_ .

The evacuation is NOT mandatory at this time, however residents who choose to remain home should be prepared to evacuate with little or no notice if fire conditions worsen.

Streets are blocked and traffic is restricted in the area. Please avoid this area.

Persons who must drive in this area are asked to exercise caution, watch for firefighters and equipment that may be on the roadway, and turn on headlights in smoky areas.

Area residents should keep their radios and televisions on for additional information.

For your safety, please avoid the area if possible. If you are near the fire area, please follow the directions of emergency response personnel.

Thank you for your cooperation.

St. Johns County  
Department of Emergency Management  
Press Release



---

## COLD WEATHER SHELTERS OPEN

---

The National Weather Service is forecasting temperatures to be between \_\_\_\_\_ degrees on the Coast and \_\_\_\_\_ degrees inland, with the wind from the \_\_\_\_\_ at \_\_\_\_\_ mph tonight. The forecast is much the same for tomorrow night as well.

In response to the forecasted severe cold weather, \_\_\_\_\_ will be opened as a Cold Weather Shelter.

The shelter will be opened at 6:00 p.m. and will remain open until 8:00 a.m. \_\_\_\_\_ meals will be provided.

The following shelter will be opened:

(Shelter Name)  
(Shelter Address)

If possible, bring the following items with you:

1. Two (2) blankets per person, or a sleeping bag;
2. Pillow (s)
3. Change of clothing;
4. Medicines, particularly prescriptions;
5. Toiletries / Personal hygiene items.

For further information on the shelter operations, contact the Shelter Coordinator at \_\_\_\_\_.

### SPECIAL NOTE TO THE NEWS MEDIA:

The news media is encouraged to use the attached Cold Weather Survival tips in news bulletins / stories to prevent and reduce the number of cold weather related injuries resulting from not being properly protected, or not following safety guidelines when using space heaters. We appreciate your support in broadcasting / printing this information from the St. Johns County Department of Emergency Management in cooperation with the Homeless Coalition.



St. Johns County  
Department of Emergency Management  
Press Release



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## AREAS OPENED FOR RE-ENTRY

---

**Date:**

**Time:**

**From:** E.R. Ashton  
Director of Emergency Management

**ST. JOHNS COUNTY** – The St. Johns County Board of County Commissioners have determined that the following areas are safe for limited re-entry:

- (1.)
- (2.)
- (3.)

Under the guidance of the St. Johns County Sheriff's Department, only residents or businesspersons with proof of residency (i.e. driver's license, current utility bill, etc.) will be allowed re-entry.

Residents should proceed to the security checkpoint at \_\_\_\_\_  
for verification.

Persons found in this area without authorization will be arrested as looters and trespassers.

St. Johns County  
Department of Emergency Management  
Press Release



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## AREA SECURED – NO ENTRY

---

**Date:**

**Time:**

**From:** E.R. Ashton  
Director of Emergency Management

As a result of (name of the emergency) and the resulting (describe the conditions of the emergency) , the following areas have be secured by the St. Johns County Sheriff's Office and no-one will be permitted entry into (describe the geographic area) .

Once it has been determined that it is safe for limited re-entry, residents will be allowed to access their homes with proof of residency (i.e. driver's license, current utility bill, etc.).

St. Johns County  
Department of Emergency Management  
Press Release



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## CURFEW ISSUED

---

**Date:**

**Time:**

**From:** E.R. Ashton  
Director of Emergency Management

As a result of (name of the emergency) and the resulting (describe the conditions of the emergency), a curfew has been issued by the St. Johns County Sheriff's Office for (describe the geographic area) between the hours of (time frame | dusk to dawn, 7am to 7pm, etc.). Residents and visitors should remain in their homes and / or shelter locations during the curfew period. The curfew has been issued for your safety.

Failure to comply with the terms of this curfew is a misdemeanor under (describe statutory authority).

For further information on the issued curfew, contact the St. Johns County Sheriff's Office at \_\_\_\_\_.

St. Johns County  
Department of Emergency Management  
Press Release



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## POWER OUTAGE

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**Date:**

**Time:**

**From:** E.R. Ashton  
Director of Emergency Management

**ST. JOHNS COUNTY** – According to Florida Power & Light (FPL), today's high temperatures and humidity has led to heavy demands on the FPL power networks throughout the County.

To help prevent a possible (brownout | blackout), the Department of Emergency Management in conjunction with Florida Power & Light, are asking customers to turn off all non-essential appliances and electronic equipment (dish washers, washing machines and driers, etc.) and to conserve electrical usage in general.

This voluntary reduction will help to ensure that no additional FPL customers will experience an interruption in their power supply.

The power outage has caused service interruption in the following areas:

- (1.)
- (2.)
- (3.)

Technicians of FPL, JEA and JBEA are currently working to resolve this problem.

Customers may log on to the FPL website, [www.fpl.com](http://www.fpl.com) for more information on the current situation, and for tips on how to conserve energy. Residential customers may call (800) 226-3545 and business customers may call (800) 375-2434 for more information.

Thank you for your cooperation.

St. Johns County  
Department of Emergency Management  
Press Release



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## **TROPICAL STORM GABRIELLE ADVISORY - 10**

---

**Date:** September 14, 2001  
**Time:** 8:15 PM  
**From:** E.R. Ashton  
Director of Emergency Management

### **FOR IMMEDIATE RELEASE**

**DUE TO HIGH WINDS AND FLOODING THE BRIDGE OF LIONS IS CLOSED TO VEHICULAR TRAFFIC.**

**THE MAIN ARTERIES LEADING INTO ST. AUGUSTINE ARE CLOSED DUE TO FLOODING. THE FOLLOWING AREAS IN DOWNTOWN ST. AUGUSTINE ARE ALSO CLOSED:**

**KING STREET & PONCE  
CASTILLO DRIVE & PONCE  
SAN MARCO AVENUE & CASTILLO  
PONCE & MALAGA STREET**

**NO EVACUATION ORDERS HAVE BEEN ISSUED.**

**SJC Emergency Operations Center is at a Level II, (partial) Activation.**

St. Johns County  
Department of Emergency Management  
Press Release



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Date: January 23, 2003  
Time: 8:00 AM  
From: SJC Department of Emergency Management

Urgent – Weather Message for North Florida – including St. Johns County.  
From – National Weather Service Jacksonville, Florida.

**Wind advisory in effect today...  
Hard freeze warning and wind chill advisory tonight...**

An Artic air mass will move into the region on Thursday and Friday morning and bring the coldest day in several years on Friday. Winds will increase to advisory levels today. Temperatures will fall to hard freeze warning levels tonight. The combination of strong winds and cold temperatures will push wind chills as low as the single digits overnight tonight.

Temperatures will fall into the 30s this afternoon ... and sub-freezing temperatures will begin around 8 PM ... and last for 12 – 16 hours.

---

Do You Know The 5 P's of Cold Weather Preparedness?

- Protect **P**eople: Stay indoors and use safe heating sources.
- Protect **P**ets: Keep pets indoors, if this is not possible – make sure they have warm and dry protection.
- Protect **P**lants: Plants that are susceptible to cold temperatures should be covered or brought inside.
- Protect Exposed Water **P**ipes: To prevent freezing and possible bursting of water pipes, pipes should be wrapped, drained or allowed to drip slowly.
- P**ractice Fire Safety: Be aware of fire danger from space heaters and candles, keep such devices away from all flammable materials such as curtains and furniture.

St. Johns County  
Department of Emergency Management  
Press Release



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## EVACUATION ORDER ISSUED FOR ST. JOHNS COUNTY DUE TO HURRICANE FLOYD

---

The St. Johns County Board of County Commissioners has issued a **Mandatory Evacuation** order for the following areas:

- Coastal persons living in the barrier islands; this includes everyone east of the Intracoastal Waterway
- All persons living in mobile / manufactured homes and low-lying areas in St. Johns County are to evacuate to a safe area.

The following Public Schools have been designated as Evacuation Shelters:

- Mill Creek Elementary                      3750 International Golf Blvd
- Osceola Elementary                         55 State Road 207
- Mason Elementary                            2300 State Road 207

The Special Needs Shelter will be the St. Johns County Agricultural Center, 3125 Agricultural Drive (off of SR 208).

Emergency Management is encouraging citizens / visitors to leave early and head west out of St. Johns County.

Evacuation shelters should **ONLY** be used as a last option.

As of 8:00 am the National Hurricane Center forecasts approximately 75 mph winds to affect St. Johns County.

Residents not in the evacuation areas should remain in their homes and stay in an interior room. Residents should not leave their homes and should stay tuned to local television & radio for the latest updates, specifically The Weather Channel.

*Office of Emergency Management - Sept 14, 1999 / 8 am*

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix N**

**Sample Proclamation**





**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**, on \_\_\_\_\_, \_\_\_\_\_, 200x, the National Hurricane Center issued a Hurricane Warning for St. Johns County, based upon the potential for 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**, 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 actions as authorized by St. Johns County Ordinance 94-25.

**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 A state of emergency exists within St. Johns County due to the effects of anticipated heavy rainfall and damage, associated with Hurricane \_\_\_\_\_.

Section II The St. Johns County Comprehensive Emergency Management Plan (CEMP) 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 \_\_\_\_\_, 200x.

**BOARD OF COUNTY COMMISSIONERS  
ST. JOHNS COUNTY, FLORIDA**

\_\_\_\_\_  
Chairman  
Board of County Commissioners

\_\_\_\_\_  
Attest  
Clerk of the Circuit Court

(SEAL)

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix M**

**Mobile Home / RV Parks**



**Mobile Home / RV Parks**  
St. Johns County

<u>Name / Address</u>	<u>Evac Zone</u>	<u>Spaces</u>
Amity Anchorage 1106 Friendship Drive #1 Jacksonville 32259 904-287-0931	2	13
Anastasia State Recreation Area 1340 A1A South St. Augustine Beach 32080 904-461-2033	1	139
Azalea MHP 1600 Northwood Drive St. Augustine 32084	4	6
Beachcomber Resort, Inc. 3455 Coastal Highway St. Augustine 32084 904-824-9157	1	135
Beachwood TP 7049 A1A South St. Augustine Beach 32080	1	10
Bernard's TP 656 Francis Street St. Augustine 32084	2	44
Big Oak MHP 2895 Hilltop Road St. Augustine 32086	2	8
Breeze TP 357 Varella Avenue St. Augustine 32084	2	7
Breezy Brae MHP 205 Wildwood Drive St. Augustine 32086	2	21

<u>Name / Address</u>	<u>Evac Zone</u>	<u>Spaces</u>
Brentwood MHP 545 Colee Street St. Augustine 32084	2	13
Bryn Mawr Ocean Resort 4850 A1A South St. Augustine Beach 32080 904-471-3353	1	250
C.J.'s 200 Vilano Road St. Augustine 32084 904-829-9164	1	8
Cochran's 7549 A1A South St. Augustine Beach 32080	1	7
Cochran's I 2800 CR-13A South Elkton 32033	-	8
Cochran's II 2800 CR-13A South Elkton 32033	-	8
Cochran's III 2800 CR13A South Elkton 32033	-	8
Coquina Oaks's MHP 960 Sidney Street St. Augustine 32084 904-827-0938	2	25
Cushman's TP 3525 Dot Road St. Augustine 32084	2	5
Cypress Park 1150 Cypress Road St. Augustine 32086	2	16

<u>Name / Address</u>	<u>Evac Zone</u>	<u>Spaces</u>
D & M MHP 2765 Hilltop Road St. Augustine 32086	2	11
Devil's Elbow MHP 7507 A1A South St. Augustine Beach 32080 904-471-0398	1	19
Dimarco TP 3400 US-1 South St. Augustine 32086	2	8
Dixie Custom Trailer Park 1695 Old Moultrie Road St. Augustine 32084	2	9
Dobbs MHP Del Monte Drive (405 – 415 Area) St. Augustine 32084	2	9
Easy Street MHP 441 Easy Street St. Augustine 32086	2	8
El Rey Residential Court 271 SR-16 St. Augustine 32084	2	14
Favor Dykes State Park 1000 Favor Dykes Road St. Augustine 32086	2	30
Frog Hollow 5774 US-1 North St. Augustine 32084 904-829-6665	3	38
G-7 Ranch 1 1433 Roberts Road Jacksonville 32259	-	7
G-7 Ranch II 1433 Roberts Road Jacksonville 32259	-	7

<u>Name / Address</u>	<u>Evac Zone</u>	<u>Spaces</u>
Gaines MHP 3565 Gaines Road St. Augustine 32084	2	2
Good Ole Daze Campground 9950 KOA Road St. Augustine 32095 904-824-8309	4	108
Graceland 2925 North Seventh Street St. Augustine 32084	2	14
Hidden Oaks MHP 2895 Hilltop Road St. Augustine 32086 904-794-0539	2	14
Hill Creek MHP 2780 Old Moultrie Road St. Augustine 32086	2	14
Hilltop MHP 2895 Hilltop Road St. Augustine 32086 904-794-0539	2	9
Holly Lane 3380 US-1 South St. Augustine 32086	2	8
Hubbard's Old City MHP 115 Ronald Road St. Augustine 32095	3	26
Indian Forest Campground 1505 SR-207 St. Augustine 32084 904-824-3574	4	105
Just Dreaming MHP 4761 Avenue B St. Augustine 32095	2	8

<u>Name / Address</u>	<u>Evac Zone</u>	<u>Spaces</u>
King Trailer Court 180 Lawn Avenue St. Augustine 32084	1	7
Kingsley MHP 365 North Blvd. St. Augustine 32095	2	5
KOA Kampground 525 West Pope Road St. Augustine Beach 32080 904-471-3113	1	120
Lazy C MHP 1660 Woodlawn Road St. Augustine 32084	2	22
Lazy J. Trailer Ranch 1720 Woodlawn Road St. Augustine 32084	2	14
Marker 68 7467 A1A South St. Augustine Beach 32080	1	10
Matanzas Inlet MHP 8825 A1A South St. Augustine Beach 32080	1	12
Moultrie Oaks MHP LLC 245 Wildwood Drive St. Augustine 32086 904-797-7493	2	199
New Era Development Co. 5239 Racetrack Road Jacksonville 32259	-	22
Newt's Trailer Park 155 Vilano Road St. Augustine 32084	1	17



<u>Name / Address</u>	<u>Evac Zone</u>	<u>Spaces</u>
North Beach Campground 4125 Coastal Highway St. Augustine 32084 904-824-1806	1	128
Northwood MHP 1600 Northwood Drive St. Augustine 32084	4	6
Oak Haven Retirement Village 1700 Woodlawn Road St. Augustine 32084 904-829-0040	2	24
Ocean Grove Camp Resort 4225 A1A South St. Augustine Beach 904-471-3414	1	200
Pacetti's Marina & Campground 6550 SR-13 North St. Augustine 32092 904-284-5356	3	161
Palmo MHP Palmo Fish Camp Road (8400 – Area) St. Augustine 32092	3	6
Pellicer Trailer Park 200 Nix Boat Yard Road St. Augustine 32084	2	16
Pepper Tree Resort 4825 A1A South St. Augustine Beach 32080 904-471-5263	1	96
Pines I & II Rentals 2651 / 2655 San Juan Drive St. Augustine 32086	2	8
River Run TP 8485 Palmo Fish Camp Road St. Augustine 32092	3	8

<u>Name / Address</u>	<u>Evac Zone</u>	<u>Spaces</u>
Rivers Edge 7497 A1A South St. Augustine 32084	1	12
San Juan TP 92 South Dixie Highway St. Augustine 32084	2	18
Saylor's MHP 1470 Bishop Estates Road Jacksonville 32259	2	21
Seahorse MHP 3490 US-1 South St. Augustine 32086	2	33
Seven Pines 2937 North Ninth Street St. Augustine 32084	2	25
Shady Acres MHP 401 Easy Street St. Augustine 32086	2	8
Shamrock RV Park 3575 US-1 South St. Augustine 32086 904-797-2270	2	48
Siesta MHP 2510 Deer Run Road St. Augustine 32084 904-824-4071	4	23
Sonrise TP 3550 Datura Street St. Augustine 32084	2	14
South Mobile Park 5960 US-1 South St. Augustine 32086	2	8
Southgate TP 2391 US-1 South St. Augustine 32086	2	24

<u>Name / Address</u>	<u>Evac Zone</u>	<u>Spaces</u>
Spanish Trail MHP 700 Perimeter Park Circle St. Augustine 32084 904-829-0309	2	139
St. Augustine Family Park 2925 7 <sup>th</sup> Street St. Augustine 32084	2	8
St. Johns RV Park 2493 SR-207 St. Augustine 32084 904-824-9840	4	50
Stagecoach RV Park 2711 CR-208 St. Augustine 32092 904-824-2319	-	80
State Park Campground RV 1425 SR-16 St. Augustine 32084 904-824-4016	4	50
Taylor MHP 801 Holmes Blvd. St. Augustine 32084	4	8
Vineyard MHP 5300 SR-13 North St. Augustine 32092	2	64
Wagon Wheel 2605 US-1 South St. Augustine 32086	2	23
Whispering Garden 100 Garden Center Way St. Augustine 32084	4	21
Wilbur's MHP 1154 Wilbur Drive Jacksonville 32259	2	18
	<b>Total Spaces</b>	<b>2,975</b>



# ST. JOHNS COUNTY - EVACUATION ASSISTANCE FORM

## PERSONAL INFORMATION:

**\*\* ONE FORM PER PERSON \*\***

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SEX: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ P.O. BOX: \_\_\_\_\_  
 SOCIAL SECURITY NUMBER: (Confidential, **you cannot register** without it): \_\_\_\_\_  
 DIRECTIONS TO YOUR HOME: \_\_\_\_\_

## IN CASE OF EMERGENCY, LIST A LOCAL RESIDENT TO NOTIFY:

NAME: \_\_\_\_\_ RELATIONSHIP TO YOU: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHYSICIAN'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 HOME HEALTH AGENCY: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 HOSPICE AGENCY: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

LIVING SITUATION: ALONE:  W/SPOUSE:  CARE-GIVER:  OTHER:

## SPECIAL NEEDS: (Place a check by all that apply to you)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Hearing Impaired                | <input type="checkbox"/> Alzheimer's                      | <input type="checkbox"/> Tracheostomy     |
| <input type="checkbox"/> Sight Impaired                  | <input type="checkbox"/> Dementia                         | <input type="checkbox"/> Intravenous Line |
| <input type="checkbox"/> Speech Impaired                 | <input type="checkbox"/> Mental Health Impaired           | <input type="checkbox"/> Feeding Tube     |
| <input type="checkbox"/> Guide Dog                       |   |   |
|  | <input type="checkbox"/> Incontinent                      | <input type="checkbox"/> Diabetic         |
| <input type="checkbox"/> Mobility Impaired               | <input type="checkbox"/> (needs help changing / cleaning) | <input type="checkbox"/> On Insulin       |
| <input type="checkbox"/> (help walking, bathing, eating) | <input type="checkbox"/> Foley Catheter                   | <input type="checkbox"/> Needs Dialysis   |
| <input type="checkbox"/> Uses Walker or Cane             | <input type="checkbox"/> Colostomy                        |   |
| <input type="checkbox"/> Confined to a Wheelchair        |   | <input type="checkbox"/> Use Respirator   |
| <input type="checkbox"/> Confined to a Bed               | <input type="checkbox"/> Contagious Illness               | <input type="checkbox"/> Use Nebulizer    |
| <input type="checkbox"/> Confined to Hospital Bed        | <input type="checkbox"/> Terminal Illness                 | <input type="checkbox"/> Use Oxygen       |
|  |   | <input type="checkbox"/> Tank             |
| <input type="checkbox"/> Cardiac Problems                | <input type="checkbox"/> Daily Dressing Changes Needed    | <input type="checkbox"/> Room Air Machine |
| <input type="checkbox"/> On Medication Daily             | <input type="checkbox"/> Live in Mobile Home              |   |
| <br>   |   |   |
| <input type="checkbox"/> Special Needs Diet: _____       |   |   |
| <input type="checkbox"/> Emergency Equipment: _____      |   |   |

CAN SOMEONE TAKE YOU TO A SHELTER: \_\_\_\_\_ WHO: \_\_\_\_\_  
CAN YOU GET YOURSELF TO A SHELTER: YES:  NO:

IF NO, CHECK THE TYPE OF TRANSPORTATION YOU NEED US TO PROVIDE:  
STANDARD CAR:  WHEELCHAIR VAN:  STRETCHER VAN:  OTHER: \_\_\_\_\_

IS YOUR COMPANION / CARE-GIVER / SPOUSE COMING WITH YOU? \_\_\_\_\_  
RELATIONSHIP TO YOU: \_\_\_\_\_

Is there something special about your physical condition or special needs we should know?  
\_\_\_\_\_

PERSON COMPLETING FORM: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
DATE FORM COMPLETED: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**NOTE:** Residents of nursing, convalescent, retirement homes, or other group facilities will look to the management of your facility for an organized group evacuation. The Registry Program for Special Needs Citizens is designed to provide evacuation assistance only for those individuals with no other alternatives, and who, consequently, must look to the government for evacuation help.

Hospital beds will not be available. Cots are available, but in a **limited supply**, on a first come first served basis. If you require a hospital bed, you will need to make arrangements to leave the area.

Should you require ambulance transportation and / or hospital facilities, you must make those **arrangements yourself**. Should you require Dialysis, you must make **arrangements with your treatment facility to evacuate to your alternate treatment facility**.

Animals may **NOT** accompany you to shelters. Please make prior arrangements for them.

If you plan to stay home during the emergency, please mark your home in a highly visible manner so that you can be found after the emergency.

**RETURN TO:** St. Johns County Department Of Emergency Management  
4455 Avenue A | Suite 102 | St. Augustine, Florida 32095  
Phone: (904) 824-5550 | Fax: (904) 824-9920

**DO NOT WRITE BELOW THIS LINE – FOR OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Fire Zone: \_\_\_\_\_  
Date Letter Sent: \_\_\_\_\_ Category: \_\_\_\_\_

**Shelter Status** **Priority Level**  
Public Shelter  High Medium Low  
Special Needs Shelter

**Transportation Needs**  
No Need  Yes No  
Can't Support

Revised: 08/2003

# St. Johns County Shelter Registration

SAINT JOHNS PRINTING & OFFICE SUPP SAINT AUGUSTINE FL 32084 204033-0V



**ST. JOHNS COUNTY**

**SHELTER REGISTRATION**

000252

Last Name, First Name			Shelter Location	
<b>Names - Ages</b>	<b>Medical Problem</b>	<b>Referred to First Aid</b>	Shelter Telephone Number	Date / Time of Arrival
Family Member not in Shelter (Location and Phone Number if known)			Pre-disaster Address and Telephone Number	
			I <input type="checkbox"/> do, <input type="checkbox"/> do not, authorize release of the above information concerning my whereabouts or general condition.	
			Signature _____	
			Date Left Shelter _____	
Family Member not in Shelter (Location and Phone Number if known)			Time Left Shelter _____	
			Post-disaster Address and Telephone Number	

SHELTER MASTER FILE

OEM Form 0220



Map Prepared: 2/26/2004



**SHELTER LOCATION**

**Allen D. Nease High School**

Address: 10550 Ray Rd

Latitude: 30°04'52.93"

Longitude: 81°26'53.03"



Map Prepared: 2/27/2004



**SHELTER LOCATION**

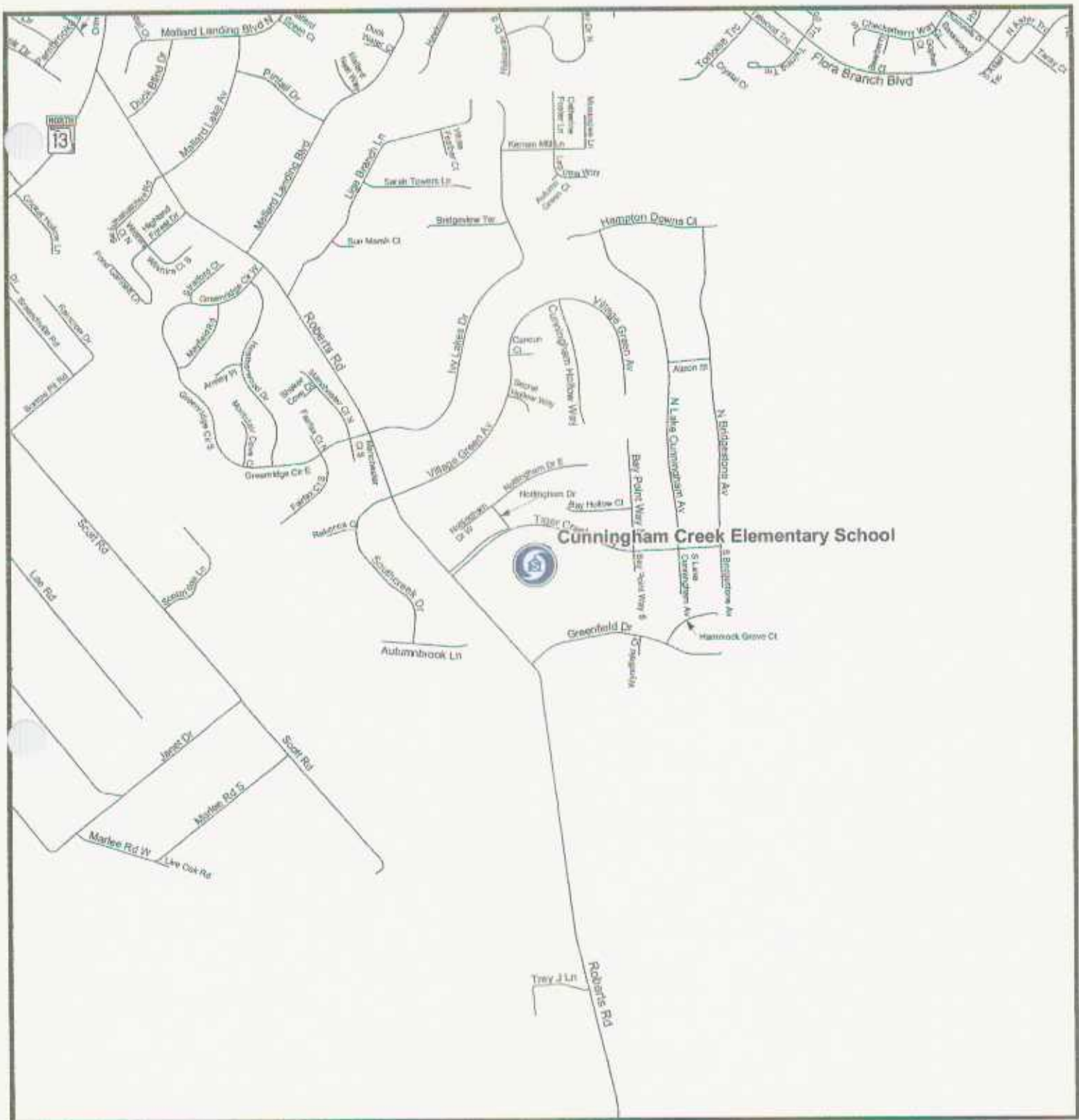
**Bartram Trail High School**

Address: 2050 Roberts Rd

Latitude: 30°02'43.15"

Longitude: 81°36'35.43"





0 1,400 2,800  
Feet

**St. Johns County**  
Geographic Information Systems

Map Prepared: 2/26/2004



**SHELTER LOCATION**

**Cunningham Creek Elementary School**

Address: 1205 Roberts Rd

Latitude: 30°04'36.06"  
Longitude: 81°36'44.06"





Map Prepared: 2/26/2004



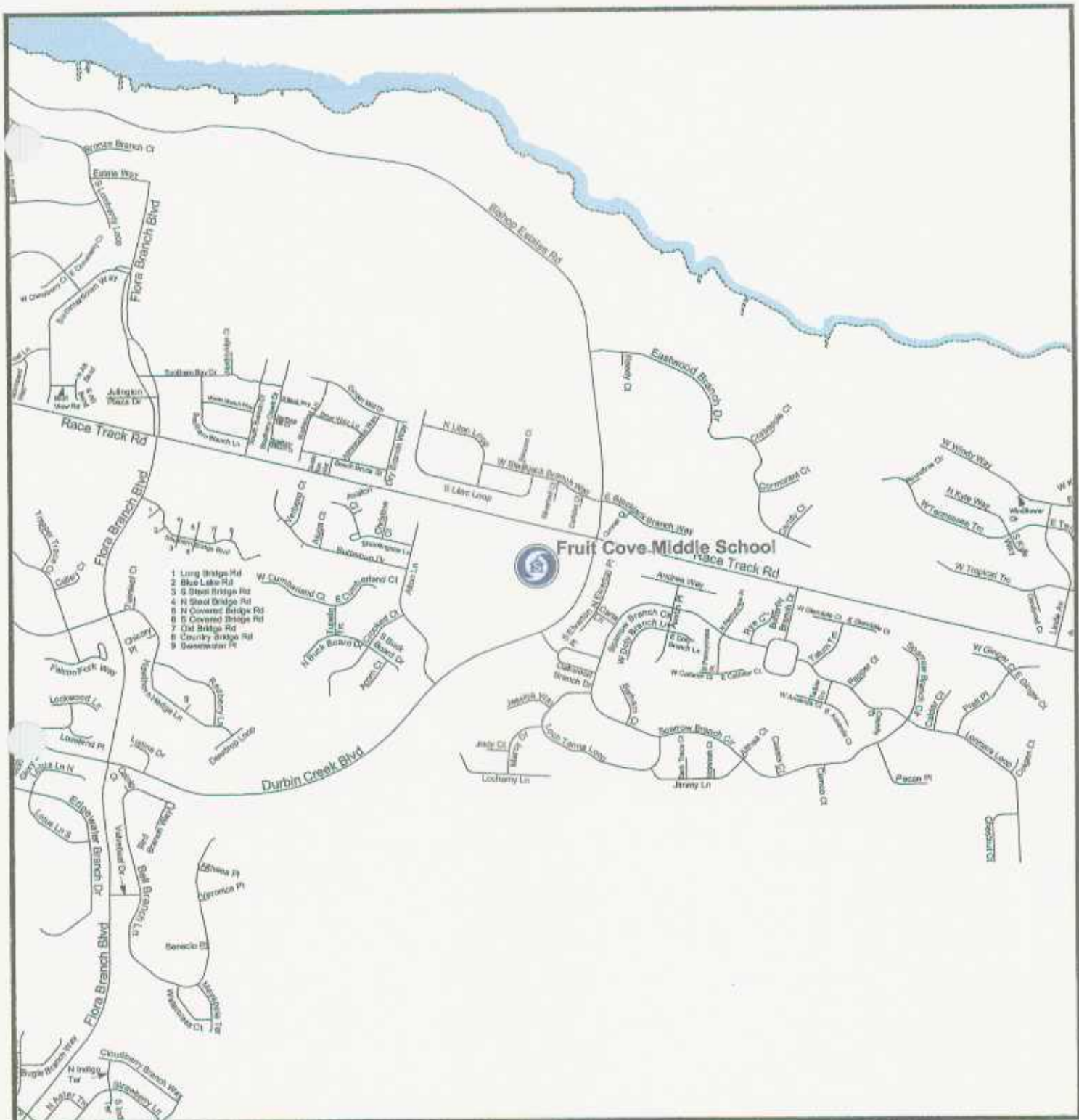
**SHELTER LOCATION**

First Coast Technical Institute (Building C)

Address: 2980 Collins Ave

Latitude: 29°55'27.00"

Longitude: 81°20'41.99"



0 1,400 2,800  
Foot

**St. Johns County**  
Geographic Information System

Map Prepared: 2/26/2004



**SHELTER LOCATION**

**Fruit Cove Middle School**

Address: 3180 Race Track Rd

Latitude: 30°06'38.02"  
Longitude: 81°34'39.22"




  
  
 Feet  
  
  
 Map Prepared: 2/26/2004



**SHELTER LOCATION**  
**Gamble Rogers Middle School**  
 Address: 6250 US 1 South  
 Latitude: 29°46'22.99"  
 Longitude: 81°18'40.99"



  
  
  
  
 Map Prepared: 2/26/2004



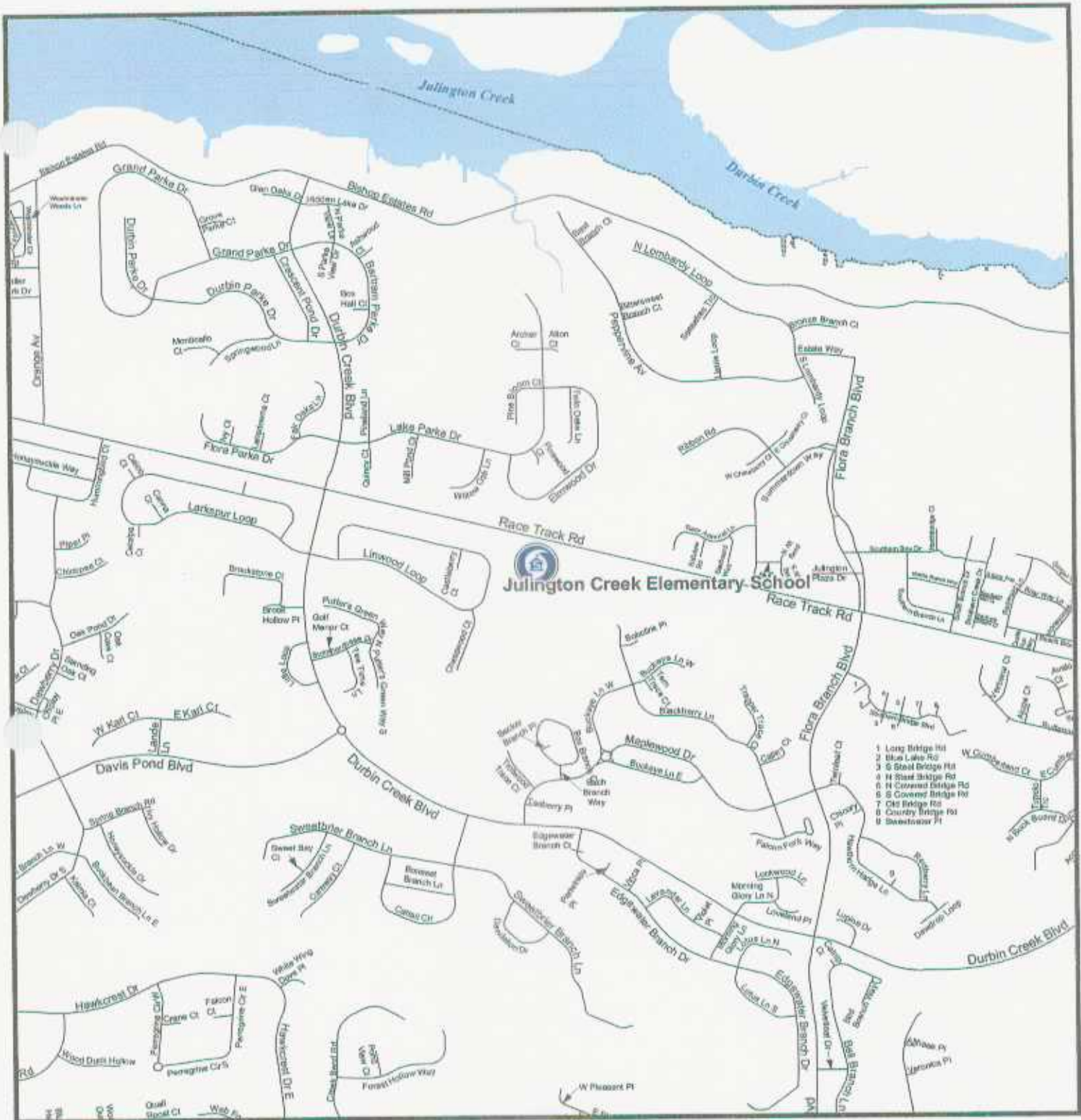
**SHELTER LOCATION**

**Hastings Community Center**

Address: 6195 S Main St

Latitude: 29°42'42.09"

Longitude: 81°30'31.72"

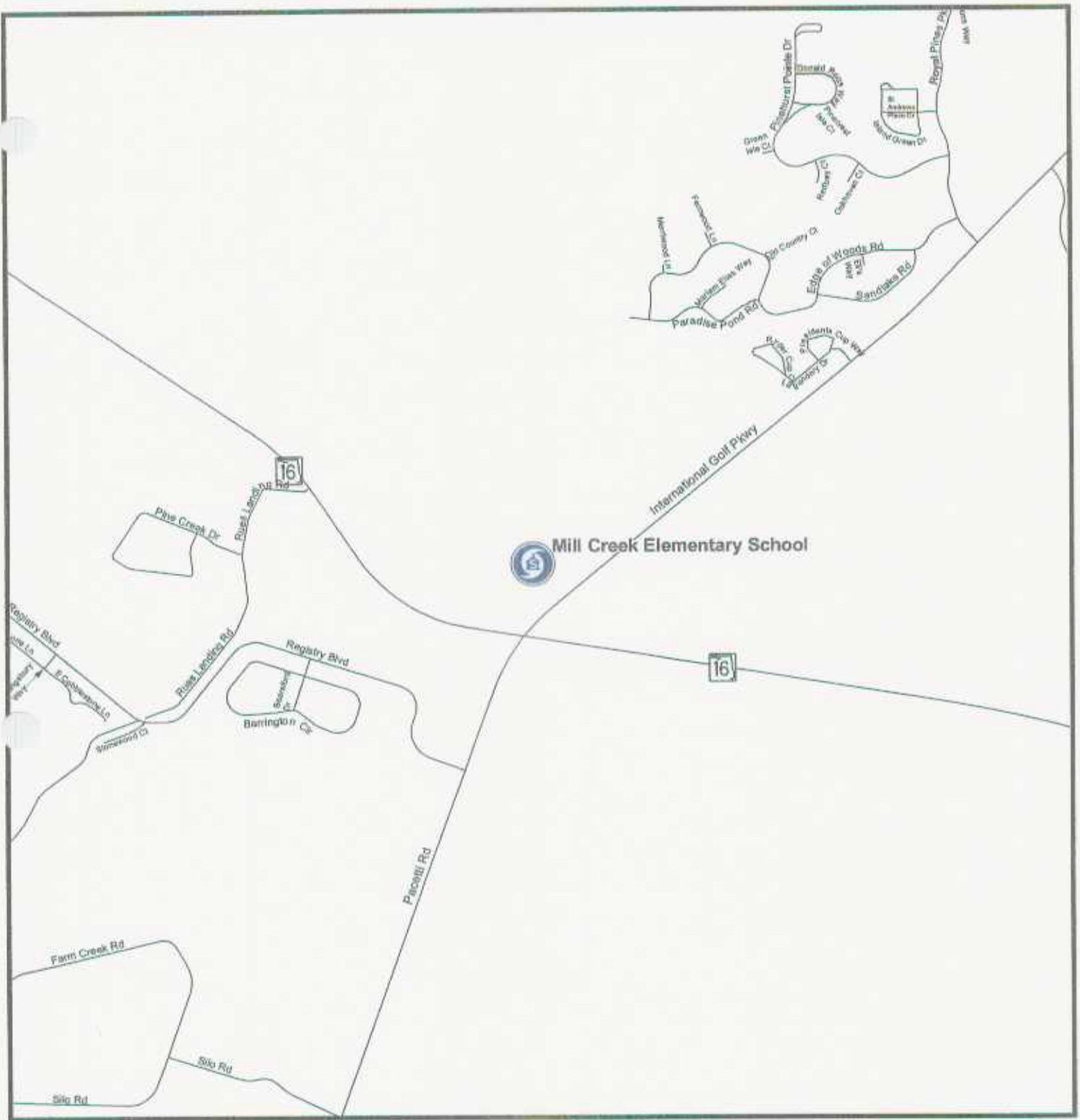



  
 0 1,400 2,800
   
 Feet
   


  
 Map Prepared: 2/26/2004



**SHELTER LOCATION**  
**Julington Creek Elementary School**  
 Address: 2316 Race Track Rd  
 Latitude: 30°06'58.36"  
 Longitude: 81°36'10.70"



  
  
  
  
 Map Prepared: 2/27/2004



**SHELTER LOCATION**  
**Mill Creek Elementary School**  
 Address: 3750 International Golf Pkwy  
  
 Latitude: 29°57'56.40"  
 Longitude: 81°29'27.66"





Map Prepared: 2/26/2004



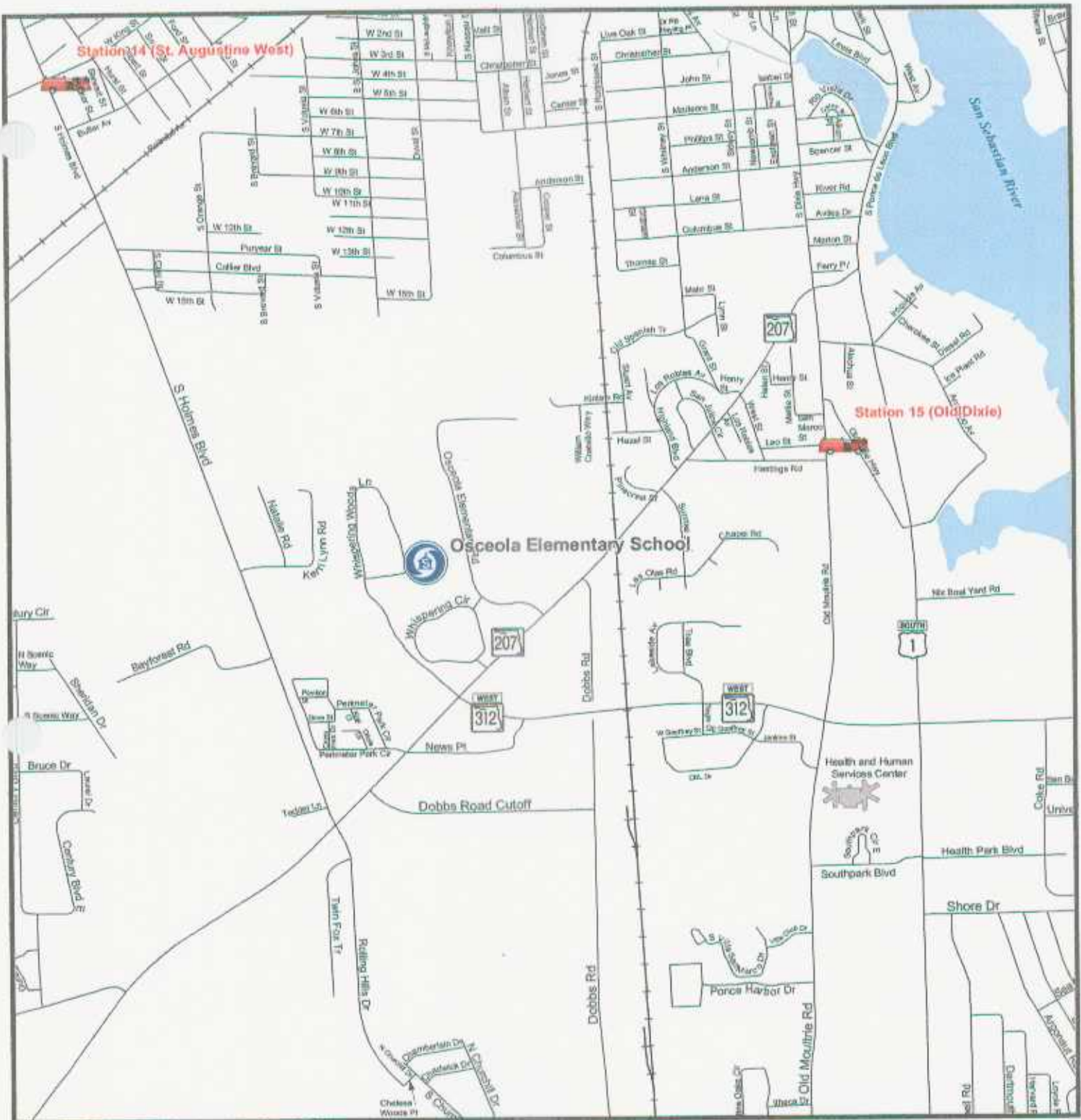
**SHELTER LOCATION**

**Murray Middle School**

Address: 150 N Holmes Blvd

Latitude: 29°53'32.02"

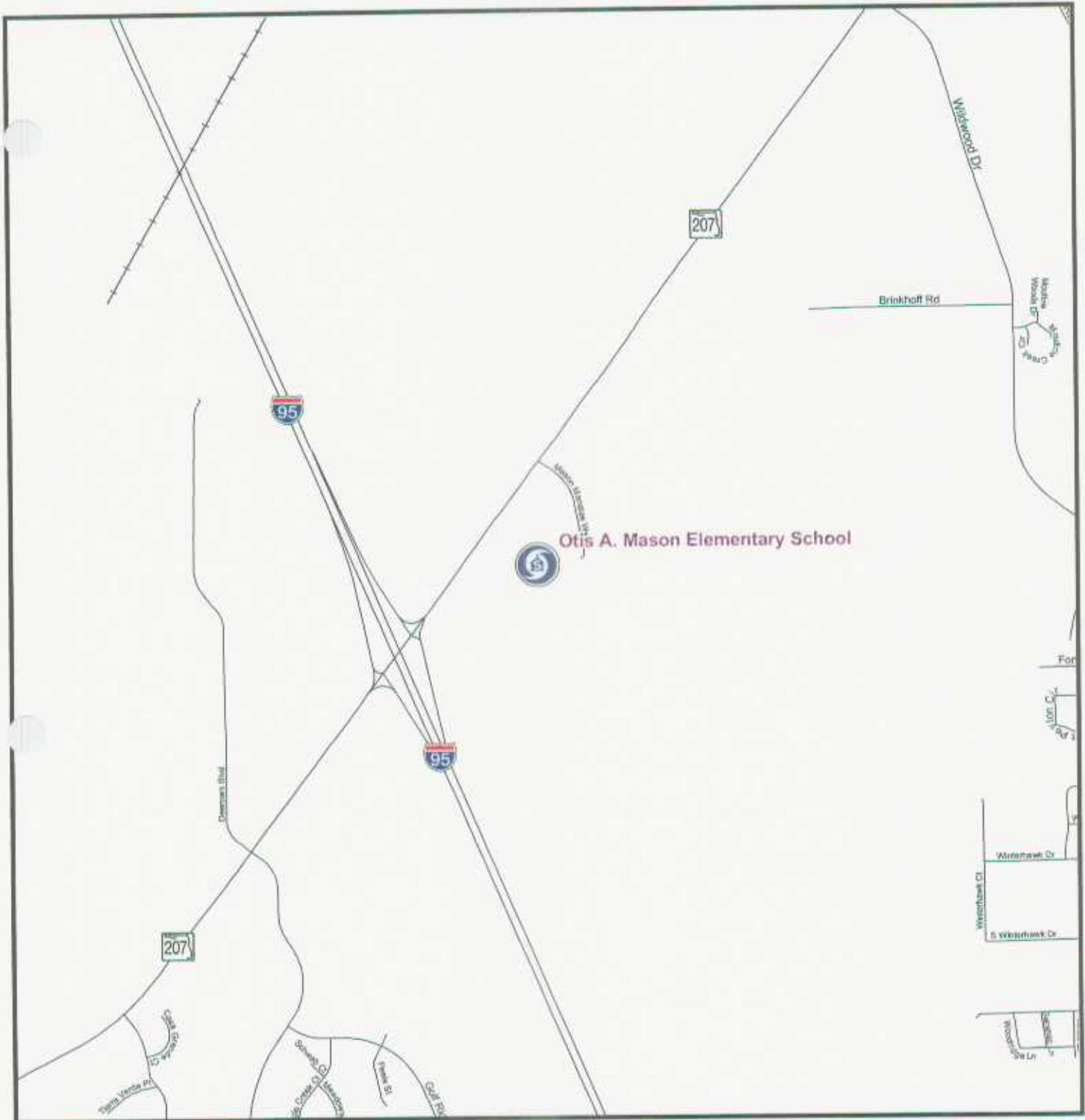
Longitude: 81°21'18.99"







  
  
  
  
 Map Prepared: 2/27/2004



**SHELTER LOCATION**  
**Osceola Elementary School**  
 Address: 1605 Osceola Elementary Rd  
 Latitude: 29°52'18.96"  
 Longitude: 81°20'26.07"



  
  
 Feet  
  
  
 Map Prepared: 2/26/2004



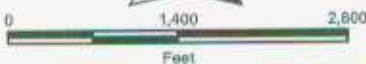

**SHELTER LOCATION**

Otis A. Mason Elementary School

Address: 2300 State Road 207

Latitude: 29°49'42.00"  
Longitude: 81°22'25.99"



  
  
  
  
 Map Prepared: 2/26/2004



**SHELTER LOCATION**  
 Otis A. Mason Elementary School  
 Address: 2300 State Road 207  
 Latitude: 29°49'42.00"  
 Longitude: 81°22'25.99"



0 1,400 2,000  
Feet

**Map Prepared: 2/27/2004**



**SHELTER LOCATION**

**Pedro Menendez High School**

Address: 600 State Road 206 West

Latitude: 29°45'23.45"  
Longitude: 81°19'58.39"



Map Prepared: 2/27/2004



**SHELTER LOCATION**

Sebastian Middle School

Address: 2955 Lewis Speedway

Latitude: 29°55'04.99"

Longitude: 81°20'05.99"



  
  
 Feet  
  
  
 Map Prepared: 2/26/2004



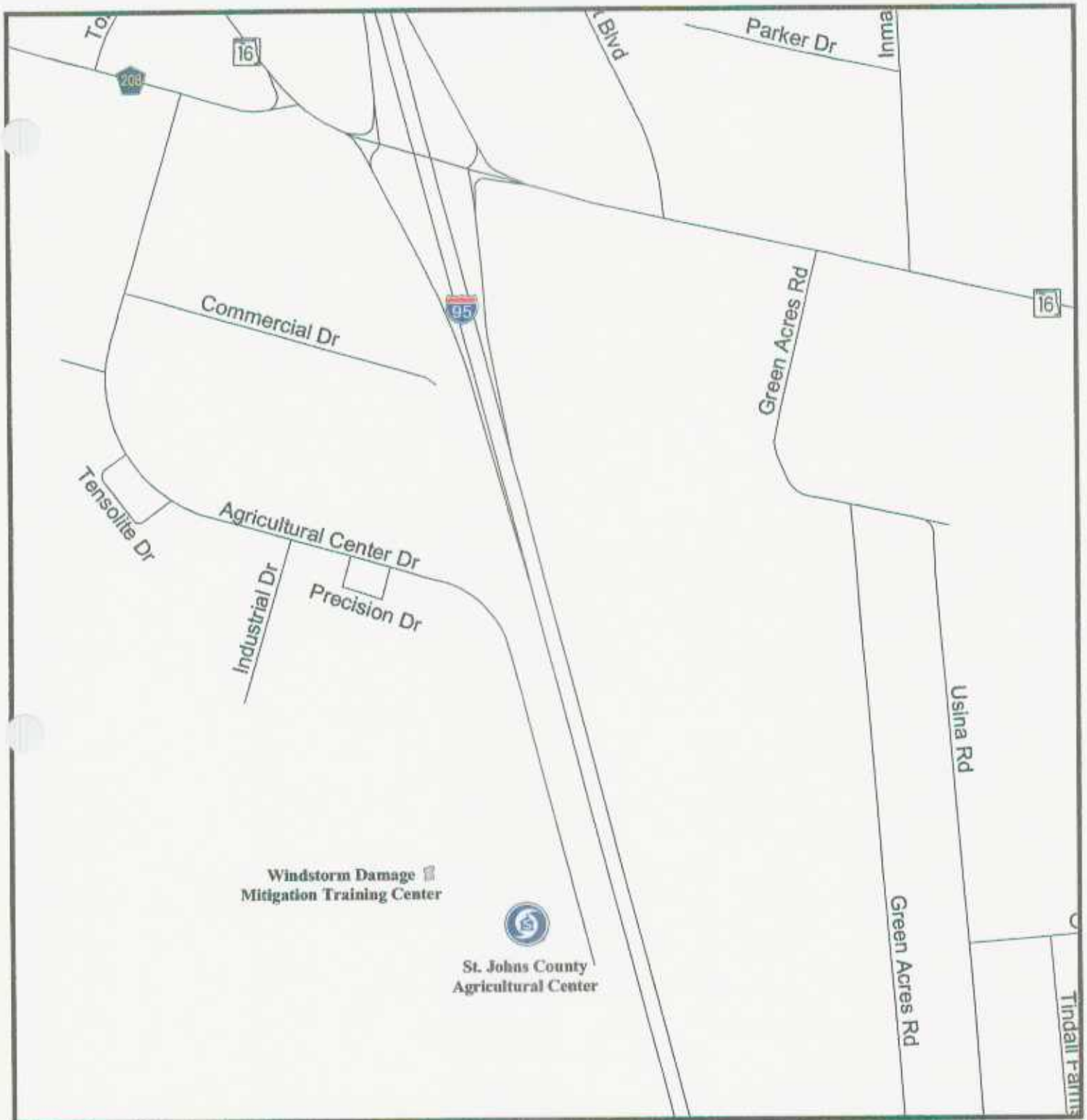
**SHELTER LOCATION**

St. Augustine High School

Address: 3205 Varella Ave

Latitude: 29°55'28.06"

Longitude: 81°20'30.08"



Windstorm Damage Mitigation Training Center

  
 St. Johns County  
 Agricultural Center



Map Prepared: 2/27/2004



**SHELTER LOCATION**

St. Johns County Agricultural Center

Address: 3125 Agricultural Center Dr

Latitude: 29°54'18.00"

Longitude: 81°24'35.99"





Map Prepared: 2/26/2004



**SHELTER LOCATION**  
 Switzerland Point Middle School

Address: 777 Greenbriar Rd

Latitude: 30°03'46.08"  
 Longitude: 81°38'51.03"



**W.D. Hartley Elementary School**

**Gamble Rogers Middle School**



Map Prepared: 2/26/2004



**SHELTER LOCATION**

**W. D. Hartley Elementary School**

Address: 260 Cacique Dr

Latitude: 29°47'19.99"

Longitude: 81°18'39.01"



0 760 1,520  
Feet

Map Prepared: 2/26/2004



**SHELTER LOCATION**

**Webster Elementary School**

Address: 420 N Orange St

Latitude: 29°53'32.98"

Longitude: 81°20'52.99"



## St. Johns County Special Needs Shelter Data

Shelter Name	Shelter Address	City	Shelter Capacity	Shelter Retrofit Complete	Shelter Elevation	Shelter Category	Preferred Shelter	Special Needs Shelter	Latitude	Longitude
First Coast Technical Institute - Building C	2980 Collins Avenue	St. Augustine	250	Yes	33.4	3	Yes	SMN	29°55'27.00"	81°20'41.99"
St. Johns County Agricultural Center	3125 Agricultural Center Drive	St. Augustine	220	Yes	45	5	Yes	SMN	29°54'18.00"	81°24'35.99"
Hastings Community Center	6195 S Main Street	Hastings	200	Yes		3	Yes	SMN	29°42'42.09"	81°30'31.72"

# St. Johns County Shelter Data



Shelter Name	Shelter Address	City	Shelter Capacity	Shelter Retrofit Complete	Shelter Elevation	Shelter Category	Preferred Shelter	Special Needs Shelter	Latitude	Longitude
<b>Primary Shelters</b>										
Bartram Trail High	2050 Roberts Road	Jacksonville	500	Yes		5	Yes		30°02'43.15"	81°36'35.43"
Gamble Rogers Middle	6250 US 1 South	St. Augustine	800	Yes		5	Yes		29°46'22.99"	81°18'40.99"
Julington Creek Elem	2316 Race Track Road	St. Augustine	600	Yes	10	T/S	No		30°06'58.36"	81°36'10.70"
Pedro Menendez High	600 SR 206 West	St. Augustine	500	Yes		4	Yes		29°45'23.45"	81°19'58.39"
Murray Middle	150 N Holmes Blvd	St. Augustine	189	Yes	35	3	No		29°53'32.02"	81°21'18.99"
Osceola Elementary	1605 Osceola Elementary Rd	St. Augustine	800	Yes	40	3	Yes		29°52'18.96"	81°20'26.07"
Otis Mason Elementary	2300 SR 207	St. Augustine	800	Yes	41	3	Yes		29°49'42.00"	81°22'25.99"
Switzerland Middle	777 Greenbriar Road	Switzerland	800	Yes	30	5	No		30°03'46.08"	81°38'51.03"
Webster Elementary	420 N Orange Street	St. Augustine	80	Yes	25	3	No		29°53'32.98"	81°20'52.99"
Mill Creek Elementary	3750 International Golf Pkwy	St. Augustine	800	Yes	28	5	Yes		29°57'56.40"	81°29'27.66"
St. Augustine High	3205 Varella Avenue	St. Augustine	800	Yes	28	2	No		29°55'28.06"	81°20'30.08"
Cunningham Creek Elem	1205 Roberts Road	St. Augustine	800	Yes	33.4	5	Yes		30°04'36.06"	81°36'44.06"
Durbin Creek Elem	4100 Race Track Road	St. Augustine	500	Yes		5	Yes		30°06'17.86"	81°33'06.93"
Fruit Cove Middle	3180 Race Track Road	St. Augustine	500	Yes		5	Yes		30°06'38.02"	81°34'39.22"
<b>Secondary Shelters</b>										
Hartley Elementary	260 Cacique Drive	St. Augustine	335	No	30	T/S	No		29°47'19.99"	81°18'39.01"
Sebastian Middle	2955 Lewis Speedway	St. Augustine	800	Yes	9	T/S	No		29°55'04.99"	81°20'05.99"
Allen Nease High	10550 Ray Road	St. Augustine	800	No	25	T/S	No		30°04'52.93"	81°26'53.03"

April-02

Information compiled by the Department of Emergency Management

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix L**

**Shelters**



ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix K**

**Host Sheltering Plan | St. Johns County**



## St. Johns County Host Sheltering Plan

### I. INTRODUCTION

St. Johns County is bordered by the Atlantic Ocean on the east side of the County and the St. Johns River on the west side of the County. St. Johns County is vulnerable to hurricanes, tornadoes, northeaster storms and flooding. There are going to be very few events where St. Johns County could be used as a host county due to our geographic location.

The definition of a "Host Shelter in a County" is described as a safe facility in a county that will not be impacted by the disaster. The Host County will be sheltering individuals from other counties and communities to provide a safe place from the event.

### II. HISTORY

St. Johns County has only opened host shelters during one event in the past several years. During Firestorm 98, Flagler County was forced to evacuate its entire population and hundreds of residents traveled to St. Johns County to stay in a shelter. The two schools were opened for three days housing hundreds of Flagler County residents.

### III. AUTHORITY

St. Johns County will utilize the same authorization to institute a Host Sheltering Plan that is used for opening evacuation shelters. Under Local Ordinance 94-25, the BOCC has the power to declare a Local State of Emergency when there is a threat of disaster or an emergency is imminent.

If St. Johns County is directed by the Governor's Office to provide Host Sheltering, the BOCC should declare a Local State of Emergency for Financial reasons to recoup costs if there is a Presidential Declaration.

### IV. DIRECTION AND CONTROL

The EMD is responsible for activating and managing the Host Sheltering Plan. The EMD will be responsible for the following actions:

- A. Notify the County Administrator's Office
- B. Activate the EOC and ESF's
- C. Activate the PIO
- D. Address the BOCC, if necessary



## V. MUTUAL AID

St. Johns County is a participant in the Statewide Mutual Aid Process. The EMD will monitor all requests for assistance and will determine if the request is appropriate. The EMD will monitor the use of or loans of equipment, supplies and personnel during the event.

## VI. EVACUATION

St. Johns County could receive citizens / visitors from all parts of Florida that have been impacted by a disaster. The evacuation could come with or without warning. In the case of the Wildfires of 1998, Flagler County directed a total County evacuation and only gave the surrounding Counties minimal preparation time to house the evacuees.

It would benefit the county to have as much time as possible to prepare for the evacuee's arrival. Immediately after the request is made for St. Johns County to provide host sheltering, the EMD will put this plan into actions.

## VII. TRAFFIC CONTROL

The St. Johns County Sheriff's Office will be primarily responsible for traffic control within St. Johns County along with the municipalities providing law enforcement within the City limits. Law Enforcement will be responsible for the following job duties:

- A. Establish Traffic Control Points
- B. Monitor Evacuation Routes
- C. Place wreckers on standby

## VIII. SHELTER OPENINGS

Opening shelters for a host situation will be treated very similar to opening shelters for a County evacuation. The following steps will be taken by Emergency Management to Open a Host Shelter.

- A. Activate EOC and ESF's
- B. Notify American Red Cross and Salvation Army
- C. Notify CERT Teams
- D. Plan for food / water at each shelter
- E. Security at the shelter
- F. Place Animal Control Officers on standby
- G. Plan for cleaning supplies at each shelter
- H. Establish communications with each shelter
- I. Coordinate opening time of each shelter
- J. Place shelter identification signs to guide public

## **IX. SHELTER SELECTION PROCESS**

Host Sheltering can happen at any time of the year. St. Johns County's evacuation shelters are the public schools. The schools may be in session when the host sheltering is requested. All sheltering options should be explored when the request is received.

- A. St. Johns County Public Schools
- B. St. Johns County Agricultural Center
- C. St. Johns County Convention Center
- D. Local Churches
- E. First Coast Technical Institute
- F. Hotels / Motels

Emergency Management will be responsible for contacting each facility and requesting permission to use the building for host sheltering.

Emergency Management will be responsible for situation reports to the SEOC that will include number of shelters, number of shelterees, number of pets, number of injuries and any resources needed. This report will be transmitted at least twice a day to the SEOC and posted on the county website.

## **X. SHELTER CLOSURE**

The host shelters will close when the threat has passed and the evacuees can return to their homes. Emergency Management will inform the Shelter Managers of the decision to close the shelters and a time for closing.

Emergency Management will be responsible for the following:

- A. Deactivating the EOC and ESF's
- B. Arrangements for cleaning the shelters
- C. Financial Details / Recovery
- D. Final Shelter Report to the SEOC
- E. Removing all shelter signs
- F. Have PIO issue a final press statement

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

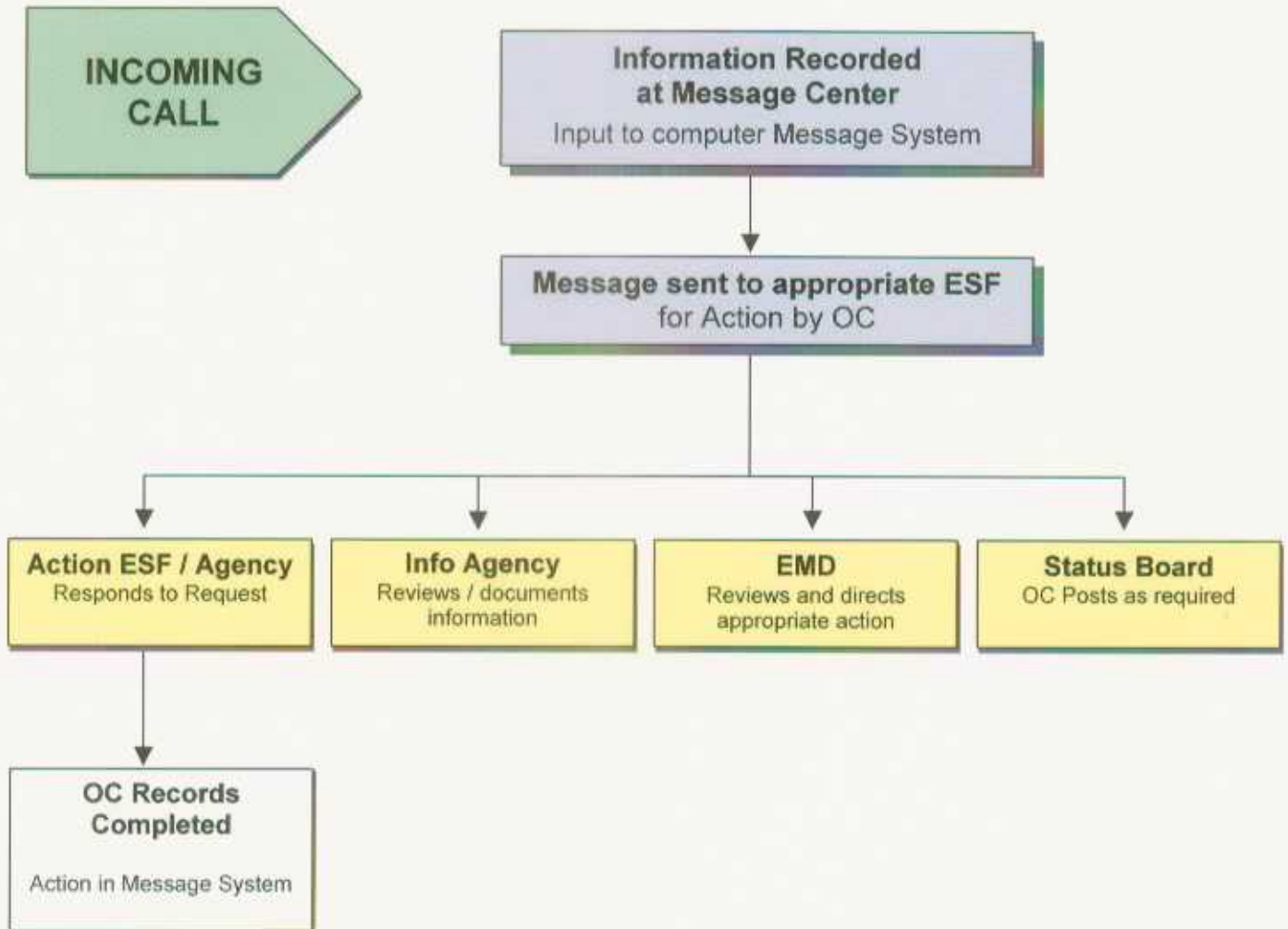
APRIL 2004

**Appendix J**

**EOC Message Flow**



### Message Flow Emergency Operations Center



ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix T**

**Civil Emergency Message**



**Procedures for Requesting a  
"Civil Emergency Message"  
from NWSFO Jacksonville, Florida**

*Updated, 23 February 2003*

**Introduction:**

If in the judgment of the County Emergency Management Director, or other designated civil authority, a significant event that threatens public safety occurs in their jurisdiction, that authority may request the transmission of a "**Civil Emergency Message**" (CEM) from the National Weather Service Forecast Office in Jacksonville, Florida.

**Usage:**

The use of this message should be restricted to events in which the immediate release of information to the media and public will aid in reducing the loss of life, injury and / or the substantial loss of property. Examples include, but are not limited to, wildfire, hazardous substance release and terrorist attack.

**Transmission:**

CEM's will be forwarded to the media and public via the following methods:

To the media via automated weather circuits;  
To the media and public via NOAA Weather Radio (alarmed) and EAS;  
Via the NWSFO Jacksonville website.

**Procedures:**

1. Contact NWSFO Jacksonville to alert the duty forecasters that a CEM is necessary. This may be done via:
  - a. State Warning Point
  - b. Florida ESATCOM
  - c. Georgia NAWAS
  - d. Telephone:

**Important:** Do not leave messages on voice mailboxes.  
For all numbers at the voice mail press "1" to reach the duty forecaster.

**Unlisted:** 904-741-4411  
**Listed:** 904-741-4370  
**Toll free:** 800-499-1594

2. The preferred method is to forward a copy of the requested text via fax to NWSFO Jacksonville. The text should be short, if possible 100 words or less.

**NWSFO Jacksonville Fax Number: 904-741-0078**

Please include the following information in your fax:

- a. Time you wish the CEM to expire;
  - b. Threat;
  - c. Area affected;
  - d. Actions required of the public (avoid, evacuation, shelter in place, etc.);
  - e. Valid time for actions (i.e. from 7 p.m. through midnight, until further notice);
  - f. Any other pertinent information.
3. If necessary, and please only in time of critical situations, we can take information via the Phone, NAWAS or ESATCOM.  
**Note:** This procedure greatly increases the risk of erroneous information being transmitted and is not the preferred method.
  4. Contact NWSFO Jacksonville (as per 1. above) to ensure receipt of the faxed information.
  5. Update CEM information as necessary. Remember each CEM update will alarm on NOAA Weather radio and the EAS system).

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix V**

**County Ordinance**





ORDINANCE NO. 94-25

AN ORDINANCE OF ST. JOHNS COUNTY, FLORIDA, RELATING TO DISASTER EMERGENCIES; PROVIDING LEGISLATIVE AUTHORIZATION; SPECIFYING THE TERRITORY EMBRACED; IDENTIFYING THE INTENT OF THIS ORDINANCE; PROVIDING DEFINITIONS; AUTHORIZING THE BOARD OF COUNTY COMMISSIONERS, AND UNDER CERTAIN CIRCUMSTANCES, CERTAIN COUNTY OFFICIALS TO DECLARE A STATE OF LOCAL EMERGENCY IN THE EVENT OF A NATURAL, TECHNOLOGICAL, OR MANMADE DISASTER OR THE IMMINENT THREAT THEREOF; PROVIDING FOR THE EXTENSION AND TERMINATION OF SUCH STATE OF LOCAL EMERGENCY; AUTHORIZING CERTAIN EMERGENCY MEASURES RELATING THERETO INCLUDING, BUT NOT LIMITED TO: IMPOSITION OF A CURFEW; REGULATION OF THE USE OF WATER; AND PROHIBITION OF PRICE GOUGING. THIS ORDINANCE ALSO PROVIDES PROCEDURES AND PENALTIES; PROVIDES FOR CONFLICT, SEVERABILITY AND LIBERAL CONSTRUCTION; AND PROVIDES AN EFFECTIVE DATE.

WHEREAS, there exists a continuing possibility of the occurrence of natural, technological, and manmade disasters or emergencies and the destruction resulting therefrom; and

WHEREAS, it is necessary and appropriate to ensure the readiness of St. Johns County to adequately deal with such emergencies and generally 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.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA:

SECTION 1. SHORT TITLE:

This ordinance shall be known as the Emergency Management Ordinance of St. Johns County, Florida.

SECTION 2. LEGISLATIVE AUTHORIZATION:

This ordinance is enacted to protect the public health, safety, and general welfare of the citizens and inhabitants of St. Johns County, Florida, pursuant to Article VIII, Section

1(f), of the Florida Constitution, Section 125.01, Florida Statutes and Part 1, Chapter 252, Florida Statutes.

SECTION 3. TERRITORY EMBRACED:

This ordinance shall be effective throughout St. Johns County, Florida; provided however, that if a municipality within the County has enacted an ordinance that contains a provisions similar to a provision of this ordinance, then the provision of this ordinance and the emergency measures implemented by the County pursuant to such provision that are in conflict with such municipal provision shall not apply within that municipality.

SECTION 4. INTENT OF ORDINANCE:

The intent of the Board of County Commissioners of St. Johns County, Florida, in adopting this ordinance is to:

(a) Protect and safeguard the safety, health and welfare of the people of St. Johns County.

(b) Designate the Board and, under certain circumstances, a County official to declare a state of local emergency in the event of a natural, technological, or manmade disaster or emergency, or the imminent threat thereof and to authorize certain actions relating thereto.

SECTION 5. DEFINITIONS: As used in this ordinance:

(1) "Board" means the Board of County Commissioners of St. Johns County, Florida.

(2) "Disaster" means any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the Governor, or the President of the United States. Disasters shall be identified by the severity of resulting damage as follows:

(a) "Catastrophic disaster" means a disaster that will require massive state and federal assistance, including immediate military involvement.

(b) "Major disaster" means a disaster that will likely exceed local capabilities and require a broad range of state and federal assistance.

(c) "Minor disaster" means a disaster that is likely to be within the response capabilities of local government and to result in only a minimal need for state or federal assistance.

(3) "Emergency" means any occurrence, or threat thereof, whether natural, technological or manmade, in war or in peace, which results in or may result in substantial injury or harm to the population or substantial damage to or loss of property.

(4) "Emergency management" means the preparation for, the mitigation of, the response to, and the recovery from emergencies and disasters. Specific emergency management responsibilities include, but are not limited to:

(a) Reduction of vulnerability of people and communities of St. Johns County and the State of Florida to damage, injury, and loss of life and property resulting from natural, technological, or manmade emergencies, catastrophes or hostile military or paramilitary action.

(b) Preparation for prompt and efficient response and recovery to protect lives and property affected by emergencies to include, but not be limited to, rescue, care and treatment of persons victimized or threatened by disasters.

(c) Response to emergencies using all systems, plans and resources necessary to adequately preserve the health, safety, and welfare of persons or property affected by the emergency.

(d) Recovery from emergencies by providing for the rapid and orderly start of restoration and

rehabilitation of persons and property affected by emergencies.

(e) Provision of an emergency management system embodying all aspects of pre emergency preparedness and post emergency response, recovery, and mitigation.

(f) Assistance in anticipation, recognition, appraisal, prevention, and mitigation of emergencies which may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

(5) "Local emergency management agency" means St. Johns County Office of Emergency Management.

(6) "Manmade emergency" means an emergency caused by an action against persons or society, including, but not limited to, enemy attack, sabotage, terrorism, civil unrest, or other action impairing the orderly administration of government.

(7) "Natural emergency" means an emergency caused by a natural event, including, but not limited to, a hurricane, a tornado, a storm, a flood, severe wave action, a drought or an earthquake.

(8) "Technological emergency" means an emergency caused by a technological failure or accident, including, but not limited to, an explosion, transportation accident, radiological accident, or chemical or other hazardous material incident.

SECTION 6. POWER TO DECLARE A STATE OF 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.

SECTION 7. LENGTH OF STATE OF LOCAL EMERGENCY:

A state of local emergency shall be declared by proclamation of the Board or appropriate County official as described in Section 6 above. The state of local emergency shall continue for seven days, and may be extended in seven day increments as necessary. The state of local emergency shall be terminated at such time that the Board determines that a need, as set forth in Section 6 above, for such state of local emergency no longer exists.

SECTION 8. ACTIVATION OF DISASTER EMERGENCY MEASURES:

A proclamation or executive order declaring a state of emergency or a proclamation declaring a state of local emergency shall be the authority for the County Administrator and his designees to take all appropriate emergency measures without further Board action, which appropriate measures include, but are not limited to, the use or distribution of any supplies, equipment, materials and facilities that are assembled or arranged to be made available for emergency use pursuant to the disaster emergency plans of St. Johns County. Such appropriate emergency measures also include, but are not limited to, the following:

- (a) Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives and/or combustibles.

(b) Establish curfews, including but not limited to, the prohibition of or restrictions on pedestrian and vehicular movement, standing or parking. Exempting from such curfews and restrictions the provision of designated essential services such as fire, police, emergency medical services and hospital services, the transportation of patients, utility emergency repairs, emergency calls by physicians and other appropriate emergency relief activities.

(c) Utilize all available resources of the County government as reasonably necessary to cope with the disaster emergency, including emergency expenditures.

(d) Declare certain areas off limits.

(e) Direct and compel the evacuation of all or part of the population from any stricken or threatened part of the county.

(f) Make provisions for availability and use of temporary emergency housing and emergency warehousing of materials.

(g) Establish emergency operating centers and shelters in addition to or in place of those provided for in the County's Emergency Plans.

(h) Declare that during the emergency it shall be unlawful and an offense against St. Johns County for any person, firm, or entity to use fresh water supplied by any water system in St. Johns County for any purpose other than cooking, drinking and bathing.

(i) Declare that during the emergency it shall be unlawful and an offense against St. Johns County for any person, firm, corporation or entity operating within the County to charge more than the average retail price for any merchandise, goods, or services sold during the emergency. The average retail price as used herein is

defined to be the greater of (i) the average price at which similar merchandise, goods or services were being sold during the thirty (30) days immediately preceding the emergency or (ii) the price that is not larger than the average wholesale cost plus the average percentage over wholesale cost that existed during the thirty (30) days prior to the emergency.

(j) Confiscate services, merchandise, equipment, vehicles or property needed to alleviate the emergency with or without compensation. Compensation shall be made to the extent and in the manner provided by Section 252.43, Florida Statutes as amended.

(k) Allow the Chair, Vice-Chair, or in their absence, the County Administrator, or his or her designee on behalf of the County, to call on the National Guard, other law enforcement divisions and state and federal assistance as necessary to assist in the mitigation of the emergency or to help maintain law and order, rescue, and traffic control.

(l) Waive the procedures and formalities otherwise required of the County by law or by County ordinances, policies, rules or regulations pertaining to:

- a. Performance of public work and the taking of whatever prudent action is necessary to ensure the health, safety, and welfare of the community.
- b. Entering into contracts.
- c. Incurring obligations.
- d. Employment of permanent and temporary workers.
- e. Utilization of volunteer workers.
- f. Rental of equipment
- g. Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.

h. Appropriation and expenditure of public funds.

SECTION 9. CONSTRUCTION AND AUTHORIZATION:

Nothing in this ordinance shall be construed to limit the authority of the Board to (i) declare or terminate a state of emergency, (ii) rescind or cancel one or more emergency measures taken pursuant to section 8 above, (iii) implement or take one or all emergency measures authorized in this ordinance, or (iv) take any action authorized by law and the authority of the Board to take all such actions is hereby authorized and confirmed.

SECTION 10. PENALTIES:

Any person, firm, corporation or entity who refuses to comply with or who violates any provision of this ordinance, or the emergency measures which may be effective pursuant to this ordinance, shall be prosecuted in the same manner as misdemeanors are prosecuted and shall, upon conviction, be punished by a fine not to exceed five hundred dollars (\$500.00) or imprisonment not to exceed sixty (60) days in the County jail, or by both such fine and imprisonment. Each day of continued non-compliance or violation shall constitute a separate offense. In addition to the above, any licensee or permittee of St. Johns County found guilty of violating any provision of this ordinance, or the emergency measures which may be effective pursuant to this ordinance, may have his or her license and/or permit suspended or revoked by the Board. In addition to the penalties set forth above, St. Johns County is authorized to shut off the water supply to violators of Section 8 (h) above.

Nothing contained herein shall prevent the County from taking such other lawful action in any court of competent jurisdiction as is necessary to prevent or remedy any refusal to comply with, or any violation of, this ordinance or other emergency measures which may be effective pursuant to this ordinance. Such other lawful action shall include, but shall not



be limited to, an equitable action for injunctive relief or an action at law for damages.

SECTION 11. CONFLICT:

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed or suspended, as is applicable, to the extent of such conflict.

SECTION 12. SEVERABILITY:

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed to be a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION 13. LIBERAL CONSTRUCTION:

This ordinance shall be deemed to provide an additional and alternative method for the doing of the things authorized hereby and shall be regarded as supplemental and additional to powers conferred by other laws, and shall not be regarded as in derogation of any powers now existing or which may hereafter come into existence. This ordinance, being necessary for the welfare of the inhabitants of the County, shall be liberally construed to effect the purposes hereof.

SECTION 14. EFFECTIVE DATE:

This ordinance shall take effect immediately upon receipt by the Clerk of official acknowledgment from the Florida Department of State that same has been filed.

PASSED AND ENACTED by the Board of County Commissioners  
of St. Johns County, State of Florida this 24~~th~~ day of  
May, 1994.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA

By: Allan Roberts  
Its Chair

ATTEST: CARL "BUD" MARKEL, CLERK

By: Carl Bud Markel  
Clerk

Effective Date:

June 10, 1994



# The St. Augustine Record

PUBLISHED EVERY AFTERNOON MONDAY THROUGH FRIDAY, SATURDAY AND SUNDAY MORNING  
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA,  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared \_\_\_\_\_

SHERRY R. FREE, \_\_\_\_\_ who on oath says that she is

ACCOUNTING CLERK \_\_\_\_\_ of the St. Augustine Record, a

daily newspaper published at St. Augustine in St. Johns County, Florida; that

the attached copy of advertisement, being a \_\_\_\_\_

NOTICE OF INTENT \_\_\_\_\_

\_\_\_\_\_ in the matter of \_\_\_\_\_

MEETING ON MAY 24, 1994 \_\_\_\_\_

\_\_\_\_\_ in the \_\_\_\_\_ Court,

published in said newspaper in the issues of \_\_\_\_\_

May 6, 1994 \_\_\_\_\_

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in said St. Johns County, Florida, and that the said newspaper has heretofore been continuously published in said St. Johns County, Florida, each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing the advertisement for publication in the said newspaper.

Sworn to and subscribed before me Zoe Ann Moss *Sherry R. Free*

this 9th day of May

A.D. 19 94

*Zoe Ann Moss*  
(SEAL) \_\_\_\_\_ Notary Public



NOTICE OF INTENT TO CONSIDER ENACTMENT OF ORDINANCE. NOTICE IS HEREBY GIVEN that the Board of County Commissioners of St. Johns County, Florida, at its regular scheduled meeting of Tuesday, May 24, 1994, at 1:30 p.m. in the County Administration Building, 4020 Lewis Speedway (County Road 16-A) and U.S. #1 North, St. Augustine, Florida, will hold a public hearing to consider passage of the following ordinance: ORDINANCE NO. 94-00-Ordinance of St. Johns County, Florida, relating to disaster emergencies; providing legislative authorization, specifying the territory embraced, identifying the intent of this ordinance, providing definitions, authorizing the Board of County Commissioners, and under certain circumstances, certain County officials, to declare a state of local emergency in the event of a natural, technological, or manmade disaster or the imminent threat thereof; providing for the extension and termination of such state of local emergency; authorizing certain emergency measures relating thereto including, but not limited to, imposition of a curfew; regulation of the use of water; and prohibition of prices; providing procedures and penalties; providing for conflict severability and liberal construction; and providing an effective date. This proposed ordinance is on file in the office of the Clerk of the Circuit Court, St. Johns County, Florida, St. Johns County Administration Building, Lewis Speedway, and may be examined by parties interested prior to said public hearings. All parties having any interest in said ordinance will be afforded an opportunity to be heard at the public hearings. If a person decides to appeal any decision made with respect to any matter considered at the public hearing, he/she will need a record of the proceedings, and for such purposes, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Notice to all persons needing special accommodations and to all hearing impaired persons in accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding, should contact David Hoistead, ADA Coordinator, at (904) 823-2501 or the St. Johns County Administration Building, 4020 Lewis Speedway, St. Augustine, FL 32085, not later than 5 days prior to the date of this meeting. BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA. Carl "Bud" Merkel, Clerk. Yvonne Carter, Deputy Clerk. L209, May 6, 1994.

ST. JOHNS COUNTY  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN

APRIL 2004

**Appendix U**

**Debris Removal**



**St. Johns County  
Debris Management Plan**

St. Johns County's Debris Management Plan is on file with the Department of Emergency Management as well as the Department of Public Works.

# St. Johns County, Florida

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## Comprehensive Emergency Management Plan Compliance Criteria

2004

## BASIC PLAN

### I. INTRODUCTION

The introduction of the plan describes the purpose, scope, methodology, and planning assumptions of the plan and provides a general content description. Emphasis should be placed on actions for preparedness, response, recovery and mitigation from all levels of disasters (i.e., minor, major or catastrophic).

#### A. Purpose

The plan includes a statement of purpose that describes the preparedness, response, mitigation and recovery activities as developed in the plan and its annexes and appendices.

BPlan 1

#### B. Scope

The scope of the plan describes the various types of emergencies that can occur within the jurisdiction. It identifies selected tasks for response, establishes direction and control, coordination between municipal, county, state and federal agencies, outlines actions necessary for recovery and mitigation efforts following a disaster.

BPlan 3-4

#### C. Methodology

1. The methodology used to formulate this plan is of the utmost importance. Since an integral part of the planning process is teamwork, it is imperative to recognize the plan compilation team. Identify all the local agencies, departments, boards, associations and organizations (i.e., public, private and volunteers) which performed an active part in producing this document.

BPlan 4-6

2. List specific methods utilized to establish the local planning process and promote local participation in the emergency management program.

- a. A promulgation letter by the Chief Executive Officer.
- b. Departmental letters acknowledging and accepting plan responsibilities.

Prom Tab

Intro 6

- c. Provide a distribution list of the Comprehensive Emergency Management Plan.

Distribution Tab

3. Describe procedures used that ensure distributed changes are made by recipients of this plan.

BPlan 6

## II. SITUATION

BPlan 6-19

This section describes the potential hazard considerations, geographic characteristics, support facilities, land use patterns, economic profile and demographics of the local jurisdiction. This section can also be used to identify any planning assumptions that were taken into consideration during the development of this plan.

### A. Hazards Analysis

Identify the man-made and natural hazards to which the jurisdiction is vulnerable (**not the definition of the hazard**). For these hazards, provide the probability and severity of occurrence, vulnerable population, damage information (including cost) and other specific data related to the hazard or an occurrence. Also include the frequency of its occurrence and the severity (i.e., magnitude, scope, and/or intensity) of each hazard. The following list is provided for reference. (Note: Information may be referenced in the Local Mitigation Strategies as applicable.)

- |     |   |                         |
|-----|---|-------------------------|
| 1.  | wind from tropical cyclone events   | <u>BP 6   LMS III</u>   |
| 2.  | storm surge from tropical cyclone events  | <u>BP 7   LMS III</u>   |
| 3.  | floods;   | <u>BP 7-8   LMS III</u> |
| 4.  | hazardous material spills;  | <u>BP 17-18</u>         |
| 5.  | commercial nuclear power plant incidents;   | <u>BP 18</u>            |
| 6.  | civil disturbance;  | <u>BP 15</u>            |
| 7.  | mass immigration;   | <u>BP 15</u>            |
| 8.  | coastal oil spills;   | <u>BP 18-19</u>         |
| 9.  | extreme temperatures;   | <u>BP 13-14</u>         |
| 10. | brush, wildfires, and forest fires;   | <u>BP 12-13</u>         |
| 11. | thunder storms and tornadoes;   | <u>BP 8-9</u>           |
| 12. | drought;  | <u>BP 13</u>            |
| 13. | sinkholes and subsidence,   | <u>BP 14</u>            |
| 14. | terrorism;  | <u>BP 14-15</u>         |
| 15. | Exotic pests and diseases (mediterranean fruit flies, citrus canker, red ring disease, etc.); | <u>BP 16</u>            |
| 16. | Disease and pandemic outbreaks;   | <u>BP 16</u>            |
| 17. | critical infrastructure disruption (computer threat, gas pipeline disruption, etc.),          | <u>BP 16-18</u>         |
| 18. | special events (dignitary visits, super bowl, spring break, etc.) and;                        | <u>BP 19</u>            |
| 19. | major transportation incidents.   | <u>BP 16-17</u>         |

### B. Geographic Information

1. Describe the geographic areas of the county. The following elements should be included in the description (Maps may be



helpful in the presentation):

- a. area in square miles; BP 19
- b. topography of the land; BP 19
- c. land use patterns; BP 20
- d. water area in square miles; BP 20
- e. drainage patterns; BP 20
- f. environmentally sensitive areas; and BP 20
- g. flood prone areas. BP 20-21

2. Describe and outline the geographic areas of the county expected to suffer the impact of the hazards identified in Section II. A - (Hazard Analysis). Note that maps may be helpful in the presentation.

BP 20-21  
Maps App

### C. Demographics

1. Identify the population of the county. The following elements should be included in the description (Tables may be helpful in the presentation):

BP 21-26

- a. total population; BP 23
- b. population density and distribution; BP 23
- c. distribution of population by age; BP 23
- d. special needs population; BP 23-25
- e. farm workers; BP 25
- f. areas of large tourist population (including annual tourist and seasonal population); BP 25
- g. non-English speaking populations (including persons when English is not the first language) and persons with hearing impairment or loss; BP 25
- h. transient populations; BP 25
- i. mobile home parks and population, and; BP 25-26
- j. inmate population. BP 26

2. Identify the population of the county, by geographical area, expected to suffer the impact of the hazards identified in Section II. A - (Hazard Analysis). Note that tables may be helpful in the presentation. Note: Information may be referenced in the Local Mitigation Strategies as applicable. The following elements should be included in the description:

- a. total population; BP 23
- b. population density and distribution; BP 23 | LMS
- c. distribution of population by age; BP 23 | LMS

- d. special needs population; BP 23-24 | LMS
- e. farm workers; BP 25 | LMS
- f. areas of large tourist population (including annual tourist population); BP 25 | LMS
- g. non-English speaking populations (including persons where English is not the first language) and persons with hearing impairment or loss; BP 25 | LMS
- h. transient populations; BP 25 | LMS
- i. mobile home parks and population, and; BP 25-26 | LMS
- j. inmate population. BP 26 | LMS

#### D. Economic Profile

1. Indicate the economic profile of the county. The following elements should be included in the description:

- a. employment by major sectors (i.e., agriculture, government, industry, education, etc.); BP 26-27
- b. average property values, and; BP 27-28
- c. per capita income. BP 27

2. Indicate the potential economic impact (i.e., employment/unemployment, property value/loss tax base, etc.), the county can expect to suffer from the impact of the hazards identified in Section II. A - (Hazard Analysis). The following elements should be included in the description:

- a. employment by major sectors (i.e., agriculture, government, industry, education, etc.); BP 26-27
- b. average property values, and; BP 28
- c. per capita income. BP 27

#### E. Emergency Management Support Facilities

Identify the emergency support facilities, by geographic location (Maps may be helpful in the presentation). These should include, but are not limited to:

1. critical facilities (i.e., hospitals, law enforcement facilities, fire rescue, shelters, airports, etc.); CFI  
LMS 85
2. logistical staging areas; and; BP 28
3. emergency helicopter landing zones (for Rapid Impact Assessment Teams). BP 28-29  
Maps App

### III. CONCEPT OF OPERATIONS

This section of the plan describes the methods for the management of emergency activities during the response, recovery and mitigation phases of a disaster. The major elements of this section should include the structure of the organization, direction and control, and those actions necessary under the four phases of emergency management (preparedness, response, recovery, and mitigation) to ensure an effective emergency management program.

#### A. Organization

1. Describe the normal day to day management structure that the jurisdiction operates with. This should also include the structure used to coordinate normal day to day mitigation activities (the county daily organizational chart should be included).  
BP 55-56  
BP 29-30  
App Org Charts
2. Identify key government officials (executive and legislative branches) who will ensure continuous leadership authority and responsibility during emergency situations (identify line of succession).  
BP 32  
App Org Charts
3. Describe the emergency management organization system(s) that will be used during an emergency or disaster situation (response, recovery, and mitigation organizational charts and diagrams should be included).
  - a. Response BP 29-57
  - b. Recovery Recovery Annex
  - c. Mitigation Mitigation Annex  
App Org Charts
4. Describe any differences in the management structure pertaining to who is in charge by type of disaster (for example - mass immigration or nuclear power plant event) or organizational changes and by level of disaster (i.e., minor, major or catastrophic). BP 35
5. Name the lead and support agencies or provide the position title for coordinating the county's emergency management organization matches with the listed emergency support functions. (Counties may elect to display agency/function relationship through a series of matrixes, i.e., response, recovery, and mitigation). ESF Matrix
  - a. Transportation - (i.e., Florida Department of Transportation is

	lead for Emergency Support Function #1 - the county lead is ____).	<u>ESF-1</u>
b.	Communications	<u>ESF-2</u>
c.	Public Works and Engineering	<u>ESF-3</u>
d.	Firefighting	<u>ESF-4</u>
e.	Information and Planning	<u>ESF-5</u>
f.	Mass Care	<u>ESF-6</u>
g.	Resource Support	<u>ESF-7</u>
h.	Health and Medical	<u>ESF-8</u>
i.	Search and Rescue	<u>ESF-9</u>
j.	Hazardous Materials	<u>ESF-10</u>
k.	Food and Water	<u>ESF-11</u>
l.	Energy	<u>ESF-12</u>
m.	Military Support	<u>ESF-13</u>
n.	Public Information	<u>ESF-14</u>
o.	Volunteers and Donations	<u>ESF-15</u>
p.	Law Enforcement and Security	<u>ESF-16</u>
q.	Animal Protection	<u>ESF-17</u>
r.	Damage Assessment	<u>DA   IA SOP</u>
s.	Community Relations	<u>Recovery 26</u>
t.	Disaster Recovery Centers	<u>Recovery 14</u>
u.	Infrastructure / Public Assistance	<u>Recovery 19</u>
v.	Unmet Needs Committee Coordination	<u>Recovery 25</u>
w.	Emergency Housing	<u>Recovery 25</u>
x.	Debris Management	<u>Debris Plan</u>
y.	Disaster Field Office	<u>Recovery 2</u>
z.	Mitigation Assessment	<u>Mitigation 9</u>
aa.	Others - as identified by the county (Business)	<u>ESF-18</u>

## B. Preparedness Activities

The preparedness section of the plan should outline those activities the local jurisdiction will undertake to prepare for a response, recovery, and mitigation effort. This section should outline short and long term planning strategies that address training of personnel, exercising of emergency plans and other key issues pertaining to enhancing public knowledge and awareness.

### 1. General Issues

- a. Identify by, title or position, who is responsible for the development and maintenance of the Comprehensive Emergency Management Plan and ensuring that necessary revisions to this plan are prepared, coordinated, published and distributed.

Intro 1

*Local Comprehensive Emergency Management Plan Compliance Criteria*

- b. Identify by, title or position, who is responsible for the preservation of vital records/documents deemed essential for continuing government functions and conducting post-disaster operations. BP 42
- c. Describe the county's process for the registration of persons with special needs. BP 23-25
- 2. Public Awareness and Education
  - a. Identify Public Service Announcements that are used to provide public information throughout the year. Sample PSA App
  - b. Identify the methods used to provide recovery information to the public, including the location of Disaster Recovery Centers, Recovery Information Centers, and Disaster Legal Assistance. Public Info 3
  - c. Include maps of evacuation zones and routes as part of the public information program. Map Appendix
  - d. Identify the methods to communicate to the public information about the hazards and vulnerability of the community. Public Info 3-4
  - e. Identify the methods to communicate mitigation opportunities to the public, especially disaster victims. Public Info 3
- 3. Exercise
  - a. Identify those agencies, both government and private, which participate in various levels of exercises. Training App 5
  - b. Identify the provisions that have been made for inter-agency exercises. BP 44-48
  - c. Identify the schedule that has been developed for conducting exercises. BP 47
  - d. Describe how exercises will be evaluated and the steps which will be taken to correct any noted deficiencies. BP 47
- 4. Training
  - a. Identify, by title or position, who is responsible for the coordination of the local training program. BP 55

- b. Describe emergency management training for all levels of local government (i.e., county, municipal, volunteer groups, etc.) BP 44-46
  
- c. Outline the training needs of local personnel staffing federal programs for the following:
  - i. preparedness, Training App 7
  - ii. response, Training App 7
  - iii. recovery and Training App 7
  - iv. mitigation programs. Training App 7
  
- d. Identify and develop the training program for mitigation activities. BP 44
  
- e. Identify the training program for emergency response and recovery teams. BP 44-45

C. Mutual Aid Agreements and Memoranda of Understanding

Describe how mutual aid agreements and memoranda of understanding will be developed, coordinated, assigned and monitored. Include in the description:

- 1. The method to request mutual aid, and; BP 43  
App SWMA
  
- 2. The process for responding to a mutual aid request. BP 43  
App SWMA

#### **IV. FINANCIAL MANAGEMENT**

Local government through the emergency management office should provide training and guidance in basic financial management to all departments and agencies that respond under the provisions of the local Comprehensive Emergency Management Plan. This would include assistance provided under the Statewide Mutual Aid Agreement and under the Emergency Management Assistance Compact (EMAC). They should identify the primary agency responsible for the collection and processing of data used to document expenses and claim reimbursement. Agencies secondary to financial management such as Risk Management, Grants Management, and Engineers/Architects need to also be identified. Appropriate policies, regulations, and standards need to be identified.

- A. Who is responsible for financial management during a disaster? BP 42
  
- B. Identify a specific agency responsible for providing guidance and

*Local Comprehensive Emergency Management Plan Compliance Criteria*

- training. BP 42
- C. Describe the training process including the documentation and reimbursement procedures. BP 41-42
- D. Describe your role as an assisting party under mutual aid and the documentation required for billing the receiving party. BP 43
- E. Describe types and the purposes of funding agreements and the relationship with the State. BP 41-43
- F. Identify funding sources that provide financial assistance including the local role and responsibility. BP 43
- G. Identify the agency responsible for establishing procedures that include processing and maintaining records of all expenditures and obligations for manpower, equipment and materials. BP 42
- H. Describe the county's relationship with municipalities in financial management. BP 43

## **V. REFERENCES AND AUTHORITIES**

This section should list local ordinances, which authorize the local government or agencies to assume disaster-related functions and responsibilities.

- A. Identify specific local responsibilities outlined in Chapter 252, Florida Statutes. BP 48-50
- B. List applicable ordinances and administrative rules that apply to local emergency management activities. BP 50-52
- C. Identify the statutory and administrative authorities that supports fiscal procedures necessary for the implementation of operations during the four phases of emergency management. BP 49-52
- D. List all applicable references that apply to the Comprehensive Emergency Management Plan (i.e., Standard operating procedures). BP 52-53
- E. List specific plans that supplement this Comprehensive Emergency Management Plan that may apply to unique situations or fixed locations. Among these are:
1. coastal oil spill; N/A
  2. major spill or leak involving hazardous materials; BPlan  
SJC F/R Policy

*Local Comprehensive Emergency Management Plan Compliance Criteria*

- |    |                       |              |
|----|-----------------------|--------------|
| 3. | mass immigration;     | <u>BPlan</u> |
| 4. | airports;             | <u>BPlan</u> |
| 5. | dam failure;          | <u>N/A</u>   |
| 6. | nuclear power plants; | <u>BPlan</u> |
| 7. | ports/marinas; and    | <u>N/A</u>   |
| 8. | others.               | <u>BPlan</u> |
- F. List mutual aid agreements, memoranda of understanding and any other agreements within the jurisdiction and with other jurisdictions around the state that relate to emergency management activities.
- BP 56  
SWMA



## ANNEX I: RECOVERY FUNCTIONS

### I. INTRODUCTION

Following a disaster many critical post-disaster concerns will have to be addressed. Resolution of these issues will require a coordinated local, state and federal effort. This section of the local plan should outline the process for assessing the need for and administration of state and federal disaster assistance.

### II. GENERAL

- |    |  |                     |
|----|--|---------------------|
| A. | Identify the primary agency or position that will be responsible for providing recovery activities for the county.   | <u>Recovery 1-2</u> |
| B. | Identify those agencies which have support roles and will be involved in recovery.   | <u>Recovery 4</u>   |
| C. | Identify by title or position the following:   |                     |
| 1. | Who is responsible for coordinating recovery activities in the county?   | <u>Recovery 1-2</u> |
| 2. | Who is responsible for activating and managing the emergency operations center activities for recovery, if applicable?   | <u>Recovery 2</u>   |
| 3. | Who is responsible for providing liaison activities with the Disaster Field Office and state recovery staff, if applicable?  | <u>Recovery 2</u>   |
| 4. | Who is responsible for coordinating recovery activities with the municipalities?   | <u>Recovery 2</u>   |
| D. | Describe the concept of operations that will be used to administer recovery activities in the local jurisdiction, inclusive of the organization and direction and control of key recovery personnel. | <u>Recovery 2-3</u> |
| E. | Describe the roles, duties and responsibilities of the lead and support agencies.  | <u>Recovery 5-6</u> |
| F. | Describe how the county will coordinate its recovery activities with its municipalities and the State.   | <u>Recovery 1-3</u> |
| G. | This section should outline the process for an effective transition from response and recovery operations and administration of state and federal  |                     |

disaster assistance.

1. Describe how the transition between the response and recovery operations will occur. Recovery 1-2
2. Describe how the jurisdiction will coordinate its efforts with the federal and state Disaster Field Office operations. Recovery 1-2
3. Describe the process for obtaining and administering state and federal disaster assistance in the county. Recovery 3-4
4. Describe county recovery activities for a declared and undeclared disaster. Recovery 3-4

### **III. RECOVERY FUNCTIONS**

#### **A. Damage Assessment Functions**

1. Identify the local agency or individuals responsible for Initial Safety and Damage Assessment. Recovery 6-8
2. Identify the agency or individuals which have support roles in the Initial Damage Assessment. Include those municipalities which will conduct their own inspection. Recovery 9-10
3. Identify roles and responsibilities of the agencies or individuals responsible for Initial Damage Assessment. Recovery 6
4. Identify method of data collection and the process for communicating this information to the State. Recovery 6
5. Identify method for coordination with the State and federal Preliminary Damage Assessment operations at the local jurisdiction. Recovery 8-11
6. Identify methods for assessing economic injury for the local jurisdiction. Recovery 13  
DA 1
7. Describe the coordination process with the municipalities in damage assessment. Recovery 2  
DA 11-12
8. Identify any planning assumptions that were considered in the development of the damage assessment process. Recovery 1  
IA 1

9. Identify the roles and responsibilities of the agencies or individuals responsible for post-disaster habitability inspections. [Recovery 24](#)

## STANDARD OPERATING PROCEDURES

Standard operating procedures can be used to address the following:

1. Establish training procedures for the damage assessment teams to identify duties and responsibilities. [BP 44 | DA 7 Training 5](#)
  2. Describe how the damage assessment team members will be contacted with instructions to report to work. [DA 4-5](#)
  3. Damage Assessment should be in the following two components:
    - a. Initial Damage Assessments
      - i. Positions, roles and responsibilities; [IA 1-3](#)
      - ii. Process to pull teams together; [IA 1-3](#)
      - iii. Geographic assignments; [IA 4](#)
      - iv. Mapping; [IA 4 | Maps](#)
      - v. Assessment criteria; and [IA 1-2](#)
      - vi. Reporting format and process. [IA 2-4](#)
    - b. Preliminary Damage Assessments
      - i. Initial point of coordination between county/state/federal agencies; [DA 1-2](#)
      - ii. Positions, roles and responsibilities; [DA 3, 7-8](#)
      - iii. Geographic team assignments; [DA 7](#)
      - iv. Vehicles, maps, tools; [DA 19](#)
      - v. Assessment criteria; and [DA 1-3 | Att 10](#)
      - vi. Coordination format and process. [DA 11-12](#)
  4. Provide an inventory of personnel, data, equipment and vehicles that will be used for damage assessment, including date of last revision. [DA 18-19](#)
- B. Disaster Recovery Center (DRC)**
1. Identify by position and title the individual with lead responsibility for coordination with the State, pre- and post-event, on establishment of a Disaster Recovery Center. [Recovery 1-3](#)

- |    |  |                       |
|----|--|-----------------------|
| 2. | Identify the individual (s) who will have a support role and be involved in establishment of a Disaster Recovery Center. | <u>Recovery 2-4</u>   |
| 3. | Describe the procedures for requesting state participation in the establishment of a Disaster Recovery Center.           | <u>Recovery 2</u>     |
| 4. | Identify local resources which may be informational/referral in the Disaster Recovery Center.                            | <u>Recovery 14-15</u> |

### **STANDARD OPERATING PROCEDURES**

Standard operating procedures can be used to address the following:

- |    |  |                       |
|----|--|-----------------------|
| 1. | Describe how the disaster recovery center members will be contacted with instructions to report to work.   | <u>Recovery 14-15</u> |
| 2. | Provide an inventory of personnel, data, equipment and vehicles that will be used for disaster recovery centers, including the date of last revision.        | <u>Recovery 14-16</u> |
| 3. | Describe the procedures and criteria used to identify a site for a Disaster Recovery Center within the damaged area; pre- and post-event facility selection. | <u>Recovery 14</u>    |
| 4. | Describe the procedures for requesting state participation in the establishment of a Disaster Recovery Center.   | <u>Recovery 2</u>     |

### **C. Infrastructure / Public Assistance**

- |    |   |                       |
|----|---|-----------------------|
| 1. | Identify the department within the jurisdiction which has primary responsibility for coordinating the activities required by the Public Assistance program.   | <u>Recovery 17</u>    |
| 2. | Identify those agencies that have support roles to the Public Assistance program.   | <u>Recovery 17-19</u> |
| 3. | Describe the roles and responsibilities of the primary and support departments.   | <u>Recovery 17-19</u> |
| 4. | Describe the concept of operations that will be used to meet the requirements of the Public Assistance program, including any necessary planning assumptions. |                       |
| a. | Develop administrative procedures for the following:  |                       |
| i. | Financial transactions, accurate accounting, grants management, document taking and payroll   |                       |

- |    |   |                                       |
|----|---|---------------------------------------|
|    | procedures;   | <u>BP 41-43</u><br><u>Recovery 19</u> |
|    | ii. Develop support staff for preparing correspondence and maintaining files, and;  | <u>Recovery 23</u>                    |
|    | iii. Develop procedures for employing temporary staff.  | <u>Recovery 23-24</u>                 |
| 5. | Identify by position or title the local public assistance coordinator and other staff responsible for implementation of the public assistance process, including project, grant and financial management. | <u>Recovery 17</u>                    |
| 6. | Identify support positions or support organizations.  | <u>Recovery 17-18</u>                 |
| 7. | Describe the procedure for the pre-identification of potential applicants for the Public Assistance and Hazard Mitigation Programs, and the system of notification in the event of a disaster.            | <u>Recovery 17-20</u>                 |
| 8. | Identify by position or title, and agency, the parties that will participate in the kick-off meeting.   | <u>Recovery 19-20</u>                 |
| 9. | List the principal steps in identifying and funding public assistance projects, which steps will be described in detail in the required standard operating procedures.                                    | <u>Recovery 19-23</u>                 |

## **STANDARD OPERATING PROCEDURES**

Standard operating procedures can be used to address the following:

- |    |   |                       |
|----|---|-----------------------|
| 1. | Pre-identification of potential applicants for federal infrastructure assistance. |                       |
|    | a. Positions, roles and responsibilities.   | <u>Recovery 18-20</u> |
|    | b. Identification of:   |                       |
|    | i. County agencies;   | <u>Recovery 18-20</u> |
|    | iii. Other governmental entities;   | <u>Recovery 18-20</u> |
|    | iv. Indian tribes;  | <u>Recovery 18-20</u> |
|    | v. Private Non-Profits;   | <u>Recovery 18-20</u> |
|    | c. Describe means of storing data.  | <u>Recovery 21</u>    |
|    | d. Describe process for keeping data current.                                     | <u>Recovery 21</u>    |
| 2. | Identification of possible infrastructure recovery projects.                      |                       |
|    | a. Positions, roles and responsibilities.   | <u>Recovery 17-22</u> |
|    | b. Key agencies and method of contact.  | <u>Recovery 17-19</u> |
|    | c. Reporting process.   | <u>Recovery 19-23</u> |

- d. Representative at applicant briefing. [Recovery 19](#)
- e. Representative at kickoff meeting. [Recovery 19](#)
- f. Database and maintenance process. [Recovery 21](#)

**D. Debris Management**

- 1. Describe positions, roles and responsibilities for emergency debris removal and long-term debris management. [Debris Plan](#)
- 2. Designate the position and procedures for coordination of federal and state financial assistance and oversight. [Debris Plan](#)

**STANDARD OPERATING PROCEDURES**

Standard operating procedures can be used to address the following:

- 1. Positions, roles and responsibilities. [Debris Plan](#)
- 2. Describe the planning process to include the following:
  - a. Legal issues and plans; [Debris Plan](#)
  - b. Interagency issues (local and non-local) and plans; [Debris Plan](#)
  - c. Contracting plans; [Debris Plan](#)
  - d. Record-keeping and auditing procedures; [Debris Plan](#)
  - e. Physical debris collection, reduction and disposal process; [Debris Plan](#)
  - f. Environmental considerations and plans; and [Debris Plan](#)
  - g. Process for coordinating with state and federal funding agencies. [Debris Plan](#)

**E. Community Relations**

- 1. Identify the County Community Relations Coordinator who will function as liaison with the Federal Emergency Management Agency/State Team. [Recovery 26](#)
- 2. Identify the group or agency that support the Community Relations programs. [Recovery 26-27](#)
- 3. Describe the roles and responsibilities of the Community Relations Coordinator. [Recovery 26-27](#)
- 4. Describe the criteria for determining the priorities within the jurisdiction for the Community Relations teams. [Recovery 26-27](#)
- 5. Maintain a list of key community leaders to be contacted after an

emergency regarding community needs. Recovery 27

6. Identify special populations and geographic areas which may require special outreach, in addition to any other unique demographic concerns in the jurisdiction. Recovery 26

**F. Unmet Needs Coordination**

During the Recovery and Long-Term Recovery phase immediate life safety needs have already been addressed. Voluntary organizations and other private sector groups continue to augment or extend the abilities of government to assist disaster victims by providing donated goods and volunteer services.

1. Identify the position of the individual or agency with lead responsibility for coordinating volunteer agencies at the local level on unmet needs. Recovery 25
2. Identify the local individual or agency who will support the coordination of unmet needs. Recovery 25
3. Describe roles and responsibilities of the local individual or agency in the coordination of unmet needs. Recovery 25-26
4. Identify criteria for the coordination with municipalities on unmet needs. Recovery 25-26
5. Identify local groups that may be utilized to establish unmet needs committees. Recovery 25-26
6. Describe the process for identifying local unmet needs (post-event) and process utilized to meet these needs. Recovery 25-26
7. Describe training and/or seminars available to committee members in the areas of emergency home repair, debris removal, donations warehouse management, processing centers, crisis counseling and other needed assistance. Recovery 25

**G. Emergency Housing**

Identify the position or local agency that will act as the housing coordinator and liaison with their state counterpart. Recovery 25

**STANDARD OPERATING PROCEDURES (SOPs)**

Several of the criterions would be better addressed in a well developed standard operating procedure (SOP) format rather than in the Comprehensive Emergency

Management Plan. Toward this end, counties are encouraged to develop their response to the following criterion for recovery into Standard operating procedures and then list the Standard operating procedure by reference in the "Reference and Authorities" section of the Comprehensive Emergency Management Plan. Standard operating procedures should not be apart of the Comprehensive Emergency Management Plan, but should be a stand along documents.

- A. Describe established policies and procedures for the following recovery functions:
1. Debris Management; [Debris Plan](#)
  2. Initial Damage Assessment; [DA SOP | IA](#)
  3. Preliminary Damage Assessment; [DA SOP](#)
  4. Infrastructure/Public Assistance; [Recovery 19](#)
  5. Community Relations; [Recovery 24-25](#)
  6. Unmet Needs Committees; [Recovery 25](#)
  7. Disaster Recovery Centers; and [Recovery 14](#)
  8. Emergency Housing. [Recovery 25](#)
- B. Describe the procedures for requesting state participation in the establishment of a Disaster Recovery Center. [Recovery 2](#)
- C. Describe the procedures and criteria that will be used to identify sites for Disaster Recovery Center within the damaged area. Include pre-event site identification and post-event facility selection. [Recovery 14](#)
- D. Describe the administrative procedures for the following:
1. Financial transactions, accurate accounting, grants management, document tracking and payroll procedures, [BP 41-43](#)  
[Recovery 20](#)
  2. Develop support staff for preparing correspondence and maintaining files, and; [Recovery 23](#)
  3. Develop procedures for employing temporary staff. [Recovery 23-24](#)
- E. Describe the procedure for the pre-identification of potential applicants for the Public Assistance and Hazard Mitigation Programs, and the system of notification in the event of a disaster. [Recovery 17-20](#)



## ANNEX II: MITIGATION FUNCTIONS

### I. INTRODUCTION

Mitigation activities are ongoing within a community regardless of the occurrence of a disaster. However, there are certain mitigation activities that occur during and immediately following a disaster that do not otherwise occur within the community's normal day-to-day operations. Annex III, therefore, is separated into three parts. First, general identification and coordination of mitigation activities are listed. Secondly, those activities that are unique for mitigation during a disaster are listed. Finally, those activities that are necessary to promote a successful mitigation program in force during normal day-to-day local operations are listed.

### II. GENERAL

- A. Identify the lead agency and position by title responsible for coordinating hazard mitigation activities within the county for both pre-disaster and post-disaster scenarios. Mitigation 2
- B. Identify the support agencies and positions by title, responsible to coordinate hazard mitigation activities in the county for both pre-disaster and post-disaster scenarios. Mitigation 2-3
- C. Describe the concept of operations that are be used to administer mitigation activities in the local jurisdiction, inclusive of the organization and direction and control of key mitigation personnel for both pre-disaster and post-disaster scenarios. Mitigation 3-4
- D. Describe how the county will coordinate mitigation activities with its municipalities and the state for both pre-disaster and post-disaster scenarios. Mitigation 6
- E. List by local government any inter-local agreements, memorandums of understanding, mutual aid compacts or other agreements that exist for other local or state government, volunteer, professional organizations or other individuals to assist in post-disaster mitigation activities, including the administration of substantial damage/substantial improvement determinations under the National Flood Insurance Program. Mitigation 6
- F. Identify the status of each local government, including the unincorporated county, in the National Flood Insurance Program. [This status may be obtained from the Federal Emergency Management Agency's National Flood Insurance Program Community Status Report.] Identify the local role and participation in support of the federal mitigation efforts that are associated with the National Flood Insurance

Program (NFIP).

Mitigation 6

- G. Identify the process that mitigation assessment teams will use to identify mitigation opportunities that become apparent as a result of disaster damages. (For instance, joining with the damage assessment teams during the preliminary damage assessment process or staffing the disaster recovery centers with mitigation experts).

Mitigation 6-8

- H. Describe the process to be used locally to manage federal, state, regional and local mitigation disaster assistance monies. Identify potential match opportunities for such funding programs. This should include at a minimum how the local government will manage the Public Assistance Mitigation, the Hazard Mitigation Grant Program, and any Emergency Supplemental Community Development Block Grant Disaster Recovery Initiatives.

Mitigation 7  
LMS 96

### III. PRE-DISASTER HAZARD MITIGATION ACTIVITIES

For those communities, which have an adopted and updated Local Mitigation Strategy (LMS), then the following activities shall be considered sufficient and in compliance. The Comprehensive Emergency Management Plan must, however, reference the Local Mitigation Strategy and where within it the activity is addressed. Other parts of the Basic Plan and this Mitigation Annex may also be addressed with a Local Mitigation Strategy, and, if the case, should be appropriately cross referenced. A recognized Local Mitigation Strategy must be consistent with that Local Mitigation Strategy developed according to the Scope of Work for the contract with the Department of Community Affairs in 1998-1999 and submitted to and approved by the Department of Community Affairs. In addition, this Local Mitigation Strategy must be formally revised at a minimum of every four years consistent with the update of this Comprehensive Emergency Management Plan.

- A. Establish or participate on a representative community group to oversee hazard mitigation activities within the county.
- B. Describe and evaluate existing municipal and county programs, plans, and policies that involve mitigation activities. Evaluation shall mean assessing the purpose of the programs, plans and policies, identifying conflicts and limitations among them and suggested improvements to them to further hazard mitigation activities. From these, establish the county's hazard mitigation goals.
- C. Describe the hazard mitigation activities with which the county is involved. The National Flood Insurance Program and Community Rating System shall be included. Other relevant mitigation activities could include but are not limited to:
1. Public education and awareness of community and individual

LMS Intro

LMS 6  
Guid Princ Table

vulnerabilities and methods to reduce them. Such activities can include:

- a. newspaper advertisements, announcement, articles, New LMS, Section I
  - b. radio spots or commercial, N/A
  - c. fliers on announcement or bulletin boards, New LMS, Section I
  - d. fairs, exhibitions, conferences, and workshops, New LMS, Section I
  - e. presentations at public and private meetings, and New LMS, Section I
  - f. solicitation for involvement in public policy decisions. New LMS, Section I
2. Public involvement in community mitigation activities including:
- a. participation in a civic group for mitigation and New LMS, Section I
  - b. organized mitigation projects LMS Section IV
3. Coordination of mitigating activities between governmental and private agencies:
- a. resource and information sharing, and New LMS, Section I
  - b. development trends. New LMS, Section I
4. Structural hazard mitigation initiatives:
- a. flood-proofing, LMS Section IV
  - b. wind-retrofitting, LMS Section IV
  - c. stormwater management projects, LMS Section IV
  - d. floodplain management projects, LMS Section IV
  - e. infrastructure hardening, and LMS Section IV
  - f. acquisition and demolition. LMS Section IV
5. Non-Structural
- a. regulatory:
    - i. zoning, LMS Section IV
    - ii. land development regulations, and LMS Section IV
    - iii. permitting fees. LMS Section IV
  - b. financial incentives:

- |      |   |                        |
|------|---|------------------------|
| i.   | ad valorem tax breaks on retrofitting improvements,   | <u>N/A</u>             |
| ii.  | insurance premium reductions, and   | <u>N/A</u>             |
| iii. | financing for structural hardening funding.   | <u>N/A</u>             |
| <br> |   |                        |
| D.   | Identify the structures and infrastructure that are vulnerable to the applicable hazards identified in Section II. A (Hazard Analysis) and determine the estimated frequency and costs of damages associated with the hazards. Such structures, infrastructure types and analysis should include, but are not limited to: |                        |
| 1.   | residential, government, school and commercial structures, and;   | <u>LMS Section III</u> |
| 2.   | critical facilities (i.e., utilities, roads, and bridges, etc.).  | <u>LMS Section III</u> |
| <br> |   |                        |
| E.   | Based upon the vulnerability assessment and risk analysis, identify appropriate mitigation initiatives to reduce these risks and vulnerabilities.   | <u>LMS 121,125</u>     |
| <br> |   |                        |
| F.   | Identify and prioritize community mitigation initiatives. Identify funding sources for these initiatives. Such funding sources should include, but are not limited to:  |                        |
| 1.   | The Hazard Mitigation Grant Program,  | <u>LMS Section VI</u>  |
| 2.   | Community Development Block Grant special disaster allocations,   | <u>LMS Section VI</u>  |
| 3.   | Infrastructure Program - Mitigation,  | <u>LMS Section VI</u>  |
| 4.   | Technical assistance funding from the Federal Emergency Management Agency,  | <u>LMS Section VI</u>  |
| 5.   | The Flood Mitigation Assistance Program,  | <u>LMS Section VI</u>  |
| 6.   | The Emergency Management and Preparedness Trust Fund,   | <u>LMS Section VI</u>  |
| 7.   | The Community Development Block Grant Program,  | <u>LMS Section VI</u>  |
| 8.   | The Florida Communities Trust,  | <u>LMS Section VI</u>  |
| 9.   | The Florida Coastal Management Program, and   | <u>LMS Section VI</u>  |
| 10.  | Other funding to support mitigation activities.   | <u>LMS Section VI</u>  |

#### IV. SPECIFIC DISASTER-SCENARIO MITIGATION FUNCTIONS

##### A. Mitigation Assessment Function

This function defines the responsibilities and coordination of the mitigation assessment team and resources that support local agencies, volunteer groups and other organizations in order to perform their mission following an emergency or disaster.

- |    |   |                     |
|----|---|---------------------|
| 1. | Identify the local agency which has primary responsibility for providing emergency mitigation assessment. | <u>Mitigation 2</u> |
|----|---|---------------------|

2. Identify those agencies which have support roles and will be involved in mitigation assessment. Mitigation 3
  3. Identify duties and responsibilities of the lead and each supporting agency. Mitigation 8-9
  4. Describe how missions and resources will be coordinated between lead and support agencies/organizations. Mitigation 8-9
  5. Identify the position responsible for maintaining and updating the mitigation assessment resource inventory (data, personnel, equipment and vehicles). Mitigation 9
  6. Provide the reference location of inventory of personnel, data, equipment and vehicles that will be used for mitigation assessment, including the date of last revision. Mitigation 9
  7. Identify any planning assumptions that were considered in the development of the mitigation assessment activities (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.). Mitigation 7
  8. Establish training procedures for the mitigation assessment teams to identify mitigation opportunities. Mitigation 10
- B. Funding Function
- Identify the individual by title or agency responsible to complete applications and submit for federal and state disaster mitigation funding. Mitigation 7
- C. Public Information Function
- Identify the agency or individual by title, who is responsible for providing information to citizens on how they can prevent damages in the future. Media can include Disaster Recovery Centers or Joint Information Centers. Mitigation 8

## V. STANDARD OPERATING PROCEDURES (SOPs)

Several of the criterion would be better addressed in a well developed standard operating procedure (SOP) format rather than in the Comprehensive Emergency Management Plan. Toward this end, counties are encouraged to develop their response to the following criterion for mitigation into Standard operating procedures and then list the Standard operating procedure by reference in the "Reference and Authorities" section of the Comprehensive Emergency Management Plan. Standard operating procedures should not

be apart of the Comprehensive Emergency Management Plan, but should be stand along documents.

- |    |  |                       |
|----|--|-----------------------|
| A. | Establish procedures to collect and analyze information relating to vulnerabilities, damage collection and mitigation opportunities.   | <u>App IA   DA</u>    |
| B. | Identify procedures to document the locations and causes of damages. Use this information to update the Hazard Identification and Vulnerability Assessment activities required in the Basic Plan.  | <u>App IA   DA</u>    |
| C. | Identify procedures to use the mitigation assessment information to identify appropriate mitigation initiatives. Then, review and if necessary, revise, the prioritization system established to accomplish Section III.F., and associated list of prioritized mitigation initiatives. | <u>LMS Section IV</u> |
| D. | Establish training procedures for the mitigation assessment teams.   | <u>Mitigation 10</u>  |
| E. | Describe how the mitigation assessment team members will be contacted with instructions to report to work.   | <u>Mitigation 8</u>   |
| F. | Provide an inventory of personnel, data, equipment, and vehicles that will be used for mitigation assessment, including the date of last revision.   | <u>Mitigation 9</u>   |
| G. | Establish procedures for the post-disaster permitting process.   | <u>LMS Section IV</u> |